

# QDM<sup>®</sup> - QS/1<sup>®</sup> Document Management

**Electronically organize, attach and store documentation with SystemOne<sup>®</sup>.**

QDM is an organization and storage tool that provides an easy way to manage and attach documents within the SystemOne HME Management System. QDM helps manage the ever-increasing amount of HME documents. Documents can be entered into the system via fax, file upload, scan or email attachment. All documents are encrypted when stored on the hard drive of the QDM server, adding another layer of security and privacy.

## **Automate Custom Faxable Forms**

QDM's integration with SystemOne creates an easier, more efficient way to customize, use and automatically populate information on forms. Easily upload and/or create forms, such as proof of training, HIPAA notifications, financial policies and equipment warranties.

## **Store Paperwork**

Documents can be associated or linked with records in SystemOne, such as Transactions, Patient, Items and Doctor. Files are stored and may be retrieved by using the Documents icon in SystemOne.

## **Organize and Route Documents**

Create your own queues for organizing documents. Assign specific users to each queue and customize routing rules. Documents can be split into multiple queues if needed. The system can automatically forward documents associated with barcodes, fax IDs and email addresses to the queues you designate. Users can annotate the documents with notes or create generic text stamps.

## **Reduce Paperwork**

QDM digitally organizes, routes, retrieves and stores documents, freeing your staff from the tedious shuffle of paperwork.



- Integrates with SystemOne HME Management System
- Receives documents via scan, file upload, cloud fax or standard email attachment
- Quickly retrieves stored documents
- Reduces costs, filling time and paper-related waste
- Auto-populates custom-made forms
- Easily edit and annotate documents
- Customize queues and routing rules for efficient document processing and storage
- Provides three levels of user security settings: administrator, manager and general

### **Get More Information**

For more information on QS/1's Document Management for SystemOne, please contact your Sales Representative or email [sales@qs1.com](mailto:sales@qs1.com).



800.231.7776 [www.qs1.com](http://www.qs1.com)

## Forms

- Create forms for any purpose
- Improve communication with prescriber and patient
- Create forms with checkboxes, radio buttons and drop-down lists
- Auto-populate forms with values from fields within SystemOne

## Receive Documents

- Scan
- File upload
- Cloud fax
- Standard email attachment

## Associate Documents

- Associate documents with records within SystemOne for easy retrieval
- Link documents to Transaction, Patient, Item and Doctor records

## Annotation

- Stamps
- Images
- Notations
- Track changes
- User-specific colors

## Queues

- Set up, edit or delete any queue
- Set default queue for inbound documents
- Split documents into multiple queues
- Edit the names of queues and assign them to specific users
- View all queues and the number of documents and users associated with each
- Assign or remove users from specific queues