The Synoptec Product Tour

What is Synoptec?

Synoptec is a web-based clinical documentation system that replaces narrative reports with structured data. Report completion is quick, accurate, easy to read, and facilitates quality assurance (QA) and outcome analysis. The case lifecycle, from creation through report distribution, is supported by simple, effective workflow features.

Synoptec can be accessed from virtually anywhere with a network connection, allowing clinicians to complete reports at their convenience, from home or institutional computers, tablets or even smart phones.

Synoptec in action

- **Administrators** set up the system using pre-built templates as is or work with physicians to customize or create new templates
- **Interfaces** load case and schedule information to eliminate most manual data entry
- **Clinicians** complete timely, accurate reports based on the template library; and
- **Synoptec** automatically distributes beautifully formatted reports to your office, referring physicians, other clinicians, internal departments and other case management systems.

Synoptec benefits

Synoptec reporting software assists **clinicians** by streamlining workflow, reducing reporting time, facilitating timely and accurate information sharing, supporting research with organized, searchable data and easing coordination within multidisciplinary teams.

Medical administrators benefit from eliminating the cost of ongoing transcription services, strengthening risk management processes, improving reporting across a broad range of disciplines, supporting long-term planning through a powerful database and automatic information sharing and distribution.

Synoptec reduces the burden on your **IT team** by providing an easy-to-use system that allows administrators to lead implementation and support without significant ongoing IT involvement. The product integrates smoothly with other components of information systems, includes strong security controls and is customizable by non-technical staff.

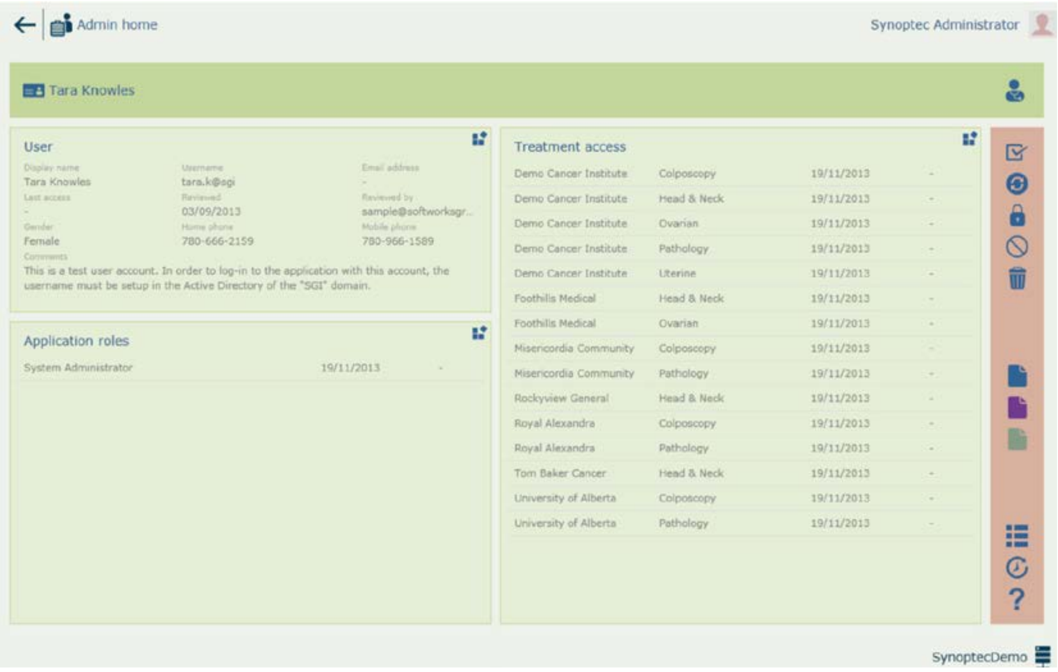
Product tour

Synoptec is a powerful, easy-to-use tool for improving efficiency, optimizing patient care and lowering costs in your facility. Here's what you can expect when you implement our synoptic reporting system in your institution.

