

With Documents at Your Fingertips, Get Work Done Faster in Administrative Departments

“By becoming more efficient through OnBase, we now have the luxury of having time to concentrate on resolving exceptions and working statements.”

– Susan Wendel, Accounts Payable Manager
Advocate Healthcare

The Payoff

- Put information just a single mouse-click away
- Focus on core work that gets things done, not tedious chores
- Simplify audits and compliance

The Basics

Just because administrative departments don't see patients every day doesn't mean they aren't important. Their functions might be different than patient-focused places in the organization, but their problems are similar. They can't find what they need, when they need it, because they are plagued with paper and disconnected systems.

The Challenges

Administrative departments, like Accounts Payable (AP) and Human Resources (HR), can get stuck in slow, manual and tedious tasks.

- Information must be hunted down. There's no single system with all the information.
- Cash management and financial statement errors. Vendors discounts are missed.
- In HR, competition for the best talent is high. Compliance and employee satisfaction is often hindered by paper processes.

The Solution

Each moment spent looking for paper, searching through multiple software applications, or waiting around for documents to come through reviews/approvals is a moment wasted. A moment that could have been spent on doing things that really matter—resolving exceptions, recruiting, contract reviews and more. OnBase content management converts paper files to electronic documents and automates manual processes.

Focus on Getting Work Done, Not the Paper Chase

Get rid of the tasks that create too much busy work and don't add value. By integrating with line-of-business applications, OnBase connects all of your data with all of your documents. Simply click while working in the application to access all of your supporting documentation and workflows.

Instead of going to multiple applications, users go to only one place—the one they are most familiar using. Without hunting down information or switching between applications, staff have the opportunity to focus on their core job functions. Productivity rises, employee morale increases and costs go down.

Cut Out the Delays in Accounts Payable

It has never been more important to have flawless cash management and financial statements. You simply can't afford balance sheet liabilities. You can't pass up vendor discounts. Manual AP processes require too many people and too much paper, slowing down payments.

OnBase content management and workflow takes out the unnecessary labor and paper. The results are faster, standardized and efficient processes. AP will have better three-way matching, get more discounts and have accurate financial reporting.

Not only that, OnBase integrates directly with your AP application, including ERPs like Lawson™ Financials and Oracle® PeopleSoft®.

Keep the Personal Touch in HR

The HR department has to find the best candidates faster than the competition while searching through more resumes than ever. And it still has to maintain compliance and keep existing employees happy. You can keep up with the demand with OnBase. It takes away the manual processes for both prospective and existing employees from application to separation and beyond.

With secure, quick access to HR documents and automated application routing, you can recruit the best candidates faster. Automatic lists and reminders of any missing required documents (tax forms, credentialing documents, CEU credits, policies, procedures) facilitate Joint Commission compliance. Access to documentation within a few seconds lets HR respond to employees with questions and change requests faster so employee satisfaction goes up.

This way, you can focus on the people that make your organization great.

“Just personnel and benefits documents amount to an estimated 3.5 million pieces. Our mission to put patients first was not supported by adding more filing cabinets.”

– Lynda Laskow, HR Service Center Project Manager
Allina Hospitals & Clinics

Why OnBase

Don't just solve problems in one department. OnBase is an enterprise standard content management solution. It has the flexibility and experience to be the only content management and workflow solution a healthcare organization needs.

- Put information just a single mouse-click away
- Focus on core work that gets things done, not tedious chores
- Simplify audits and compliance

time to make a difference.

Get more information out of existing business applications. Reduce, even eliminate, wasteful, redundant tasks. Now you can spend your time on the things that really matter. That's effective document and process management.

That's the OnBase difference.

Learn more at OnBase.com/Healthcare

OnBase
a Hyland Software solution