As residents move in and out of long-term care facilities, the paperwork can seem endless. Documents, ranging from individual agreements for rent and amenities to forms for health services are unique to a given provider, and vary by state – often containing specific language required by regulatory, licensing and/or Medicaid agencies.

The creation and execution of these documents is completed prior to, or upon, resident move-in, and often require renewal on an annual basis. In most instances, multiple copies of the documents must be managed for the resident and responsible party or parties.

The traditional process for personalizing documentation requires care team members to create a custom packet from standardized templates, and printing multiple copies for signatures and then uploading these documents one by one. The creation and compliance tracking of packets is time consuming and error prone - forcing the care team to spend countless hours performing administrative tasks versus delivering resident care.

Quick and easy personalization, paperless flows, and easy access

Document Manager is an efficient tool for creating and electronically executing groups of documents required for residents in long term care facilities. By capturing and auto-populating resident information directly from the EHR, it helps providers streamline the management of documentation and ensures accuracy. Documents can be assigned to specific facilities, states or lines of business. Documents can be tracked from a resident’s chart with status indicators for pending, overdue, or missing documents, and stored with the resident profile so they are always easily accessible.
**Document personalization at every level**

Document creation is typically a manual process involving paper template documents or is automated in a limited fashion via Microsoft Word or an equivalent application. Document Manager provides a way for organizations to quickly and easily create templates in Microsoft Word with field tags for resident identifiers such as name, address, responsible party, POA, insurance payers, etc. The tags added to the templates will automatically populate accurate resident information in documents, and this creates easy standardization and personalization.

**Electronic signatures**

The electronic signature functionality allows for residents and/or family members to electronically sign documents for quick and easy capture of signatures on multiple documents. This not only saves time, it also ensures compliance, reduces risk and creates a central location for resident documentation.

Electronic signatures are also tracked within the PointClickCare application, allowing the care team to quickly review which documents have been signed and if they are still pending, making it easier for the entire care team to view a resident's documentation at a glance.

**Benefits of PointClickCare Document Manager**

- **Reduce Administrative Burden** – Reduce the administrative burden team members face by automating routine resident documentation, leaving more time for staff to focus on the quality of care they are providing.

- **Increased Efficiency** – Drastically reduce time spend on document creation, maintenance and population by using standardized templates across a single location, state, region or line of business.

- **Improve Accuracy** – Eliminate admission documentation errors that result from manually completing forms by pre-populating electronic forms with the correct data, directly from the EHR.

- **Enhanced End User Experience** – Better oversight of current documentation across the organization, ensuring compliance and standardization of required documentation. Updates to standard documentation are available immediately, reducing wait times for copies to be distributed and customized at each site.

To learn more about Document Manager, contact your PointClickCare Account Representative today call 1.800.277.5889 or complete the form [www.pointclickcare.com/contact-us](http://www.pointclickcare.com/contact-us).

PointClickCare is helping over 13,000 long-term and post acute care (LTPAC) providers meet the challenges of senior care by enabling them to achieve the business results that matter – enriching the lives of their residents and patients, improving financial and operational health, and mitigating risk. PointClickCare’s cloud-based software platform is advancing senior care by enabling a person-centered approach to care, connecting healthcare providers across the senior care continuum with easy to use, regulatory compliant solutions for improved resident outcomes, enhanced financial performance, and staff optimization. For more information on PointClickCare’s ONC certified software solutions, please visit [www.pointclickcare.com](http://www.pointclickcare.com), or follow us on Twitter @PointClickCare.

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