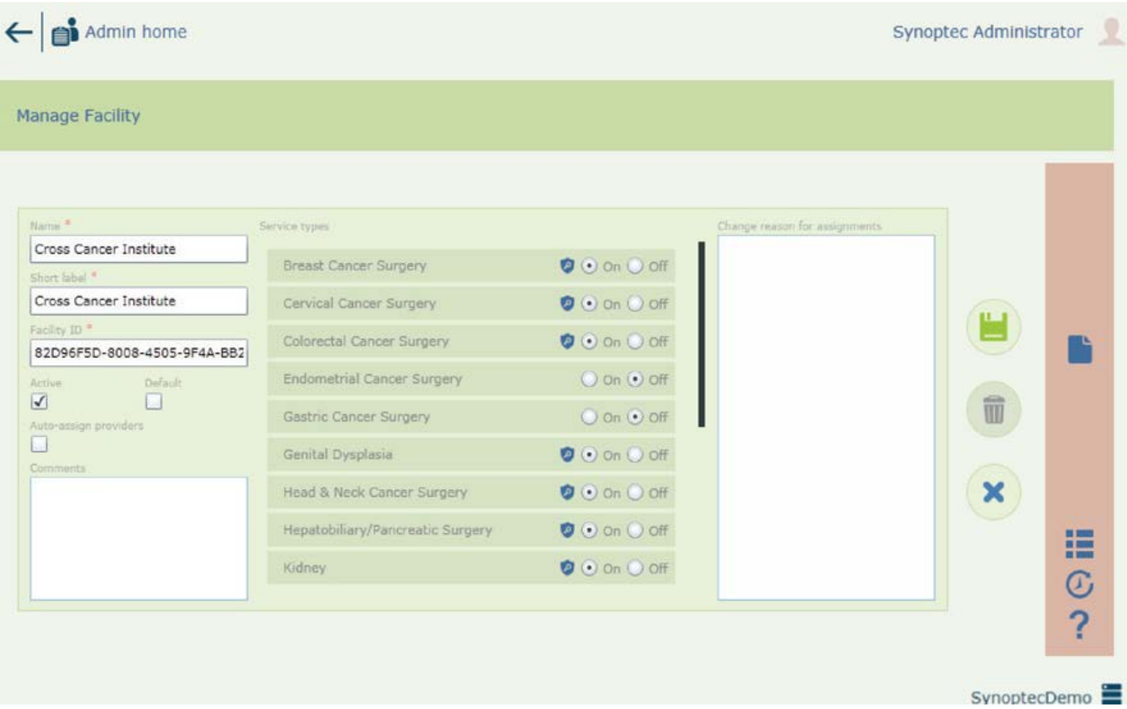
Getting Started

Set-up is fully supported: you'll be assigned a configuration specialist to walk you through the entire set-up process and start up. Our experts will assist you with:

Entering facilities and services so that cases can be assigned and organized according to your organization structure;



Creating users and security settings to ensure that your administrators and clinicians have access to the information and functions they need while restricting access to cases they do not have privileges for;



- Setting terms and terminology specific to your environment, such as report statuses that you use at your location;
- Updating other general settings to suit your environment, such as report date and time format; and
- Creating workflows, business rules and other customized set-up to teach the system to implement processes, business rules, task triggers and other features according to your institution’s needs and preferences.

Building Your Template Library

Templates streamline reporting, saving your clinicians time and ensuring that all critical data is entered and presented in a clear and consistent format. Synoptec offers two approaches to suit your organization’s needs:

