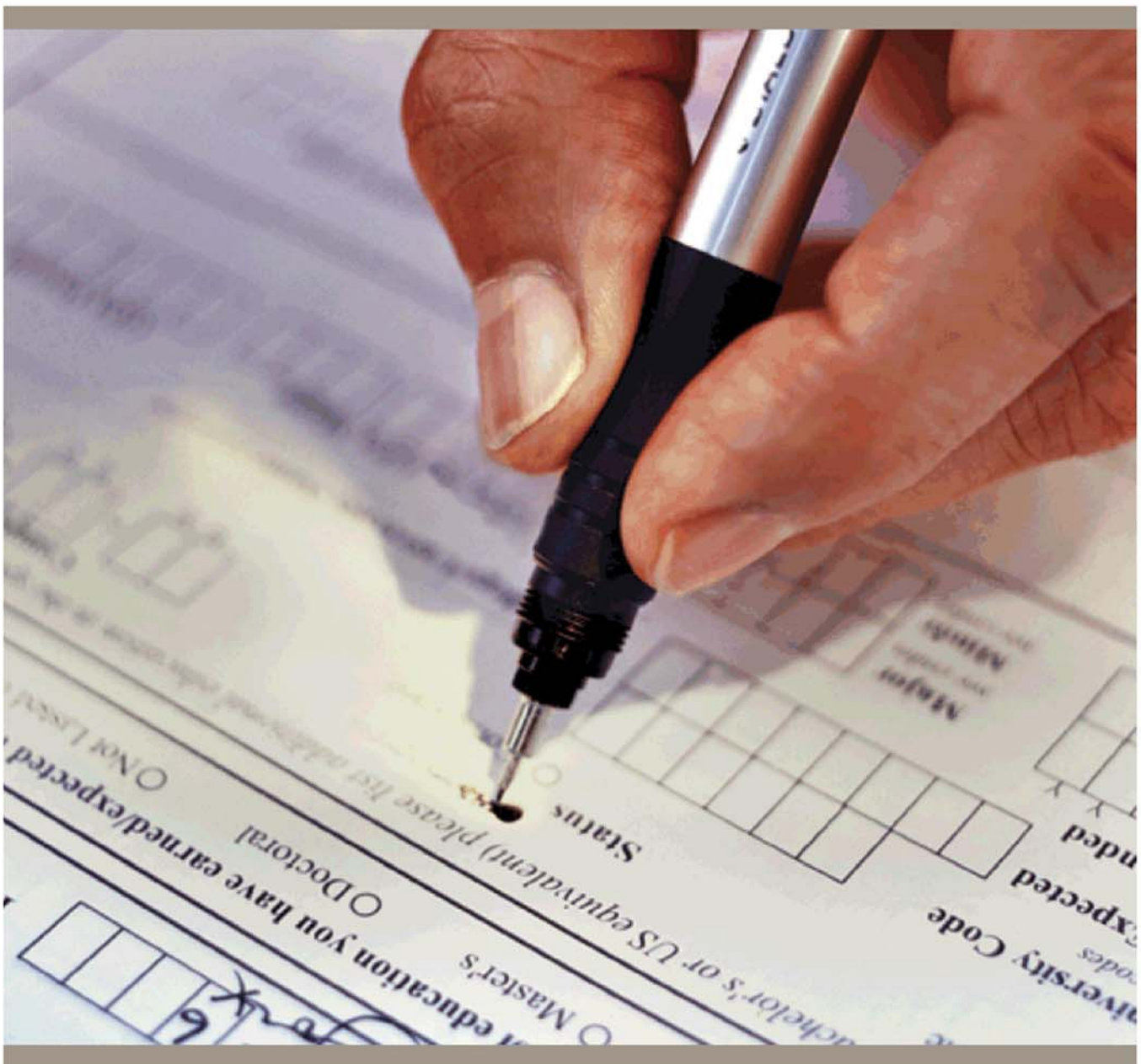


# CATT DMS

Comprehensive Document Management Systems for Behavioral Healthcare Agencies





## Powerful, Flexible, Scalable, Integrated Document Management for Behavioral Health

The CATT DMS is a uniquely flexible and powerful documentation management system. It is highly integrated with CATT's EHR and Clinical Desktop in addition to serving as a broader platform for document management applications for all departments within a behavioral health organization.

