



Solutions for Senior Care Facilities - RESIDENT FILES

Resident Files are the heart of your business. Keep them safe, secure and accessible using FileBound by The Priton Group.



Managing resident files creates unique operational and compliance issues for senior care facilities. The effective organization of these documents increases the level of care for the residents while allowing you to operate a more efficient organization.

Take control of the endless document chaos.

Consolidate documents from any source – email, scanned documents, electronic forms, and more.

Provide secure access to specific users such as your care team members, managers, and auditors.

Quickly find resident information using intuitive search terms such as resident number, last or first name, location, and contract status.

Add onboarding workflow to create a paperless New Resident Packet. Ensure that all required forms such as Banking and Finance, Contracts, Notices, Resident Documents and others are completed and submitted to the system.

Create a better life experience for residents.

Better manage the continuum of care for your residents as they transition within their life's journey.

Provide quick and accurate information for family and loved ones.

Ensure specific resident requirements such as dietary needs, medical requests, and living accommodations match the documented requests submitted by the resident or their family.

Free up your staff from searching for and refiling documents to serving the residents.

Better information Means Better Care...

Solve the operational and compliance issues of managing your resident files with FileBound by TPG, a complete, comprehensive, and affordable document management solution.

Automate processes

- Digitally organize and store resident files in a logical and secure environment.
- Provide staff with secure access to resident files using PCs, tablets, and mobile devices.

Ensure efficiency

- Improve response time dealing with residents' needs and family inquiries.
- Reduce employee frustration when needing to access files.
- Decrease audit time.

Eliminate tedium

- FileBound takes care of the details – no more checklists, searching for missing documents, or validating data.
- Improve your employee experience by giving your staff the resources to complete important processes with less effort.

Enforce compliance

- Reduce the risk of human error resulting in lost, misplaced, or stalled documents by eliminating the need to route paper files or track confusing email threads.
- Create rules to immediately remove system permissions and access to files for terminated staff or those with reduced privileges.

True records management

- Don't risk keeping resident files longer than legally required. FileBound's optional Records Management Module (RMM) monitors the life of each document saved to the system based on your organization's retention rules.
- RMM removes all database references to deleted documents.
- For litigation purposes, RMM allows for a legal or litigation hold to be placed on a document.



Jack Arnston
The Priton Group, LLC
T: 608.279.4088
M: 608.438.3322
jarnston@pritongroup.com
www.pritongroup.com

Better information Means Better Care...