

3M™ Patient Financial Services Document Management Software

- Create, index and edit electronic versions of paper records
- Streamline access to key patient financial documents
- Enhance productivity with fast document search and retrieval to improve revenue cycle and turnaround time

The 3M document management advantage

3M Patient Financial Services (PFS) Document Management Software is a cost-effective document capture and storage solution that allows you to create electronic versions of external patient accounting records and store them in one location for easy access and retrieval.

The 3M software provides a user-configured, integrated view of key PFS and HIM documentation, including dictation, registration and order entry system data. Documents are immediately available to view after scanning, which boosts efficiency while greatly reducing operational costs and challenges associated with manual document storage.

Paper, paper everywhere

Many healthcare facilities continue to document patient care using paper forms and charts, which can cause delays, errors and omissions in the flow of information to the PFS staff responsible for billing and reimbursement. In a paper environment, bottlenecks and gaps occur in HIM and PFS processes, errors are hard to track, and accountability is difficult to enforce. HIPAA compliance is also challenging to maintain without electronic safeguards for security and privacy.

Streamline your patient financial services

3M PFS Document Management Software turns paper-based bottlenecks into streamlined electronic workflows through scanning—either at the point of service or retroactively when the chart is completed or during other processes. Scanned images provide immediate access to distinct, legible patient accounting documents from a central location, which can help improve revenue cycle turnaround by quickly billing secondary payers and providing a faster response to payer requests for supporting documentation.

Take control of your document management process

By reducing the time spent and the cost of managing paper documentation, 3M PFS Document Management Software can generate significant savings. The software provides a flexible and versatile solution to accommodate a department's workflow and existing forms, while also integrating with electronic health records (EHRs) and other health information systems for a comprehensive and collaborative approach to document management.

With 3M PFS Document Management Software, you can create and edit documents electronically, access and view medical charts, fax and e-mail documents from within the application and set preferences for sites and users, including personal lists.

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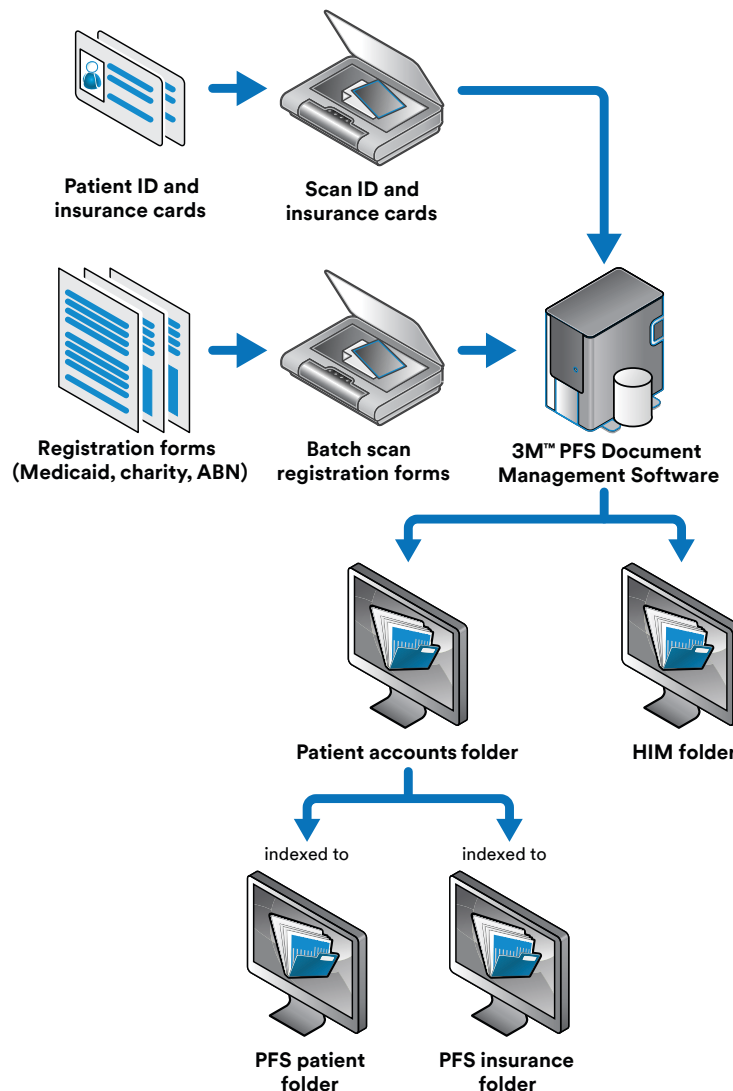
Flexible indexing lets you re-index by patient, folder, or document types without re-scanning. To help manage document workflow, you can generate standard reports on department productivity, volume or backlogs, and create custom reports to track requests for information or other activities. Additional features allow users to:

- Use Post-It® annotations and text overlay
- Restrict viewing of sensitive document types by user or group profile
- Obtain a complete view of a billing encounter
- Index one document to a single patient or multiple patients
- Use facility-created templates
- Query and create online parameter-driven lists of patients and visits
- Automatically index individual explanation of benefits (EOBs) transactions

Secure and compliant

- Individual user ID and password logon
- Ability to restrict access by user profile down to the level of document type
- Automatic logoff after user-defined period of system inactivity
- Audit trails within the application provide detailed information about user activity
- Integrates with industry-standard server/database security to capture additional audit data

3M PFS Document Management Software integrates easily with your patient registration, HIM and PFS workflows.



Call today

For more information on how 3M solutions can assist your organization, contact your 3M sales representative, call us toll-free at **800-367-2447**, or visit us online at www.3m.com/his.



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