

FASTFLOW CONTENT MANAGER

CONTENT MANAGEMENT + WORKFLOW

Imagine all your documents and other unstructured content available in one place.

Easily control unstructured content associated with any workflow throughout your organization with FormFast's enterprise content management (ECM) solution, which complements FormFast's existing workflow platform, FastFlow.

THE INFORMATION YOU NEED, WHERE YOU NEED IT

Freed from the physical limitations of paper and converted into an electronic format, information becomes a valuable strategic resource.

The FormFast ECM solution allows your hospital to store electronic versions of documents and other files which can be viewed, annotated, and printed from virtually any networked computer or printer.

Since electronic documents can be copied and stored off-site, the ECM offers back-up security and disaster recovery, ensuring no natural or human-caused incident threatens the long-term viability of the stored data.

ACROSS PLATFORMS, ACROSS DEPARTMENTS

ECM software captures documents created both inside and outside of the FastFlow enterprise workflow automation suite, and integrates them in a common repository.

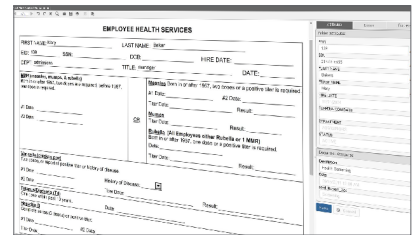
With access to secure, image-enabled documentation across multiple departments – including finance, human resources and risk management – your administrators have a comprehensive picture of hospital operations.

The ECM platform supports the entire document storage lifecycle, so you can retain millions of documents while providing quick and easy retrieval of information – when, where and by whom it's needed.

Overview

FormFast's ECM solution simplifies, streamlines and strengthens workflow processes, delivering a quicker "time-to-value."

With advanced privacy technologies, access controls and viewing flexibility options, the system is not only secure but is easy to learn and use.



Benefits

- Manage a high volume of documents
- Conform to compliance and auditing activities
- Prevent wasted time and money tracking down lost or misfiled documentation
- Provide additional document security
- Consolidate information from multiple sources in a single location

FASTFLOW CONTENT MANAGER

The screenshot displays a web application window titled "Fast Flow Content Management". The main content area shows a scanned document for a "COMMONWEALTH OF PENNSYLVANIA • DEPARTMENT OF STATE BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS PRACTICAL NURSE". The document includes the following text:

CERTIFICATE NO.
PN-12587747-CK

ISSUED TO:
Jim Scardelis
4099 Sherwood Lane
Millstadt, PA 187654

EXPIRATION DATE
07/01/2014

ISSUE DATE
07/01/2010

To the right of the document is a metadata panel with the following sections:

- Folder Attributes:**
 - *EID: 288
 - SSN: 333-22-4445
 - *LAST NAME: Scardelis
 - *FIRST NAME: Jim
 - HIRE DATE: 01/30/2009
 - TERMINATION DATE:
 - DEPARTMENT: ADMISSIONS
 - STATUS: ACTIVE
- Document Attributes:**
 - Description: Practical Nurse License
 - Date: 07/01/2010 12:00 AM

At the bottom of the metadata panel are "Save" and "Cancel" buttons.

INTEGRATED WORKFLOW FOR EXISTING ECM SYSTEMS

For hospitals that already have an ECM solution, FormFast can enhance the installation by adding enterprise workflow capabilities to the existing ECM platform.

FormFast provides workflow features that streamline the collection, completion, and approval of documents. Integration with the ECM platform allows for seamless archival of the documents once the workflow route is completed.

AFFORDABLE CONTENT MANAGEMENT

Many hospitals have evaluated other enterprise content management solutions but found them to be cost-prohibitive to implement. FormFast has created an ECM solution that is both affordable and feature-rich.

Paired with FastFlow, FormFast's enterprise workflow platform, hospitals now have an easy, powerful way to manage documents across the organization without breaking the bank.