

## Solution Sheet

# Document Manager

A more secure, contactless and cost-effective way to generate and distribute documentation with e-signature capabilities.



Go paperless and give your team more time to spend with residents by improving efficiency, accuracy, tracking and standardization of documents across your organization.

PointClickCare's Document Manager helps create, personalize, and complete documentation for Senior Care Organizations.

Residents of Senior Care Communities need to review and sign many documents and forms prior to move-in, annually and when changes occur. These documents range from individual agreements for rent and amendments to forms for health services and changes in service plans. Paper-based processes for personalizing documentation requires staff to print paperwork for signatures and then file or upload these documents for future reference.

## Benefits of PointClickCare Document Manager



### Faster and timely documentation

Automate the creating, personalizing, sending and tracking of documents, reducing manual tasks and leaving more time for staff to focus on the quality of care they are providing.



### Accurate and error-free

Eliminate documentation errors from missing or incorrect documents or manually completed forms by pre-populating with resident information directly from the EHR.



### Cost effective

Eliminate the costs and time-consuming process of printing, copying, mailing, and storing paperwork, saving the forms with the resident record to easily verify the documentation status.

With documentation securely stored and easily retrieved,  
your staff has more time to spend with residents.



### Quick and easy creation, tracking and access

Document Manager is an efficient tool for producing and electronically executing documents required for residents in senior care communities. By capturing and auto-populating resident information directly from the PointClickCare EHR, the preparation of documentation is streamlined and more accurate. Track documents from dashboards or a resident's record with indicators for pending, overdue, or missing documents. All documents can be viewed in the resident profile for instant access.



### Electronic signatures

Capture electronic signatures of residents and family members either in person or remotely for multiple documents. Electronic signatures are tracked within the PointClickCare application for review, indicating which documents have been signed or are still pending, making it easier for the entire care team to view a resident's documentation at-a-glance.

Give your staff the right tools so they can focus on providing high quality care,  
instead of time-consuming documentation.

To learn more about Document Manager,  
contact your PointClickCare Representative today.

[Request a Demo](#)

PointClickCare Technologies Inc., helps long-term and post-acute care (LTPAC) providers gain the confidence they need to navigate the new realities of value-based healthcare.

For more information on PointClickCare's software solutions, please visit [www.pointclickcare.com](http://www.pointclickcare.com)