Key Features & Functionality

DOCUMENT PROCESSING

Document Search: Find any document in seconds. Search by patient name, prescription number, drug, facility, or one of 80+ other criteria with quick, simple searches. Near instant look-up means timely answers to customer questions, and painless audits.

Barcoding: Prescription barcodes automate on-demand and PRN refill processing. Static and dynamic barcodes automate index delivery manifests and route incoming documents. Pharmacy system driven refill, manifest, and patient barcodes can also be processed.

Document Routing: Route incoming documents based on where they came from or at what day/time they were received. Routing is customized to your specific workflow, and based on Status (where the document will go) and/or Priority (how the document is to be treated, e.g., STAT).

Annotations: Mark and make notes on a document with an extensive library of annotation tools (sticky notes, highlighter, drawing tool, stamps, etc.). Annotations allow you to mark an electronic document just like you would a paper one.

Alerts: Prevent folders from being overloaded, backed up, or ignored by setting alerts to inform users when parts of your workflow need attention and that high priority document aren't missed.

Forms: Simplify processing with instant access to electronic forms. DocuTrack supports sending, receiving, and automated routing of barcoded forms.

- **Form Creation:** Create custom forms using Microsoft Office Word or Excel. Simply build the form, add barcodes if desired, save as an Adobe PDF, and import into DocuTrack to start using. *A static barcode library is available for use on forms.*
- **Form Auto-fill:** DocuTrack supports advanced code interfaces with many pharmacy systems for auto-population of form fields such as patient name, physician name, RX number, drug name, and dosage with some interfaces providing 60+ fields for form fill-in.

Refill Submission: Submit multiple prescriptions simultaneously to your pharmacy system with one click or automatically based on facility and/or time-date.

Confirmation Fax: DocuTrack automatically sends a fax received confirmation, complete with number of pages received, back to the sending facility by fax or email. An optional thumb nail image of each page can be faxed.

One-click Fax: Fax-out clarifications, CII's, and prior authorizations from your desktop. Fax to multiple numbers at once.

ADMINISTRATION

Audit History: DocuTrack records and lists every action performed on a document including: any notes added, name of editing user, annotations, and all page-level details, e.g. if the document was faxed, printed, or emailed.

Enhanced Compliance: Integra works extensively with many agencies to ensure our products allow you to comply with federal and state board requirements, HIPAA regulations, Medicaid and Medicare procedures, and insurance company practices.

Reports: Track activity within your pharmacy for tangible information on staff trends, volume of documents received, document movement, group filters, and much more. Use data from reports for schedule planning, personnel oversight, and monitoring efficiency so you can better manage your resources.

Flexibility: Mirror your current departmental processes with DocuTrack's open architecture. Flexible, adaptable, and changeable, DocuTrack is customized to your pharmacy and changes to accommodate pharmacy growth and fine tuning of processes.

Remote Access: Check pharmacy productivity while away or work remotely with virtual access.

Web Portal: Allow customer facilities to log onto the portal to view the status of their orders.

Real Time Viewer: Monitor your pharmacy's activity in real time. Project or display the viewers within the pharmacy for staff to view.

- **Status Viewer:** Displays where documents currently are within your workflow, e.g., visually displays workflow areas needing attention.
- **Alert Viewer:** Displays triggered alters, e.g. an alert notifying staff that the pharmacist queue is backed up.

User Management: Centralize user management and set permissions to control which user groups can access and manipulate specific document types. Several reports monitor and report user activity and trends.

INTERNAL OPERATIONS

Multiple Interfaces: DocuTrack interfaces to all major pharmacy systems (QS/1, SoftWriters, RNA, HBS, etc.), eMAR systems, ePrescribing solutions, and all additional Integra's products.

Full Integration with DeliveryTrack: Tight integration ensures all information collected by DeliveryTrack is associated to the original prescription. DeliveryTrack manifests are imported to DocuTrack where staff can easily search for them to better answer customer inquiries and complete audits with fully-qualified proof of delivery.

Cloud Fax Options: Virtualize your fax processes, ensure your clients never receive a busy signal, and increase security and redundancy with direct connection to Integra Cloud Fax (ICF).

System Reliability: Installed on a server within your organization, DocuTrack protects pharmacy data with a RAID 5 array which is extremely reliable and provides high data redundancy and performance.

Multiple Fax Options: DocuTrack offers several fax options including analog, digital, or cloud fax to meet the specific needs of your pharmacy.

Independent Operation: Integra introduced a new PDF viewer that works independently of Internet Explorer, which reduces up-front costs and reduces dependency on outside applications.