

Book a
demo
at your
practice

Intelligent
OCR Filing

Paper-light Status

View Letters
Instantly



Intelligent
Summarising

Improved
Patient Care

Intuitive
Workflow

Electronic Document Management

Docman provides a complete document management, messaging and workflow solution specifically designed for GP practices

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Electronic Document Management

Docman is already benefitting over 5000 practices, with over 20 million registered patients, processing 3 million documents per week. A typical practice benefits from an efficiency saving of over £10,000 per year.

Docman will streamline your working processes and improve data quality, helping you to maximise QOF points and free professionals to concentrate on patient care.

Quickly capture and file physical and electronic documents tagged with categories such as description, hospital, department and consultant for easy retrieval. Docman enables instant access to up-to-date results with a single mouse click from a patient's clinical record, even if documents are in a Doctors' in-tray. This ensures that information can be passed back to the patient as soon as it's received in the practice.

Docman simplifies workflow processes by easily presenting electronic letters in front of individuals to review, comment, highlight or note simple actions. GPs will spend less time on administration tasks, whilst being able to access information from any computer in the practice and update on a patient's history instantly.

Patient letters are accessed directly from within your clinical system and clinically coded entries can be written back to a patient record. Docman provides a complete freedom of information service, with comprehensive text searching, allowing busy professionals to quickly and efficiently locate documents against a patient record.

Docman reduces the daily administration process, enabling redeployment of resources elsewhere in the practice to improve patient care and increase QOF points.

Have the information you need in an easy-to-use system. Improve information security and access complete audit trails and reporting functions.

Patient and non-patient document management (finance, meeting minutes, bills) or surgery document sections (drug alerts, health and safety, price lists) is accessible by all or selected individuals, enabling a practice to become paperless.

Practices can deploy EDT so electronic documents can be received directly into Docman for onward workflow.

“ Docman has enabled our practice to improve working procedures and improve our service to patients. We can now locate any document quickly and see if any further action is required from a simple mouse click. This has saved our staff many hours a week, helping us to become more efficient. ”

Paul Canham – Practice Manager

“ Using Docman for the 100 'hard copy' letters, the practice receives an average efficiency saving of £13,000 per year. ”

Geoff Dennis – Practice Manager

What will Docman mean for me?

Clinicians: Docman will simplify your processes for reviewing and workflowing patient letters

Practice Managers: A secure and easy to use solution for managing any document within the practice

Administration staff: Fast and accurate document capture ensuring data quality

Receptionists: Save time by having instant access to patient letters with one mouse click

Clinical Coders: Intelligent read code capture to support summarising and to maximise QOF points

Patients: Healthcare professionals have instant access to all clinical letters during a consultation





Intelligent Filing, Intelligent Coding

Intellisense, using advanced OCR improves the speed and accuracy when filing letters into the patient's clinical record. Intellisense will also capture diagnosis and procedure read codes within a document and present them to the user.

What will Intellisense mean for me?

Whilst intelligently presenting read codes to maximise QOF points, Intellisense will reduce the time it takes to file a document and improve data quality.



Intuitive, Intelligent Workflow

iWorkflow is the very latest in next-generation electronic document workflow. It incorporates intelligent routing based on assigned actions which streamlines the creation and processing of workflows. iWorkflow provides practices with huge measurable efficiencies and frees-up valuable time for healthcare professionals.

What will iWorkflow mean for me?

The intelligent 'Action Based Workflow' enables the actual flow of documents to be determined automatically based upon the type of action required. This improves processes, to save GPs and practice staff time and money.



Streamlining Back Office Processes

Docman Back Office is an intranet and content management solution that facilitates collaborative working, knowledge management and business process management for busy healthcare organisations.

What will Back Office mean for me?

The foundation module of Back Office, called Library, enables practices to efficiently store, workflow and retrieve all non-patient documents to support the practice. Utilising an intuitive interface the solution provides a range of useful features for categorising and tagging information, including web references, which can then quickly be retrieved using a modern context sensitive searching tool working across tags, file names and document content.



Receive Electronic Documents into Docman

EDT Hub captures documents from Secondary Care systems and distributes them to GP practices. These documents are delivered directly into Docman's intuitive workflow and filed into the GP clinical system. EDT is currently being used for receiving Discharge Summaries, Discharge Letters, Encounter Reports, Radiology Reports, Outpatient Clinic Letters and Out-of-Hours Reports. This removes printing, postage, scanning and filing costs.

EDT Hub enables the sending and receiving of electronic documents between Health and Social Care organisations.

What will EDT mean for me?

No scanning, auto-patient matching, pre-populated filing fields and quicker document processing.

EDT means that all incoming documents are received by the practice in the same way, irrespective of the sending system.

