

Document Workflow Built For Senior Care

Senior Care organizations face a variety of document heavy challenges that may create a mountain of paper. Vendor Invoices, New Hire Onboarding Documents and Resident Files are just a few examples. Efficient handling of these documents creates a more harmonious environment for both employees and

Picture one unified system managing all your documents with integration to your line of business applications.

management. The Priton Group and FileBound have been addressing the management of documents with Senior Care facilities for nearly two decades.

Let us help you create an organized and secure solution digital files into highly manageable pieces of



information. Imagine a system that thinks like you and provides you with the documents quickly, reliably, and securely. Now imagine a system that proactively prompts you to approve an invoice before it is due, renew a contract before it expires and monitors new onboarding documents received before a new employee reports for their first day of work. Then imagine a system that monitors all document lifecycles deleting them from the system at the appropriate time, eliminating the legal risk of retaining documents too long.

FileBound by The Priton Group does all that and more.

Here are some of your departments that will benefit from our solution.

Finance

TPG provides:

- Invoice capture and approval workflows
- PO and non-PO invoice matching
- New vendor onboarding before payment
- Payment-to-invoice reconciliation to close the loop

Human Resources

With FileBound, you can:

- Eliminate paper-based onboarding
- Automatically build digital employee files
- Track certifications and licenses to prevent lapses
- Protect sensitive HR documents with confidence

Membership

TPG helps you:

- Build complete, secure resident records
- Track changes across levels of care
- Manage resident contracts with digital signatures
- Monitor expirations and renewals automatically



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BETTER INFORMATION MEANS BETTER CARE

Helping you create an organized and secure solution by turning paper documents into digital files and digital files into highly manageable information.