



docmanhub

Document Capture

Document Capture brings you a new and improved document submission platform, providing you with the means of securely capturing documents and sending them electronically to a participating organisation through a Docman Hub.

Greater Interoperability

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A GP practice can quickly and seamlessly capture a letter and electronically send it to a provider organisation in a secure and audited process without the costs and time consuming activity of handling paper. The provider organisation receiving this letter can quickly enter the letter into their usual process.

Since the first release of Document Capture, we have added a number of new features to make it more user friendly, highly configurable and to enhance the speed of the capturing and sending process.

Utilising Document Capture a practice will securely send a letter electronically through a Docman Hub ensuring a fast and timely approach to transferring letters to providers.

A fast and timely approach to transferring letters to providers

Benefits include

- Efficient delivery of documents
- Saved staff time
- Visibility and auditability of information
- Improved patient experience
- Better communication
- Interoperability between care providers
- Secure delivery of information to clinicians in near real-time (encrypted transmission across N3)

Features

- Document Capture is now highly configurable to the needs of local users
- Configuration and sent document history can be accessible from any machine you choose to use
- A fully audited process, providing a comprehensive audit trail of every letter sent using Document Capture

What does it look like?

Sending a document

The screenshot shows the 'Document Details' form in a web browser. The form is divided into several sections: 'Patient Information' (NHS number, Surname, Forename(s), Date of birth), 'Document Details' (Description, Referral, Contributor, Message Urgency, Source reference), and 'Recipient Details'. There are 'Submit' and 'Cancel' buttons on the right side. A yellow box on the right contains instructions: 'Click submit to send this document.', 'To cancel submission click cancel.', and 'To close, click cancel.'

Reviewing a document status

The screenshot shows the 'Document Details' form in a web browser, similar to the previous one but with a yellow box on the right indicating the document status. The yellow box contains the text: 'This document has been submitted, its current status is Waiting.' and 'To close, click cancel.' Below this, there is an 'ACTIONS' section with a 'Recall document' button. Red callout boxes point to the 'Recall document' button with the text: 'You will be able to view your document status here.' and 'You can Recall the document by Clicking on Recall document.'

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