



MANAGING HEALTHCARE HR

Compliant, automated paper to digital bridge

Setting GRM apart from other information management providers is our ability to simultaneously support and maintain paper and digital inventories, enabling a blended transition to an electronic environment quickly or gradually.

The cornerstone of our Healthcare HR solution is GRM's digital repository, the Online Record Center. As a standalone ECM or integrated with offsite document storage, on-demand imaging and certified destruction, this Cloud-based system brings time and cost saving benefits to Human Resources and other healthcare back office departments.

Offered in two turnkey stages—as a basic storage/retrieval system or as the foundation for a complete information management platform—the Online Record Center enables:

- Workflow automation of on-boarding/off-boarding, benefits, payroll and personnel file management, reviews, certifications, policies/procedures and training
- Replacement of labor-intensive, error-prone manual tasks with accurate, predictable processes
- EEOC, OSHA and other regulatory compliance through robust features such as encryption of data at rest and in transit, and ongoing chain-of-custody audit tracking
- The use of standard or customized eForms developed via a powerful design tool
- eSignature, allowing signatures to be quickly, electronically obtained from employees and managers
- Onsite document storage space to be freed up for repurposing.



HARDWORKING HEALTHCARE HR SOLUTION

Realize lower costs, greater efficiencies

The SaaS and Cloud-based Online Record Center helps healthcare HR assemble, update and maintain complete employee records by providing a single, sharable content repository that adds to and enhances the capabilities of on-premises ECMs such as OnBase.

Online Record Center advantages include:

- Secure digital storage and retrieval of all personnel records
- Full compliance and continuous chain-of-custody audit tracking
- Immediate capture from multiple entry points, including scanning, email, text, fax and document uploading
- Compatibility with Microsoft Office and other popular software
- Quick deployment in as little as 30 days
- Rapid return on investment—no upstart expenditures, maintenance fees or IT investments are required
- Remote paper and digital inventory control from any web browsing computer
- Seamless integration with GRM services such as offsite document storage, imaging and indexing
- Time and cost-saving workflow tools that apply automation to numerous HR processes.
- The ability to share information across departments and networks
- Supplemental, back up support for on-premises systems
- Disaster recovery through Cloud-based servers and redundant data centers