ProComp has partnered with Autonomy, a national leader in the document management market, to provide the complete functionality of their TeleForm® document management, scanning and OCR engine from within the CATT DMS product. This highly advanced technology provides completely automated OCR recognition, filing, and data capture functionality to fully automate batch processing and data retrieval from any printed document.

### DMS for CATT's EHR and Clinical Desktop

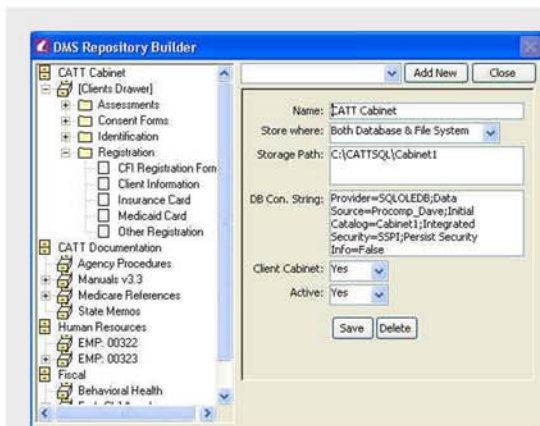
The DMS module is fully integrated into the CATT software environment via the new eDocument Screen on the CATT clinical desktop. With a case or client record "on the desktop", any associated document or paper form can be scanned directly into the documents repository under a special "drawer" for that case and assigned by the user to named "folders" such as "Registration Documents", "Permission Forms", "Assessments", "Hospitalization Records", etc. The DSM Viewer and QuickScan Screen allows for minimal keystroke scanning from the clinic intake window or any workstation. Once scanned into a case drawer, all stored documents are available for viewing from any CATT workstation that has access to that particular case.

### DMS for Agency Wide Document Applications

Behavioral health agencies can establish any number of alternate data repository "cabinets" to be used by any agency department. Document management applications within the organization might include time off and vacation requests forms and benefit enrollment forms for Human Resources, purchase orders and cancel checks for Payables; contracts, letters and policy manuals and updates for the Administration office.

### Maximum Flexibility

The CATT DMS module presents maximum flexibility to agencies in all aspects of its implementation and configuration. Agencies will be able to design their own Cabinet, Drawer and Folder hierarchical document storage structures via a tree control driven Repository Builder. Document repositories can be SQL Server based (all scanned documents reside in a secure SQL Server database), stored as individual files on hierarchical directory structures, or if desired, documents can be saved to both types of repositories simultaneously. Repositories can be configured to store images in a variety of formats including pdf, tiff, jpeg, gif and bmp. Documents can be inserted into the repository in four different ways: by direct scanning via local scanner, by browsing and selecting a file, by using the clipboard "copy" function and pasting the image directly into the scan screen or by batch "template" scans using the OCR facilities to read data from the document and store the document automatically into the correct repository, drawer and folder. When viewing documents, users can toggle between the internal DMS Document Viewer or any other specialty viewers available on the Windows desktop.



### DMS Repository Builder

The document Repository Builder allows an organization to design a hierarchical document storage system that is most appropriate for their unique business structure. "Drawer", "Folder", and "Document Type" categories can be established for any number of different "Cabinets" that can store documents for any of the various different departments of the organization (e.g. clinical, fiscal, human resource or billing).



“Our DMS package is the latest in an evolutionary process that has taken CATT from a MIS and Billing application developed in 1996 in response to the Ohio MACSIS data mandates, to a sophisticated EHR system uniquely designed for behavioral health. With CATT EHR integration, unlimited applications for all agency departments and the high end features of the Autonomy TeleForm® engine, the CATT DMS is a great value.”

