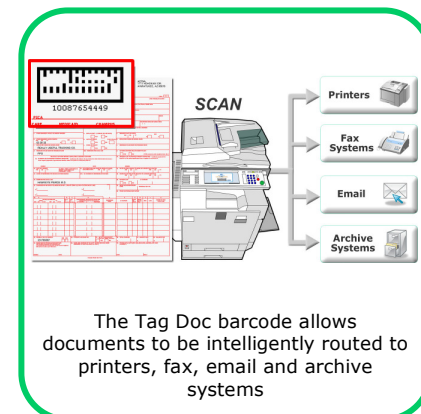




## Automatic Distribution

- All documents printed with Form Filler are tagged with a unique Tag Doc barcode, which is associated with information on the form – patient name, doctor, SS#, etc.
- Printed forms can be given to patients or employees to fill out further or sign.
- Upon scanning the document, the Tag Doc barcode is recognized.
- Automatically, the form is sent to a printer in a different department, faxed to the doctor, emailed to the patient's insurance company and archived to the hospital's EMR.
- Patient information that was used to fill in the form fields is used to archive and index the document to digital archive systems.
- If the document needs to be referenced in the future, searches can be performed using any data that was on the form, for quick retrieval.



## Form Medic Example

For example, a health insurance claim form is needed for the patient to fill out. With Form Medic, the receptionist simply goes to the MFP screen and selects the name of the form from a drop down list of hospital forms. After selecting, the receptionist looks up and selects the specific patient's name from the hospital database. This information is used to automatically fill in the form fields such as name, address, phone, insurance company etc. and the form is then printed. As the patient goes through the hospital visit, the rest of the form fields are hand-written and signed accordingly. When finished, the completed form is scanned and automatically routed to the printer in the Accounts Receivable department, faxed to the patient's insurance company and archived to the hospital's document repository.

## Benefits of Form Medic

- Streamlines form management and processing, and improves the quality of patient care.
- Eliminates costs and time wasted on managing and storing paper documents.
- Conveniently access and print forms on demand from any MFP.
- Guarantee that the most up to date forms are being used throughout the facility.
- Automatically fill in forms with patient information.
- Remove the potential of fatal errors due to inaccurate and illegible information.
- Automate distribution of completed patient forms to printers, fax, email and archive systems
- Perform searches in order to quickly retrieve specific forms stored in archive systems.

*Form Medic is only compatible with select Ricoh Family Group devices and requires FabSoft's MOST & Reform® Enterprise. Other requirements may also apply depending on desired workflow.*