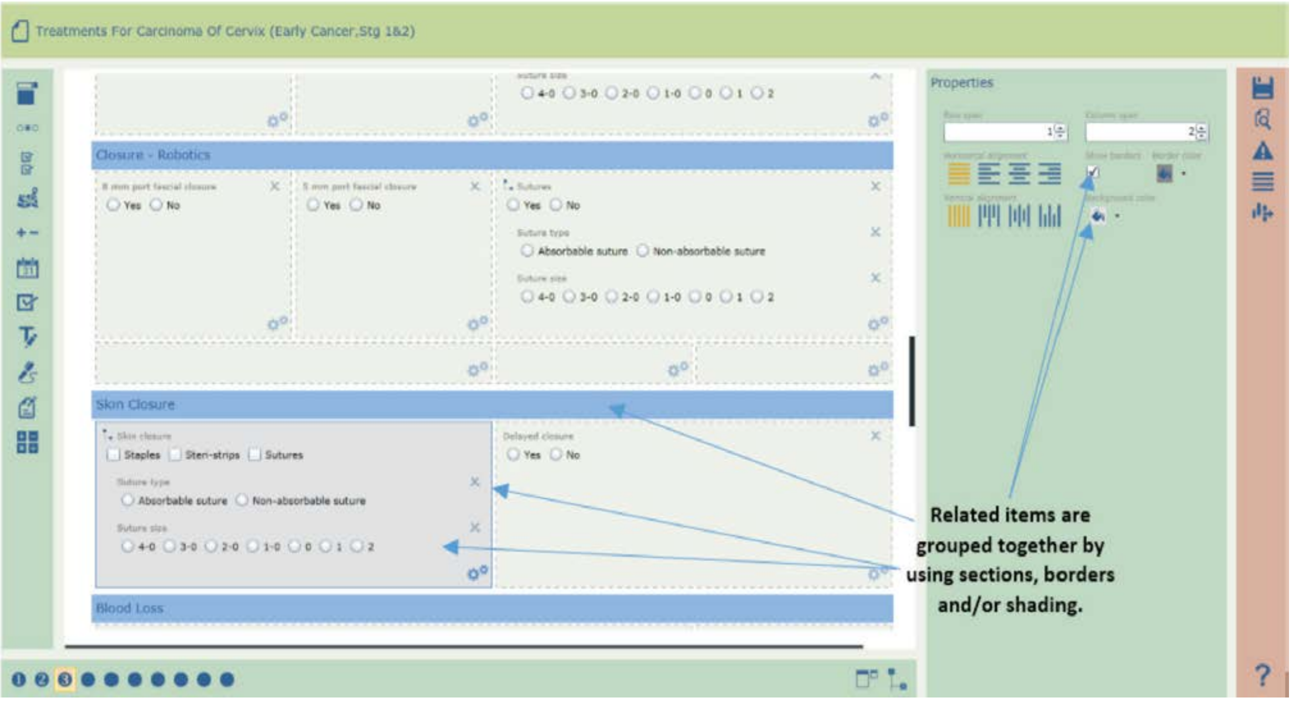
Synoptec allows end users to create calculations and branching rules to include only those details that apply to the current case. Unlike competing products, this is achieved without assistance from the IT department.

Pre-built Templates: Take advantage of the collective expertise in your field. Our library contains dozens of pre-formatted, physician-created templates, ready to select and use in minutes. For example, pathologists can choose from templates created by the College of American Pathologists. As new versions become available, these templates are automatically updated in the system, so that your clinicians are always working with the most current forms.

Modified Templates: If you choose to modify templates or create new templates to suit your practice, the Template Designer module makes it easy. The simple WYSIWYG editor allows you to:

- Click and drag to create fields to capture the data you need and to ensure that it's entered in a clear and consistent format;

- Select and arrange sections, borders and shading;



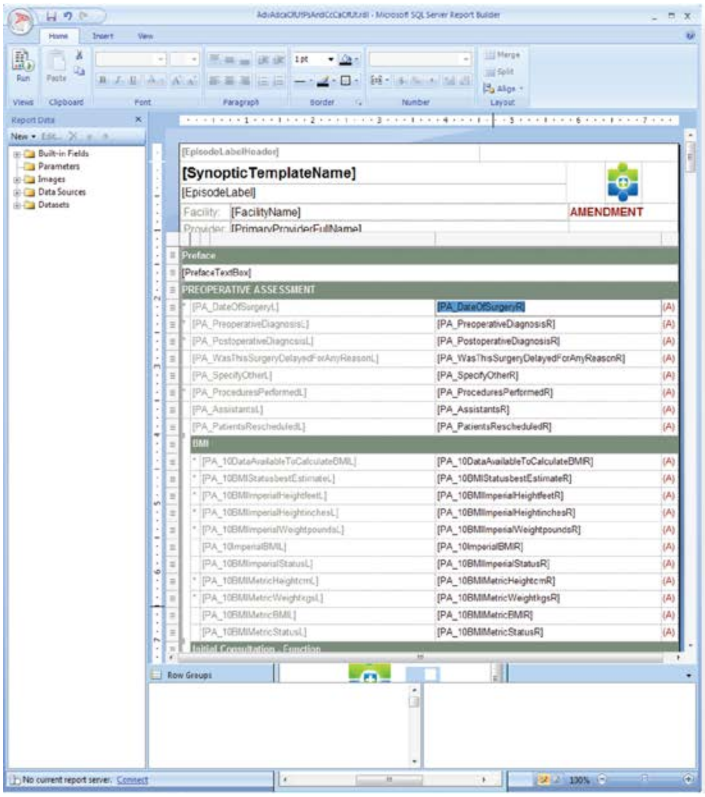
- Use branching logic to ensure that clinicians see the fields—and only the fields—that are relevant to the case;
- Upload mapped images to allow clinicians to quickly and easily mark anatomical locations on embedded diagrams and make sketches directly in reports instead of having to use long narrative descriptions;
- Include pop-up “tips” for any question that may require explanation or instruction;
- Set particular fields as mandatory and create custom edit checks, so the clinician receives a prompt when attempting to submit incomplete or invalid information;
- Add annotations and free text wherever they’ll enhance the quality of your reporting; and
- Update templates without interrupting workflow: anyone starting a new report automatically sees the latest approved version.

