docmangp

# A helping hand with Practice Management

Keep practice procedures and guidelines organised in **BackOffice** for all users to access.

# Supporting you with **CQC**.

BackOffice Library will store all practice documents in one place for all Docman users to access, dependent on their security settings. It removes the need to search through piles of paper copies of practice procedures and health and safety guidelines, when documents can quickly and easily be found.

BackOffice Apps give you a way to store practice data in different platforms. These include an Asset Register, Room Temperature Log, Fridge Temperature Log, Birth and Death Registers, Significant Events, and Practice Feedback, providing you with data that's consistent and accessible.

Information at your fingertips

No paper, logs or notes

Standardised practice information

**Store practice documents and data** electronically in one place for easy access whenever required.

**Search and categorise** documents by tagging them into topics for enhanced searching.

**Support CQC requirements** by logging data consistently in BackOffice with full audit information.

**Set privacy settings** to password protect private and confidential documents.

> We love Docman here because of the **versatility** of the system and the **BackOffice** facilities it provides. **Saves us loads of time** in finding things.
>
> Anita Bains, Lower Gornal Medical Practice

**Improve internal communications**
View audit trails, add comments and workflow documents to keep everyone in the loop.

**All electronic copies**
No paper means no piles around the practice.
Using Apps will allow practices to move away from paper records, notebooks, spreadsheets and simple Access databases.

**Consistent data**
Log practice data such as fridge temperatures and significant events in BackOffice Apps for structured and organised information.

**Storing documents**
Change the document date, add notes, set review dates, add security settings and password protection to keep highly organised and make managing documents much easier.

# Practice information at your fingertips

## You take care of the patients.
## We'll take care of the documents.

> I love Docman because all incoming correspondence is clearly visible on a patient's record with a clear audit history. We use BackOffice Library for advice leaflets and other useful information such as surgery documents and referral forms. All staff have access to it.

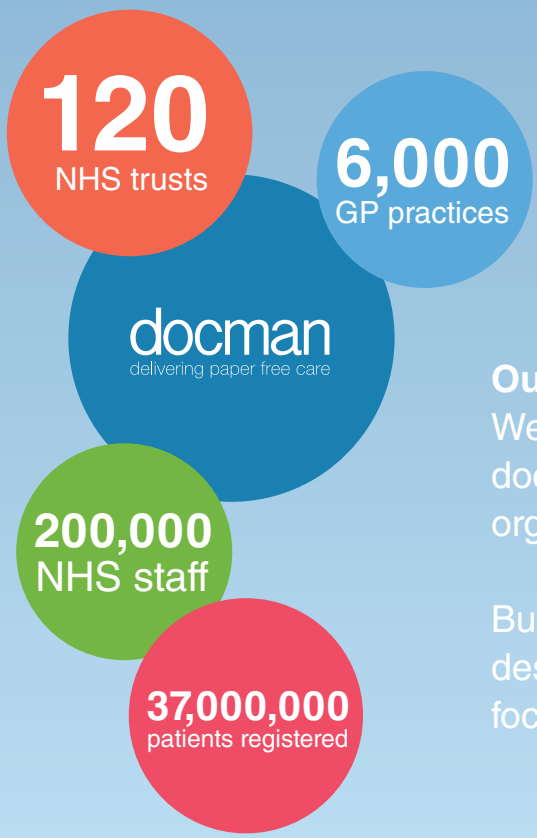
Judy Macfarlane, Highfield Surgery

> Docman BackOffice Library is a gamechanger. A single location for all those important organisational files and protocols. Could be called CQC made easy.

Jonathan Brown, Cape Hill Medical Centre

> I love Docman as it is a simple system to use. It is efficient and works well and the documents are easy to find once filed. The library works well as you can create your own system of filing by creating the folders that are relevant to your business/surgery. Great system.

Debbie Walsh, Cheviot Road Surgery




**Our passion is electronic document management.** We provide one-click, easy to use electronic document management software to support busy NHS organisations.

Built on a one-click philosophy, our software is designed to be completely user-friendly so you can focus your time on patient care.

**Arrange a demonstration**

**01977 66 44 96** | **www.docman.com** | **sales@docman.com**