

document management.
Easy. Fast. Smart.

docSTAR™ for HME

The easiest, fastest, and smartest way to manage your documents.



DID YOU KNOW THAT 31% OF EVERY DOLLAR SPENT ON HEALTHCARE IS FOR ADMINISTRATIVE COSTS AND 90% OF ALL PATIENT INFORMATION REMAINS ON PAPER?

Meet the legal, regulatory and accreditation standards with docSTAR - the document management system that securely scans and stores paper documents along with critical electronic files, allowing for quick and easy document retrieval.

docSTAR:

- ★ Is easy to use and fast to implement.
- ★ Supports HIPAA compliance and other regulatory requirements.
- ★ Helps create a standard EMR by Capturing, Indexing, Archiving, and Routing of documents.
- ★ Streamlines document processes and reduces errors.
- ★ Secures sensitive documents from unauthorized access.
- ★ Maintains an audit trail of all document access.
- ★ Integrates seamlessly with your existing applications.
- ★ Saves you time, space, and money.
- ★ Is the smartest investment you will ever make.

docSTAR™

visit us at www.docstar.com

“ We continue to view technology and our internal workflow modifications as paramount in our drive to increase profitability and patient care. Working more closely with our line of business application provider as well as with vendors that offer an integrated fax server, document management, and revenue cycle/denial management services has helped us achieve our corporate goals. Integrating cutting edge technology remains a top priority given the backdrop of competitive bidding and the regulatory environment. ”

Joel Mills - CEO of Advanced Home Care

Flexible Solutions.

docSTAR offers a broad range of options to meet virtually every document management challenge. With docSTAR you have the versatility and flexibility to tailor the solution to precisely meet the objectives of your business.

Grow as you go - buy only what you need when you need it. All docSTAR systems are available as software or as a pre-configured, turnkey system if you prefer to have us provide the server.

Guaranteed Authenticity.

docSTAR includes AuthentiDate™ which time and date stamps every image, provides authenticity, bulletproof security, and peace of mind. Additional security is provided with Electronic Postmark™ (EPM) from the United States Postal Service® (USPS).

Compliance Strategy.

With docSTAR's Access Management and Audit Trail, you can easily implement a secure document management strategy that lets you meet your statutory obligations; such as HIPAA, SEC Rule 17a-4, Graham-Leach-Bliley Act, Sarbanes-Oxley (SOX), and a myriad of others – or face very costly, disruptive consequences. docSTAR can help!

Safety from Disaster.

docSTAR's optional, unique two-tier storage system, which typically combines RAID and optical media, to provide fast retrieval, fault tolerance, and archival copies for offsite storage.

Documents on the road.

Documents everywhere, all the time! With docSTAR, you can access documents instantly and easily from any PC, across a LAN, WAN or via the Internet with optional modules. You can even export documents for viewing on a notebook or other PC – so you can take documents home, on the road, or anywhere you need them.

Convenient, Consistent Filing.

docSTAR provides filing *templates* to ensure that everyone files each type of document correctly. Through templates docSTAR supports folder-based filing - which mirrors the way you file on paper; and field-based filing - which is especially valuable when you integrate docSTAR with your business management software. It also supports text-based filing - to retrieve documents by searching for any words they contain.

With docSTAR Advanced Templates optical character recognition (OCR), user-defined "drop-down lists", and other features, makes docSTAR filing even more convenient. Additionally, you can automate filing even further with docSTAR Barcode recognition.

Maximize your MFP Investment.

Why just scan-to-file? Scan to docSTAR! Add docSTAR CP to your digital copier to realize the dream of a paperless office. Nearly all digital copiers can be used to capture documents.

Universal Document Repository.

Users not only scan documents with docSTAR, they can also store most applications in their native format, such as; imported spreadsheets, word processor documents, emails, CAD drawings, and other electronic files. All documents archived in docSTAR are guarded against undetected tampering using AuthentiDate digital fingerprints.

Stay Informed.

With docSTAR's Dashboard and Reporting module. Managers can stay on top of document-based processes right from their desktops. Bottlenecks can be identified and work can be redirected before problems flare up.

Communicate Better. Save Dollars.

Whether you use fax as a casual communication tool or as an integral part of your critical business processes, Zetafax for docSTAR is the affordable solution for you. Zetafax for docSTAR eliminates your reliance on the fax machine; saving considerable paper and toner expenses, reducing manual steps – and ultimately making faxing as easy as sending or receiving an e-mail. Plus, docSTAR teamed up with Zetafax eliminates any doubt about document integrity by delivering safe, tamper-proof security; guaranteeing the authenticity of the documents.

Zetafax for docSTAR - Easy, Fast, Smart:

- ★ **Easy** - Bring inbound and outbound faxing right to your docSTAR desktop - increase productivity.
- ★ **Fast** - Received faxes are automatically routed to you. Automatic routing saves effort and forwards faxes where they need to be processed promptly. Inbound faxes can be routed by: **Sender's station ID, Caller ID, Sub-addressing, or Direct Inward Dialing (DID)**
- ★ **Smart** - Intelligent features further save steps, time and money:
 - **Automatic Redial** - saves the trouble of checking and manually resending faxes
 - **Offpeak Sending** - reduce costs and line utilization during peak times.
 - **Junk Mail Filtering** - saves time and reduces aggravation.

E-mail and Office Integration:

Zetafax's e-mail gateway distributes faxes as e-mails through Microsoft Exchange Server or Lotus® Domino® right to your e-mail client; saving time and eliminating the need to learn a new application. Plus, MS-Office add-ons provides one-click faxing from Microsoft Office applications.



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