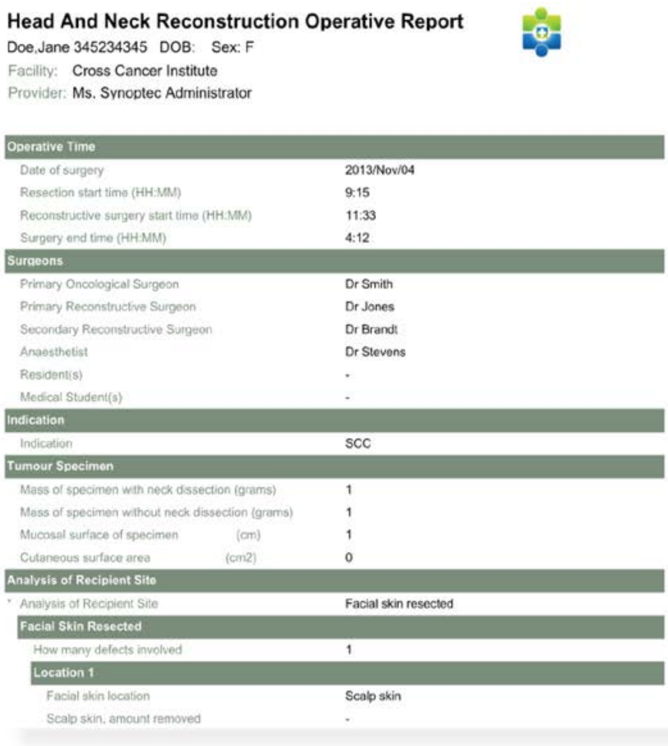
In addition, the ability to record authorship and share your templates assists with consistency, knowledge-sharing and training.

Output Report Formatting

Generate complete, well-organized and professional-looking reports using existing templates or customize and brand for your organization:

- Built-in style options allow you to choose report design and incorporate your logo;
- Report formats are easily customizable to suit your institutional needs;
- Save report data as discrete coded elements for analysis and as PDF documents for easy distribution and reference.





Head And Neck Reconstruction Operative Report

Doe,Jane 345234345 DOB: Sex: F

Facility: Cross Cancer Institute

Provider: Ms. Synoptec Administrator

Operative Time	
Date of surgery	2013/Nov/04
Resection start time (HH:MM)	9:15
Reconstructive surgery start time (HH:MM)	11:33
Surgery end time (HH:MM)	4:12
Surgeons	
Primary Oncological Surgeon	Dr Smith
Primary Reconstructive Surgeon	Dr Jones
Secondary Reconstructive Surgeon	Dr Brandt
Anaesthetist	Dr Stevens
Resident(s)	-
Medical Student(s)	-
Indication	
Indication	SCC
Tumour Specimen	
Mass of specimen with neck dissection (grams)	1
Mass of specimen without neck dissection (grams)	1
Mucosal surface of specimen (cm)	1
Cutaneous surface area (cm2)	0
Analysis of Recipient Site	
Analysis of Recipient Site	Facial skin resected
Facial Skin Resected	
How many defects involved	1
Location 1	
Facial skin location	Scalp skin
Scalp skin, amount removed	-

Interfaces

Interfaces eliminate the need for double entry for case set-up. The system comes with pre-built integrations for all common ADT, lab, master patient index and scheduling HL7 messages. Our integrated interface engine supports custom messages and non-HL7 formats. If you need to integrate with an older legacy system, customized integrations can be created without harming your upgrade

Automatic checks help prevent duplicates and ensure that the current case is tied to existing records.