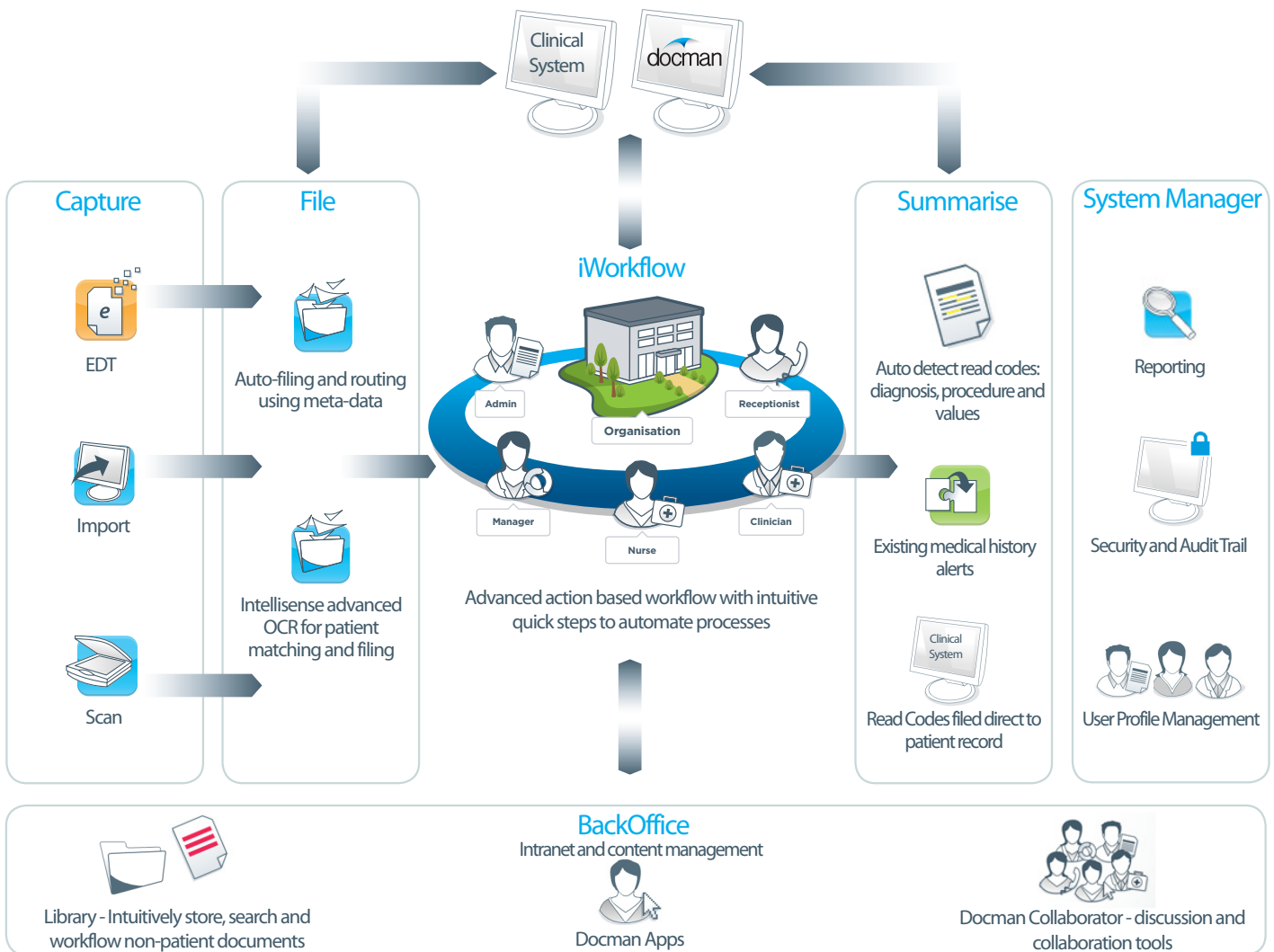
Installation, Training and Consultancy

PCTI are dedicated in providing a first-class deployment, market-leading training, support and consultancy services. This will enable a smooth transition to start creating efficiency savings. Our team are highly trained and motivated to ensuring your practice benefit from Docman and instantly create efficiencies.

Community

The PCTI Newsletter and Docman User Forum allow users to discuss best practice, ask questions, offer advice and provide feedback. There's a variety of training videos and FAQ documents to ensure the service we offer is unbeatable.

Becoming Paper Light - The Docman Process



For further information

To discuss how Docman can benefit your practice or to arrange a free, no obligation demonstration please call our sales team on 01977 664496 or email sales@pcti.co.uk

Online Demonstration
www.pcti.co.uk/onlinedemo

Request Quotation
www.pcti.co.uk/quoterequest

Call us on 01977 664496

