Document Management

You recognize that paper and even first-generation electronic document imaging and storage are no longer sufficient to respond quickly to audits and avoid recoupments. Poor document management can result in denials, duplicated effort, slow payments and compliance issues.

Brightree Document Management (BDM) enables you to efficiently capture, manage, share and secure documentation. With advanced capabilities, BDM knows when documents are present or not and triggers tasks based on document status, intelligently putting documents where they are required in your workflows.

Much more than a simple imaging solution, BDM automates repetitive processes to make you more efficient and helps protect your cash flow with an additional layer of audit readiness.

Get audit-ready and avoid recoupment.
Automatically check that required documentation is attached to each claim before submitting, and respond to audits quickly and accurately through easy document retrieval.

Improve operating efficiency
Access documents from within your workflow and get alerts before you deliver and bill when documents are missing using Brightree validation rules.

Maximize document compliance and privacy
Control access to documents through user-specific security permissions, and prepare for CMS initiatives such as esMD through more advanced storage, retrieval and workflow features.

Key benefits

- Recognizes documents and automatically places them into required workflows

- Allows direct, one-click access to documents in most areas of Brightree

- Files Brightree barcoded documents automatically

- Offers strong, flexible workflow based on your business structure

- Provides strong security control and privacy audits

Learn more

See how to transform your workflow at

brightree.com/BDM
info@brightree.com
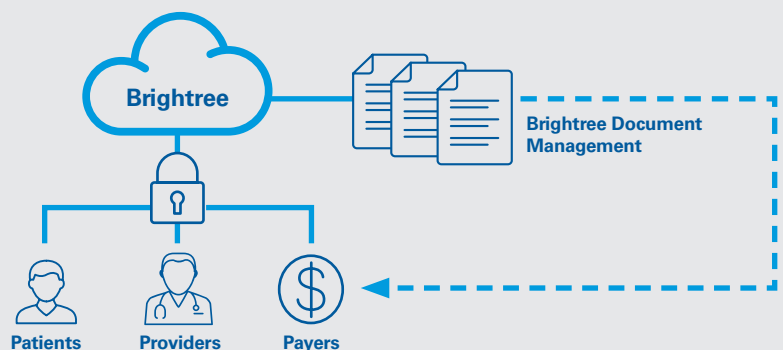**833.916.1554**

60%
reduction in audit response time

80%
reduction in document collection time

Brightree

Brightree Document Management

Patients   Providers   Payers

Brightree document management features

Get audit-ready, avoid recoupment

- Automatically recognize presence of documents and trigger tasks based on those documents

- Deliver products and submit claims with confidence that documentation is captured

- Maximize audit readiness with intelligent workflows that require specific documentation prior to delivery and confirmation

- Ensure the right documents are in place and have been properly reviewed prior to confirmation

One-click document capture

- Capture and associate documents on the fly from the relevant Brightree screen

- Eliminate the extra steps of browsing and attaching

Automatic batch document filing

- Automatically associate scanned or electronically delivered Brightree-barcoded documents (such as CMNs and delivery tickets) with a specific patient, sales order or item for direct access during the billing review process

Customized document types

- Define company-specific document types and assign rules that support your specific processes

Document exception work list

- Automatically receive an exception queue of scanned documents without barcodes or partially captured documents for assignment to records or workflows

Direct access to electronic documents

- Quickly access specific patient, sales order, item or claim information from multiple points within Brightree for greater productivity and better customer service

Security

- Control access to all documents based on permissions at the group and user level

Integrated audit-response workflow

- Reduce audit response times by 60-70% for Medicare audits

- Eliminate the need to navigate between separate billing and audit response systems

- View audit status directly from the patient record, and easily identify document history with color-coded identifications

Easy-sort workflow

- Reduce the effort associated with managing multipage scanned documents, especially during the patient intake process

- Electronically manipulate documents by changing the page order; separate and sort pages into multiple documents; remove individual pages from documents; and/or file directly into the patient's record

Electronic fax integration

- Consolidate multiple documents into a single fax to respond to audits and appeals faster, while also maintaining proper audit history

Unified administrative worklist

- Consolidated workflow enables scanning personnel to monitor unfiled documents and transfer management and ownership of aging document batches to better leverage review and indexing resources