—David Y. Shuller, Ph.D, CEO, ProComp Software Consultants

## Advanced Autonomy TeleForm® Technology

The Autonomy TeleForm® environment provides the CATT DMS module with world class data capture, intelligent form design and workflow processing facilities to fully automate the reading, validation, storing and processing of data contained in paper forms. CATT DMS reads hand print, machine print, optical mark, barcodes and signatures. Data can be extracted from any document type to automate the proper filing of that document, or the data itself can be lifted off of the form and stored into designated structured database files.

Multiple documents of different types can be batch loaded into a scanner without header or banner pages and automatically processed according to predefined “templates” that recognize each document type and extracts data or stores that document according to parameters defined in the template. Easily defined point-and-click setup of business rules allows the “Verifier” module to closely screen the accuracy of text recognition with exceptions intelligently routed to the right human operators to review and correct.

## Security and Auditing Capabilities

Users are granted a separate security profile for each DMS Cabinet including viewing, scanning, editing metadata and deleting documents. For users with permissions only to non-Catt, “Office” document repositories, the user interface is limited to the DMS eDocuments and Viewer screens only. No other CATT EHR or billing facilities can be accessed.

As with the general CATT Clinical Desktop, all user processes are explicitly logged including all DMS Repository configuration changes by the DMS Administrator. A security log viewer provides real time query capabilities along with Pivot table views to assist auditing and analysis of user activity.

## Compatible with Autonomy LiquidOffice®

CATT DMS with its underlying TeleForm® platform provides close integration with Autonomy’s automated document workflow product, LiquidOffice®. Typically a paper form or document is just the first step in a supporting step in a complex business workflow and in many cases in which

paper follows the workflow at each step. TeleForm and LiquidOffice can seamlessly and easily combine paper forms and documents with their electronic business processes. The combination provides unlimited document workflow capabilities.

## Enterprise Scalability

CATT DMS can be deployed locally, via remote thin clients such as Citrix or Terminal server or through TeleForm’s Web Capture utility. Support for clustered environments gives TeleForm the ability to distribute and provide redundant computing resources as needed to meet an agency’s unique requirements today and tomorrow as the agency grows and changes.

## Applications

### Registration

Quick scans and batch processing of registration documents at the intake window including Medicaid cards, insurance cards, permission-to-treat forms and records release forms.

### Service Encounter Logs

Design and deploy different styles of clinician completed encounter forms using either “bubble sheet” or printed character boxes. These can then be batched scanned with the data extracted and automatically posted to CATT’s AR/MIS system.

### Outcomes

Scan in client completed ODMH OSQIG Outcome instruments for automatic processing to CATT’s Outcomes screen (Templates for all five ODMH Outcomes Instruments provided.)

### QA/QI Applications

Design and deploy client satisfaction and other questionnaires to be scanned directly to database tables for analysis.

### Human Resources

Employment applications, benefit enrollments, transfer requests, performance evaluations, vacation requests, and consent forms

### Administration

Contracts, letters, policy manuals

### Payroll and Payables

Time sheets, expense reports, purchase orders, cancel checks, collection letters

### Chart Archives

Batch scan old clinical charts for paperless archiving.

## Included Features

### DMS eDocuments Screen

Well integrated into CATT Clinical Desktop as one of the standard EHR screens or used as a stand alone front end for "Office" scanning applications.

### DMS Document Viewer and Quick Scan Utility

Integrated into the CATT EHR providing users with viewing functionality as well as QuickScan capabilities directly from the Clinical Desktop.

### Template/Form Designer

A point-and-click application for easily implementing automated forms processing and document capture. Designer includes complete layout tools to create new forms and to automate your existing forms and document types.