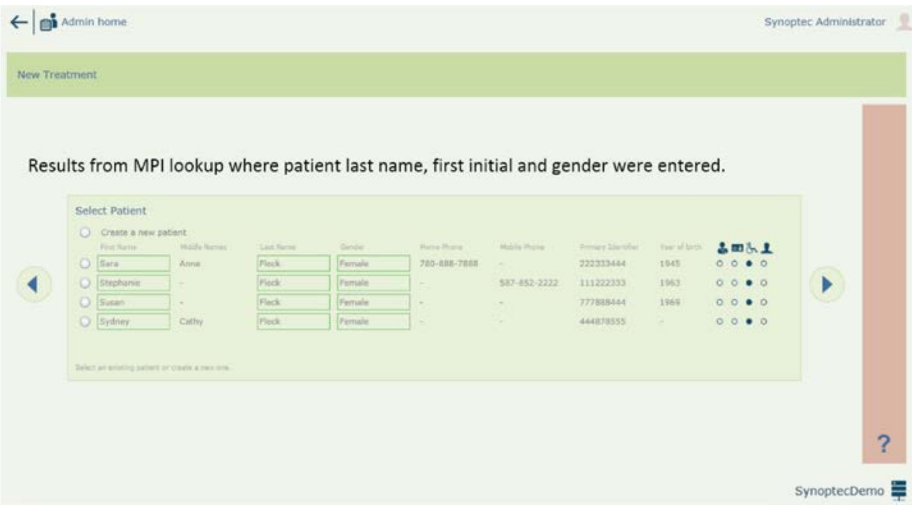
Records are accessible to all authorized caregivers and administrators at any time- no searching for files in emergency situations

path. Sample integrations are provided for your IT team to work with, or we can work directly with your staff to configure the interfaces you require.

Case Selection or Creation

Quickly pull up existing cases to access patient records and avoid duplication:

- Implement an interface with your Lab Information System (LIS), ADT, Scheduling, or Master Patient Index (MPI) system;
- Records are immediately accessible to authorized users, wherever they are;
- Easy information sharing eliminates the need for emails, faxes and other disjointed communication with outside clinicians;
- Easily integrate with HL7 systems, or get customized support for integrating with older systems;
- If your organization has an EMPI, just enter the identifier and the rest of the record auto-loads; and
- If the case isn't available or is emergent, enter manually--automatic checks prevent entering the same patient twice.

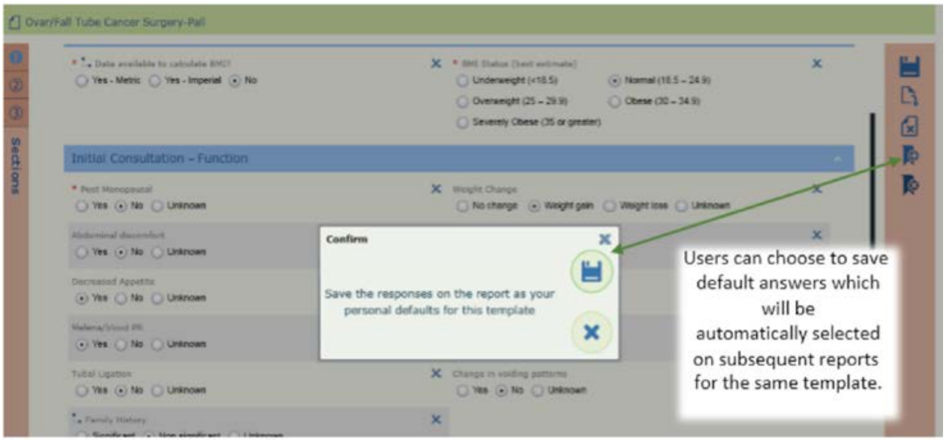


Report Completion and Submission

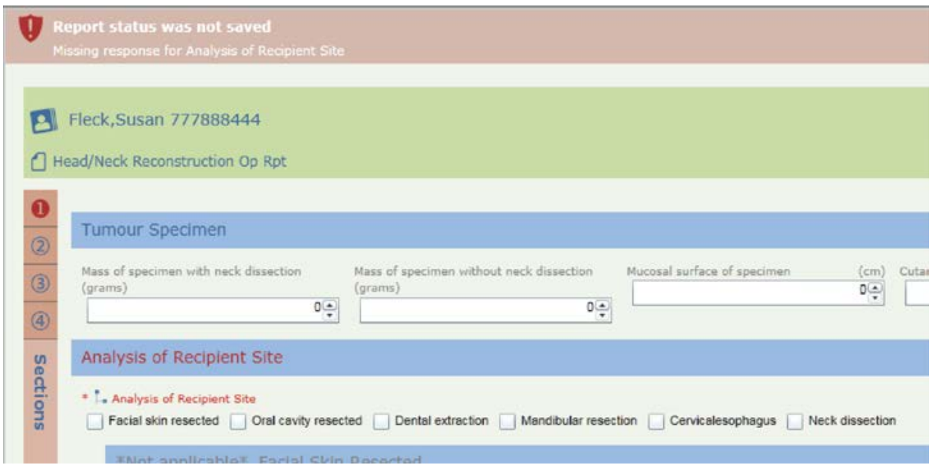
Synoptec allows your clinicians to quickly and accurately complete reports, share knowledge and access information from anywhere, without limiting their ability to add specialized information in reports.

