# q.Doc<sup>sm</sup>

## A web-based application that stores and administers the entire member-related documentation.

#### Document Storage and

**Upload** allows users to store documents coming from different sources as well as manually upload scanned documents.

To keep files in order and assure a quick retrieval process, all incoming files are being stored in the same format and follow a uniform naming convention.

#### **Document Management**

module provides easy access to all documentation collected and stored in the g.Doc database. Advanced search and sorting capabilities help to quickly find and review member-specific information. At the same time, additional documentation can be scanned and manually uploaded, enhancing the member's library on the go. All documents can be shared across the board among affiliated physicians and amended as needed by the authorized users.

### **Document Retrieval**

functionality lets users quickly access any of the stored documents from any place and utilize the retrieved information right at the point of care. Built-in security features ensure that all documentation is safe and accessible by authorized personnel only. q.Doc is a web-based document management system designed to provide the quick and easy access to patient documentation. In the quest to reduce time and cost of handling paper files, q.Doc consolidates information originating from multiple sources, including ad-hoc uploads and amendments, and makes all of them available to authorized users through the secure internet portal.

			Document	Upload			
					Member Search	Member Docume	ents Summary
Last Name Address Email	First Name	DOB City Home P	boe	Gender State Mobile Phone		Member ID Zip Fax	
Upload New Document							
Communication Type File Upload Sequence Source		Document Management Upload New Document Member Search					
Method Created By Created Date Communication Date Package Name Browne File to Upload		Lett Name Address Email Documents Sort	First Name	DOB City Home Phone	Gender State Mobile Phone	Z	
	Sube	Sort By: System Generated Created By Documents List	Source     Creater		Method     Communication Date	Communication     Package	nication Type
	Such	System Generated	Source	Method	Created By Communic	ation Date Package N	iame File Name
				===		==	-
						==	
			U	ser Login	Date		

- keeps all member documentation securely stored in one, easily accessible place
- supports multiple data formats and ensures a consistent file naming convention
- provides secure and immediate document retrieval
- allows the uploading of new documents and amending of existing ones
- significantly reduces the use of paper and storage costs

We understand that every organization is unique. That is why q.Doc is designed to work effectively with multiple data formats and changing number of users. Furthermore, consistency in file naming keeps your growing database well-organized and easy to navigate for all types of users.

HEALTHCARE DATA SOLUTIONS ("HDS") is a healthcare software solution developer focused on addressing medical providers' and health plans' needs to manage the quality of care and related health care financing as well as administration.

