Treeno Enterprise Document Management
Healthcare

Treeno Securely Manages:

Patient records

EOBs

Claims

Policies and Procedures

Vendor Contracts

Financial Documents

Meeting Minutes and Agendas

Human Resources

Healthcare Organizations are Increasing Productivity and Improving Customer Service Quality with Treeno Electronic Document Management and Workflow Management.

Healthcare organizations of all types and sizes face intense economic, regulatory and competitive pressures. Organizations must find efficient ways to satisfy these requirements while keeping costs to a minimum and maintain their accreditations.

To maintain a competitive advantage, organizations must deliver high quality patient care while lowering operational costs. The typical office handles tens of thousands of documents and images each year requiring the allocation of physical space to store patient charts, patient information forms, insurance claim forms, explanation of benefits, treatment authorization forms, HR materials, and more. The majority of this information is handled through inefficient, manual processes. The requirement is for an easy-to-use yet powerful, integrated document and workflow management system that enables healthcare providers to store, access, manage, and share critical documents across a broad range of functions, departments and locations.

Healthcare organizations rely on Treeno to:

- Provide simultaneous access to patient information across the provider enterprise.
- Enable productivity tracking and accountability, ensuring turnaround requirements are always met.
- Provide faster response to patient and provider inquiries.
- Reduce paper, paper storage, photocopying, and faxing costs.
- Streamline compliance driven documentation requirements including HIPAA.
- Improve operational efficiency with minimal disruption.
- Improve information security and document integrity.
- Allow multiple users to view files simultaneously.
- Reduces costs associated with paper EOB storage.
- Increase sales and improve customer service quality.

TREENO
S O F T W A R E

Treeno Electronic Document Management Solutions for Healthcare Organizations

HL7 Interface – Admission Process
Treeno EDM can interface with Healthcare Information Systems via an HL7 Interface. Upon entry of a patient admittance into HER applications, a patient record will automatically be added to Treeno's secure folder structure. Treeno will produce a patient barcode routing sheet which will allow the file to be scanned directly to the patient file.

Application Integration with Patient Information Systems
The Treeno EDM system seamlessly integrates with patient information and finance applications such as Profiler. With just a single click, you can retrieve filed documents and automatically file, name and link documents to patient transactions within your patient and finance application.

Billing and Finance
Store financial documents linked to your financial application for oneclick retrieval and filing. Explanation of Benefit can be accessed and stored. Treeno EDM provides audited, secured financial transaction management.

Patient Record Archive and Retrieval
Treeno simplifies the archiving process by uploading patient information data directly into Treeno to automatically create patient folders. By leveraging Treeno document specific barcodes, filing of older patient files can be automated without requiring the scan processor to have to manually code the file. Treeno document type bar codes can separate the patient files into sections to allow for document types to be secured as well as allow authorized users easier access to specific files for retrieval.

Vendor Contract Management
Managing and renegotiating vendor contracts can be a time consuming, daunting task. Let Treeno EDM help you manage the renewal process. Leverage Treeno tools to report on contract expiration, renewal, and renegotiation time lines. With Treeno's versioning capability, you can track changes to a contract, including who made each modification and when.

Integrated Customer and Vendor Portals
The Treeno EDM solution seamlessly integrates with your client and vendor portals and allows users with appropriate permissions to access financial documents in an authenticated and secure environment. Treeno also provides a publishing portal to allow selected documents to be securely viewed by an external party. Access to the Treeno publishing portal is audited and tracked via the Treeno audit table.

Document Retention Policy and Process
Managing the quantity of client and business documents is challenging enough without adding the laborious task of managing the document retention policies specific to each document type. You can simplify retention and purging processes using business rules defined by your organization. Rules can be as simple as, "If document exceeds seven years past date scanned, purge automatically", or as complex as, "Based on the document type, Status field, and Time Beyond Date field, notify authorized user to view prior to purge". Mitigate your risk by establishing your retention policy and automating the process.

Compliance
Treeno EDM solutions assists healthcare organizations with a variety of compliance initiatives, including:
• Health Insurance Portability and Accountability Act (HIPAA)
• Security Exchange Commission (SEC)
• Financial Industry Regulatory Authority (FINRA)
• Sarbanes Oxley Act of 2002 (SOX)

ABOUT TREENO SOFTWARE
Established in 2002, Treeno Software is a leader in the Enterprise Document Management (EDM) industry. Treeno Software's mission is to provide their customers with operational workflow efficiencies and measureable return on investment (ROI) through the fast installation and implementation of their fully secure, highly reliable, and easy-to-use, web-based Enterprise Document Management (EDM) Software Solution.

To learn how Treeno can help you— call **800.528.5005** or visit us on the web at **treenosoftware.com**.