Clinicians can provide more complete, more standardized information in less time using synoptic reporting:

- Templates ensure clear organization of report data and consistently comprehensive information;
- Clinicians can move quickly through pre-set data fields, and can even set personal defaults for those fields containing repetitive information;



- Mandatory questions and error check prompts clinicians if required information is missing, ensuring that key data isn't omitted;



- Clinicians can upload signatures and affix them to reports when approving;
- Report distribution occurs automatically, ensuring timely receipt of information by referring physicians, primary care, health records and others; and
- Administrators can set distribution preferences to ensure reports are sent using the medium preferred by the receiver (fax, email, printer location, system-to-system message).

Alerts and reminders keep report completion and follow-up on track

Workflow Support

Administrators can track, monitor and ensure completion of reports and prompt distribution more quickly and thoroughly with these tools:

- Built in alerts sent automatically to clinicians and/or administrators when reports are late or other follow-up is required;

Searchable data and reporting options improve research opportunities and fine-tuning of internal processes.

- Manual or automated creation and assignment of follow-up tasks;
- On-screen reminders of reports due or ready for signing when clinicians log in;
- Easy navigation takes you from reminders and tasks to the related case with one click;
- Multiple task queues support variable staffing structures for task assignment and management; and
- Advanced configuration allows for creation of custom searches and custom alert generation rules.

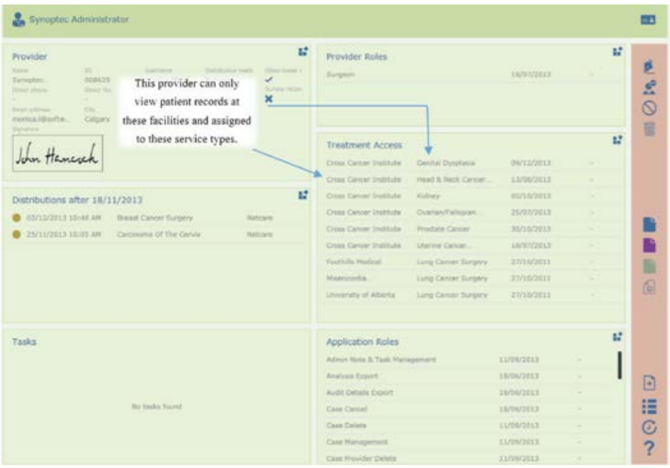
Analysis

- Synoptec enables analysis that will improve outcomes in your organization and support publishing innyour key areas of expertise:
- Measure outcomes based on a variety of variables;
- Aggregate measures related to a particular procedure or condition and slice by common patient characteristics, outcomes and more;
- Quickly report administrative information such as wait times, the number of procedures performed by type and location, the average number of procedures per physician and trending changes in procedures applied; and
- Assess best practices and refine templates to reflect them.

Ensuring Compliance

The system is compliant with key health and privacy legislation, including HIPPA and HIPA:

- Tiered or separate access means you control who sees what, by role, facility and/or type of service;



- Authentication through your existing Active Directory allows for secure, single sign-on;
- Session auditing lets you see who logs in, when and from where;
- The patient record access audit trails allows you to monitor who sees what, when and from where;
- User access auditing shows you which case information a particular user looked at;
- Easy location of unused accounts helps keep the system clean and secure; and
- Reporting on role assignments and quick comparison of user access facilitates monitoring and adjustment of roles.

Ready to Explore the Power of Synoptec™?

If you're interested to learn more about how your organization can save time and money, increase the completeness and accessibility of medical records, and improve patient outcomes, contact us today to request a demo of the Synoptec Clinician documentation system.