GROUP DOCUMENTATION SERVICES

Use Group Documentation Services to capture notes using any internet-enabled device. Managers are automatically notified of any missing documentation when MITC compares the employee's documentation notes with a plan of care or other master.

Comprehensive reporting and powerful database integration tie documentation notes to billing and consumer attendance. Hours can be reliably tracked by consumer and the type of service provided, and compared to the consumer's plan of care to maximize authorized billing, minimize under-billing, and control over-billing outside the plan of care.

Collect Activity Records Using a Tablet or Any Web-Enabled Device

With MITC Group Documentation Services:

- Use for workshops, supported employment programs, enclaves, day programs, etc.
- Use for client piece work
- Capture payroll, billing, and service documentation
- Eliminate paper case progress notes
- Use tablet (with infrared scanner option)
- Generate reports by client documenting services provided
- Track services for as long as provided
- Comply with audit requests quicklyand minimize risk

Main Features:

- High speed data entry procedures
- Entry and edit capability for supervisor
- Track client, activity (step), start/end time, units and productivity in vocational programs
- Supervisor review reports

Basic Requirements are Simple and Affordable:

- Wireless internet connectivity to server
- Robust tablet – guide price $195

Also:

- Use tablet keyboard (with infrared scanner option)
- Improve the accuracy of data entry
- Increase speed of data capture
- Scan client, job, or activity barcodes
- Generate barcodes using MITC

Robust tablets designed for heavy use and accidents!

www.mitcsoftware.com
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GROUP DOCUMENTATION SERVICES CONT'D

How and Where To Use

- Designed for use in day, vocational or other group settings
- Care give records client attendance at location and service provided using any internet-enabled device
- Attendance can be taken as clients arrive using MITC Door Clock or later in the day whichever is found to be the most accurate and convenient
- If the client receives another service for a limited time such as therapy, the therapy service provider enters the clients attendance in this program
- Care givers can enter documentation based on the individual's plan of care at any point in time
- When the client leaves the facility, the client is clocked out and all the different records are closed out for billing
- Variance to schedule and budgeted billing available

Alternative GDS system

- Designed for use in residential programs such as a group home
- Client schedules of attendance are maintained and edited by on an exception basis if the client is not present (at hospital, home for the weekend, etc.)
- Reasons for absence can be entered if required
- Documentation can be attached to the client attendance records at any time
- Supervisor review data entered from any internet-enabled device
- Missing documentation is automatically highlighted
- Billing and documentation are all captured together
- Variances to budgeted billing and client schedules available

Capture client attendance as clients arrive at facility and any time during the day.

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