### Capture, View and Index

#### Non-Image File Types

Supports viewing of word processing, spreadsheet, presentation, graphic, multi-media, and other formats without the native file application.

#### Content-based Classification

Automatically classifies and sorts forms and semi- and unstructured layouts via barcode, form identification, full page keyword and phrase identification algorithms.

#### Automatic Data Extraction

Automatic extraction of key indexes from forms and semi- and unstructured layouts by best-in-class voting recognition engines.

#### Document Package Handling

Allows multiple levels of association for forms and documents within a batch; group "sets" of forms and documents together.

### Anytime QC

Enables users to view, rotate, add, delete, copy, reposition, and automatically or manually reclassify and index at any time during the life of the batch, from scan to commit.

### Verification Application

Verification personnel can intuitively and efficiently validate classification and extraction results with ease.

### Auditing and Tracking

Track interactions between people, systems, images and associated data. Log all system configuration and security changes.

### Print Merge Application

Merges electronic data onto forms for automated printing and faxing.

### Automated Workflow

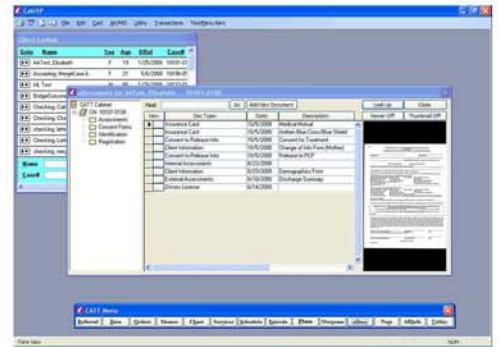
Paper-originated forms and documents from TeleForm can easily and rapidly feed into electronic-based in-process or initiate workflows in LiquidOffice.

### Document Repository Builder

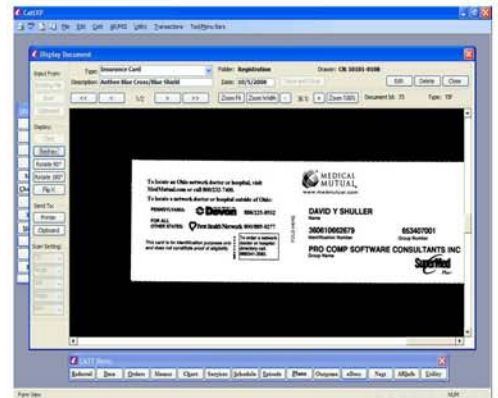
Explorer style screen which provides DMS Administrators with the ability to create hierarchical Drawer, Folder, and Document Type structures to any defined DMS storage Cabinet.

### Flexible Export Interfaces

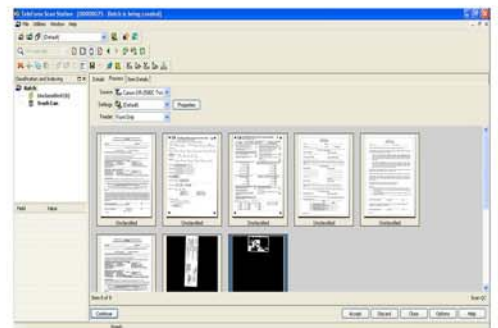
Automatically delivers data to more than 300 business systems.



The DMS eDocuments Screen integrated into the CATT Clinical Desktop and EHR



The DMS Document Viewer and Quick Scan utility displaying a scanned insurance card



TeleForm ScanStation utility can process work packages containing any combination of forms, unstructured documents and electronic files.

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# CATT

**CLINICAL ASSESSMENT TRACKING & TRIAGE**

*A different kind of MIS software product  
for behavioral health organizations.*

**PROCOMP**  
SOFTWARE CONSULTANTS

ProComp Software Consultants, Inc  
555 Cincinnati-Batavia Pike  
Cincinnati, Ohio 45244  
Phone: (800) 783-1668  
Fax: (513) 685-5293  
www.procompsoftware.com