

# QS/1<sup>®</sup> Document Management (QDM<sup>®</sup>)

**Electronically organize and store documentation while enhancing patient engagement.**

QDM is a communication tool that can be used to assess patients, track therapeutic progress and improve outcomes. It also provides an easy way to manage documents within QS/1's Pharmacy Management Systems. Pharmacy's focus on patient outcomes is leading to more clinical services and a greater need for documentation, and QDM helps manage this documentation. Documents can be entered into the system via fax, upload, scan or email attachment. All documents are encrypted and stored on the QDM server, adding another layer of security and privacy.

## **Improve Efficiency**

QDM organizes, routes, retrieves and stores documents digitally, freeing your staff from the tedious shuffle of paperwork. Incoming documents are triaged and linked by user-defined rules, and an automatic form filler saves time and helps eliminate errors.

## **Organize and Route Documents**

Create your own queues for organizing incoming documents. Assign specific users to each queue and create routing rules for document triage. The system can automatically forward documents associated with barcodes, fax IDs and email addresses to the queues you designate. Documents can also be annotated with notes or generic text stamps, such as discontinues or voids. Documents can even be split into multiple queues if needed.

## **Store and Retrieve Information**

Documents can be associated or linked with records, such as drug, insurance, patient, prescriber, prescription or transaction. Documents may also be retrieved several ways, including searching QDM for the date, time or document name.

## **Automate Forms**

QDM's integration with QS/1 Pharmacy Management Systems creates a more efficient way to customize, use and automatically populate information on forms. Create or upload forms easily, such as prescription or patient transfers and refill requests. Forms can be auto-populated with information from different fields, including patient, prescriber, NP/PA, drug, prescription, ancillary, transaction and clinical records.



- Integrates with QS/1's Pharmacy Management Systems
- Receives documents via scan, copy, cloud fax or standard email attachments
- Quickly retrieves stored documents
- Reduces paper-related wastes, costs and filing
- Customizes queues and routing rules for efficient document processing and storage
- Auto-populates custom-made forms
- Provides three levels of user security settings: administrator, manager and general

## Queues

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

## Forms

- Create forms for any purpose
- Better communicate with prescriber and patient
- Standardize tracking and communicate progression of therapy outcomes
- Document patient outcomes
- Script outcome questions for your staff
- Create forms with checkboxes, radio buttons and drop-down lists
- Market your company's brand
- Market the prescriber's brand
- Auto-populate forms with values from QS/1 pharmacy-system fields, including patient, prescriber, NP/PA, drug, prescription, ancillary, transaction and clinical records

## Annotation

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

## Receive Documents

- Scan
- Copy file
- Cloud fax
- Standard email attachment