# HealthDox
Performance • Quality • Compliance • Risk Management

## Contract Management System (Cercare)

Is your healthcare enterprise overwhelmed with contract management issues? It can happen in any size organization—from those too small to devote staff to contract management, to large bureaucratic organizations that can lose important tasks and dates in "the system."

Cercare is the user-friendly enterprise contract management system from HealthDox that can effectively manage all your contracts—service, procurement, employment, facilities, and any other type of contract you may have. Cercare features include:

**Fast, Efficient Search:** Intelligent search features make for easy, timesaving document retrieval.

**Attachments and References:** Important notes and revisions can be easily attached and retrieved, saving you from multiple searches on the same contract.

**Automated Notifications:** E-mail reminders and escalation notices keep important contracts from falling through the cracks and holds responsible parties accountable for tasks.

**Customized Reports:** The ability to customize reports in Microsoft Excel or Adobe PDF format gives you the flexibility to make searchable, standard reports that fit your needs and are easy to update.

**Administrative Dashboards:** Cercare's powerful administrative dashboard tools make task management a breeze.

**Role-Based Security:** Cercare maintains change control by using role-based security—ensuring that contract access is limited to only those who need it.

**Automated Workflow:** Contract authoring and review is streamlined and enhanced with a multi-level review process.

**Track Contract History:** With the means to keep all related information together on any contract, Cercare allows the history of a contract to easily be retrieved, reviewed, and maintained by authorized personnel.

**Track Review Process:** The Review Status screen prevents bottlenecks by allowing workflow tracking and integrates changes with maximum notification and minimum disruption.

**Vendor Information Management:** Vendor information can be tracked, compared, and analyzed through the report interfaces.

**Enterprise Authentication:** A simple login with network passwords avoids the need for multiple passwords while maintaining security and integration ability with Microsoft Active Directory or Novell LDAP systems.

With our 7-step collaborative implementation process and stellar customer support, you can be confident of a trouble-free transition period.

Regardless of the size of your business, contract management concerns can be a thing of the past. Please contact us to schedule a demonstration, and we can show you how Healthdox Cercare can simplify your contract management needs.

*Your Partner in the Pursuit of Quality Patient Care*