

## Overview & How It Works

DocuTrack is the leading workflow and content management solution in the Long-Term Care market. Implemented in over 600 pharmacies, this turnkey system enables an end-to-end paperless workflow that organizes, stores, routes, retrieves, and tracks all items in your workflow right from employee workstations.

With an open architecture designed for flexibility, DocuTrack interfaces to most pharmacy management systems and over 50 3rd-party technologies including forms providers, eMAR, packaging solutions, DeliveryTrack - Integra's delivery management solution, and Logix - Integra's workflow automation solution.

DocuTrack is designed specifically for the pharmacy market. An account manager will work with you to build a workflow that mirrors your existing pharmacy processes, while recommending ways to improve efficiency. Below, you will find a basic overview outlining how DocuTrack documents are processed electronically. Keep in mind that DocuTrack can be designed to fit any process specific to your pharmacy.

### STEP ONE - RECEIVE DOCUMENTS

- DocuTrack provides an integrated fax server or cloud fax service handling all incoming and outgoing faxes.
- Documents can also be entered into DocuTrack by e-mail or scanner.
- Electronic prescriptions are handled by the NCPCP 10.6 compliant eRx Module, included with your system.
- Drag and drop other content types, such as Word and Excel documents or WAV files, instantly into DocuTrack.

### STEP TWO - MANAGE DOCUMENTS

- DocuTrack can manage any document type, including admission forms, prescriptions, refill orders, fill-lists, and delivery receipts.
- Content can be prioritized based on the time they were received or by a custom priority you assign to them.
- Staff can automatically receive alerts when STAT orders are received or a document folder piles up.
- Content can be automatically faxed to customers, with comments, right from staff workstations.

### STEP THREE - ORGANIZE DOCUMENTS

- Content is organized in DocuTrack using real-time folders and queues.
- Multiple users can simultaneously access each queue and process documents based on the workflow rules defined by management.
- With the help of tabs, users can have multiple documents open at once to increase productivity and answer customer inquiries.
- Staff can securely access DocuTrack outside the pharmacy, enabling them to work remotely or implement centralized order processing.

### STEP FOUR - RETRIEVE DOCUMENTS

- Using a simple Google-like search, documents can be instantly retrieved based on patient name, Rx number, date received, etc.
- Integrated commands within your pharmacy system offer easy lookup of documents such as prescriptions, order history, or delivery manifests.
- An Audit Assist workspace allows batch look-up of necessary documents coupled with simple export and print.
- Searchable archives enables storage of content out of the system for increased performance, but provides instant search of archived items directly from the main DocuTrack workspace.

