



## Boosting productivity through paperless operations AMICAS Documents™

**A** MICAS Documents empowers radiology workflow throughout the healthcare delivery setting. Providing electronic capture, storage, and management of every document in your practice, AMICAS Documents allows for retrieval, revisions, annotations, and distribution as needed. This paperless office solution streamlines workflow, reduces expenses, increases FTE productivity and collections, and facilitates compliance with the privacy and security guidelines mandated by HIPAA.

With AMICAS Documents, everyone in your organization — from scheduling to billing — can have access to the same documents simultaneously.

### FRONT OFFICE AND FILE ROOM SAVINGS

Realize significant productivity of your staff by eliminating the need to search through patient files, while deploying file room personnel for other critical tasks. Front office scanning eliminates the distraction of going to a copier and presents your organization in a professional manner to patients.

Areas of productivity include:

- + Eliminating transportation, storage, faxing, paper, and copier maintenance costs
- + Sharing documents electronically between multiple imaging locations
- + Limiting the legal risk — and the potential impact on patient care — of losing crucial information
- + Performing HIPAA and QC audits more quickly — and without file room involvement
- + Growing your business through increased FTE productivity

With AMICAS Documents, AMICAS customers report an average time savings of 10 percent for each front office FTE who must view patient documents.

### RADIOLOGISTS' PRODUCTIVITY

For faster report turnaround times, radiologists have seamless viewing of the documents associated with their patients — which is crucial in eliminating the time radiologists spend sorting through paperwork. Additionally, radiologists who read for multiple imaging locations can have the necessary information — no matter where they access the images.

**“With AMICAS Documents, our billing personnel and coders have immediate access to the complete patient record. This means that we have a much better opportunity to establish a ‘clean claim’ in a shorter period of time than if we had to rely on paper for those transactions.”**

**Don Wilson, CIO**  
Tristán Associates (Harrisburg, PA)

Productivity improvements include:

- + Saving radiologists' time and improving report turnaround times
- + Increasing productivity by providing all documentation for studies in one place

## BILLING EFFICIENCIES

Transcription, coding, and billing personnel all benefit from productivity increases by having the necessary documentation available at all times, which ultimately decreases accounts receivable days and increases collections. With the 835 process, automatic separation and indexing of EOBs eliminates the need for data entry and automatically ties the EOB to the patient account.

## FEATURES

- + Document Imaging — full featured, easy-to-use document management provides the ability to:
  - scan and import documents (i.e. doc, xls, pdf, jpg)
  - define keywords for indexing and look up
  - view, print, and export all documents
  - add notes, arrows, highlight, and black out document areas
  - apply document overlays
  - manage user access to documents — with robust security settings
- + Front Office Scanning — allows users to easily scan and index documents typical to their workflow
- + Instant Viewer — provides AMICAS PACS™ users with a seamless view of documents associated with the studies being viewed
- + Computer Output to Laser Disk (COLD) — configured to receive and automatically index text files from third-party systems
- + EDI Processor (835 and 837) — electronically receives EOB and HCFA forms to automatically separate, index, and store for the associated patient
- + Optical Character Recognition (OCR) — translates an image file (i.e. scanned document) into text to allow for text searches within documents

## SUMMARY

Over the last 30 years, AMICAS has acquired a keen and in-depth understanding of radiology business needs, and has the commitment and resources to take the latest technologies and turn them into solutions that benefit our customers. Realizing the benefits of a truly paperless environment is becoming a necessity for hospitals, imaging centers, radiology groups, and billing services. Learn how AMICAS Documents can help optimize your operations!

## AMICAS DOCUMENTS BOOSTING PRODUCTIVITY THROUGH PAPERLESS OPERATIONS

Customers report an average time savings of 12 percent for each billing employee working with denials or patient inquiries — and an average time savings of 6 percent for every coder who views patient files online with AMICAS Documents.