

## eDocuments

### Import electronic documents and images to residents' EMR

With Keane NetSolutions eDocuments you can add files to a resident's electronic record and organize them for maximum efficiency. You can upload:

- Scanned documents such as lab results, prescriptions, and insurance cards
- Images and photos
- Electronic files attached to email
- Binary files, such as a Word doc, pdf, jpg, gif, and bmp.

### Electronic Document Management

Keane NetSolutions eDocuments provides a system that stores, indexes, accesses, and retrieves electronic documents imported to the resident's medical and financial records.

Files are available through a pop-up eDocuments window that opens above the page where you're working (see sample). From that window you can import, view, and delete files indexed to the resident. You open this page from links on the main menu and Snapshots (ADT, Clinical, and Financial). When you're through with eDocuments, simply close its window and return to your original page.

After importing an eDocument to the resident's record you can increase its usability by attaching it to a progress note, care plan intervention, or order.

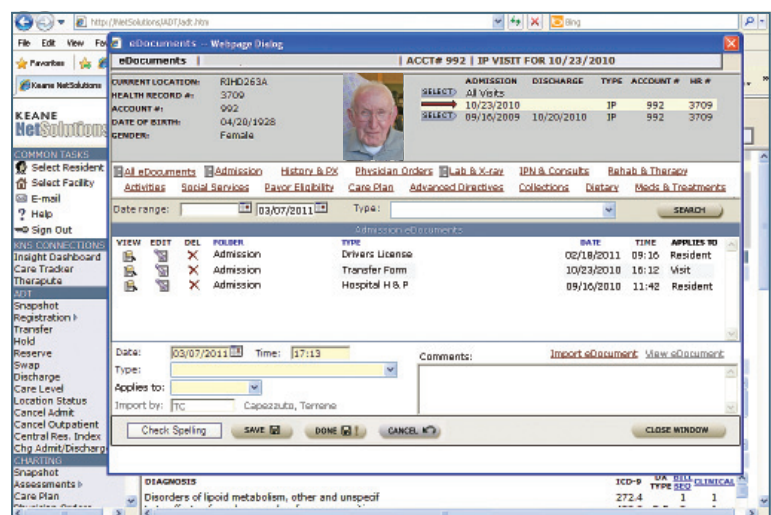
### How eDocuments Works

To import a file into a resident's EMR, start by using the Browse feature in KNS eDocuments to locate a file on your network or hard drive and import it to a resident's record.

The system automatically date stamps the imported file. Next, you select a file type from a drop-down list, such as medical power of attorney.

The type of file becomes the file name, following your facility's standard – you don't have to choose a name or remember naming rules.

### eDocuments adds "paper" to paperless records



In this sample screenshot you can see that eDocuments opens on top of the page where you're working for quick access and exit. From this window you can import, view, and delete documents and images.

## Keane NetSolutions eDocuments

File types and folder names are facility-defined. Possibilities for folders include:

- admission records
- payor eligibility
- dietary information
- MDS 3.0
- physician orders
- social services
- activities
- advance directives
- lab results

The facility's System Manager can edit folder names and set security access by type of document.

Examples of file types:

- consultation
- diet
- discharge form
- hospital H&P
- insurance card
- payor eligibility
- lab report
- notes: MDS, nurse, therapy
- transfer form
- radiology report

You can add a note regarding the file, such as the person providing the document. The full text of a note is available from the pop-up summary window.

## Start from First Contact

Medical and financial documents can be imported during pre-registration and added to the resident's records at registration.

## Security

Access to the imported files is protected by security levels for individuals and groups. Security is assigned to document type and automatically applied to folders based on folder content.

## System Information

Keane NetSolutions eDocuments is Web-based software, part of the KNS single-database system.

Keane NetSolutions offers you a choice of self-hosting or subscribing to Keane Hosting Services that includes use of our secure data center and IT maintenance.

## More Information

To learn more contact your Keane Sales Representative or Jill Moss at [Jill.Moss@Keane.com](mailto:Jill.Moss@Keane.com) or 800-426-2675.

### Key Features

- Organizes electronic documents and images for quick and secure access
- Imports resident information from the first contact and maintains it for use after registration
- Provides simultaneous access to files
- Supports attaching notes to imported files
- Imports binary files including a Word doc, pdf, gif, jpg, and bmp
- Supports linking files to progress notes, care plan interactions, and orders
- Eliminates paper files, filing, and pulling charts; frees up storage space
- Gives you quick access and easy exit from an eDocument

### User-friendly process for retrieving files

The screenshot shows the eDocuments software interface. At the top, it displays patient information: CURRENT LOCATION: 104002, HEALTH RECORD #: 99019, ACCOUNT #: 25, DATE OF BIRTH: 07/17/1917, GENDER: Female. Below this is a patient photo and a table of admission/discharge records. The main area is a search window with a date range of 06/19/2011 to 07/19/2011 and a type filter set to 'CAAT'. A list of folders and file types is shown, including 'Admission', 'DPOA', 'CAAT', 'Care Plan notes', 'Consultant notes and reports', 'Discharge report from hospital', 'Driver's License View Only', 'Driver's License with Edit Rights', 'Dr's notes', 'Echarting notes', 'Family notes', 'Lab reports', 'Pharmacy notes', 'Progress notes', and 'X-ray reports'. The search results are filtered to show files applicable to 'Resident'.

As shown above, eDocuments makes it easy to retrieve a file. You can locate it by date range and by type.