

Managing Legal Contracts in Healthcare

Healthcare organizations are often challenged with the arduous task of producing, reviewing and finalizing legal contracts. Many organizations lack a defined workflow to ensure all required participants view, contribute to, edit and approve contract documents. Unstructured processes often result in versioning mistakes and the use of dated or inappropriate language, leaving the organization open to liability or regulatory noncompliance. Contract expirations further propagate liability and result in the need for an expedited renewal or renegotiation process.

Paragon's Legal Contracts Management solutions help firms reduce the time and complexity associated with reviewing, processing and maintaining contracts. Our team of business process experts can help your firm automate and streamline



the contracts management process so you can deliver, store and renew contracts in a manner that reduces cost, increases accuracy and ensures compliance.

The Pain of Poor Contracts Management

Poorly managing contract processes puts healthcare organizations at risk for:

- Possible loss of accreditation by The Joint Commission if unable to produce contracts requested during a survey.
- Large financial penalties or government censure if the organization cannot produce contracts requested by governmental agencies.
- Unintentional renewal of "Evergreen Contracts" (contracts that renew automatically) which must later be terminated at the organization's expense.

Paragon's Contracts Management Solution

Paragon Solutions, a preferred EMC/Documentum partner, specializes in the design and implementation of Legal Contracts Management solutions that enable firms to increase efficiency, improve agility, lower costs and manage risk. Built on highly integrated technologies, Paragon's Contracts Management framework is a completely customizable solution that:

- ▶ Contains full library services to enforce security, versioning and lifecycle management
- ▶ Uses automated contract assembly that incorporates pre-approved XML templates to generate Microsoft Word documents
- ▶ Integrates with existing procurement systems to initiate contract assembly
- ▶ Provides ability to define rule sets that match the business rules of their organizations
- ▶ Uses workflow and lifecycle engines to manage the location and state of documents
- ▶ Applies access control lists (ACLs) to ensure proper access to content and workflow progressions
- ▶ Ingests content via image capture for scanned and faxed images

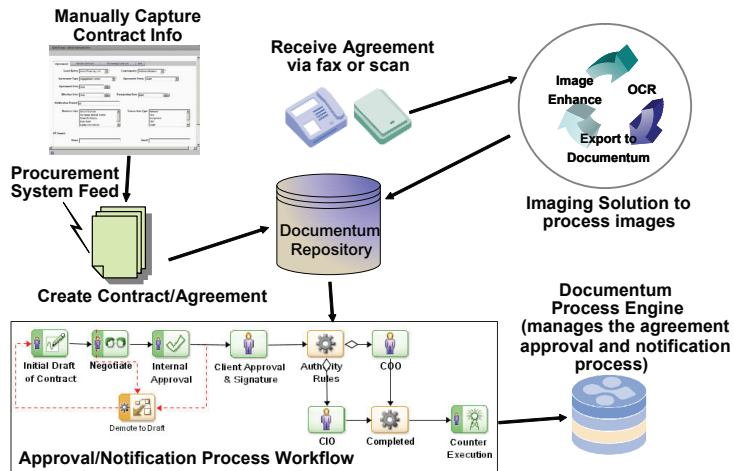
The Contracts Management Workflow

The contracts management workflow is typically burdened with manual steps creating bottlenecks and lack of visibility into the process. Paragon's solution automates the workflow queue so the process is streamlined and auditability is enhanced.



Paragon's Contracts Management Future State

Paragon will evaluate the current process and rapidly deploy both customized and industry-leading tools to achieve a contracts management solution that eliminates most aspects of the manual preparation, tracking, retrieval and storage of contracts. The end result will be an environment where the capture of content is primarily automated, and contracts are automatically indexed into a Documentum repository for storage and easy retrieval. Authorized parties receive automated notification of incoming workflow items and impending contract expirations. Users will also have the ability to digitally sign contracts using a browser-based signature tool.



Advantages of Paragon's Contracts Management Solution

Paragon's Contracts Management Solution delivers firms the following advantages:

- ▶ **Vendor and Infrastructure Consolidation** – Integration with core legacy systems and replacement of point solutions
- ▶ **Workflow and Imaging** – Time and cost reduction via rules based process automation, integration, paper storage reduction, and higher productivity
- ▶ **Records Management** – Drive down cost of litigation with improved control of information resulting in less lost or damaged paper
- ▶ **Lower TCO** – Re-usable components decrease the time to implementation and lower overall total cost of ownership
- ▶ **Portal Architecture** – Decreased operational costs through efficient work distribution among operations sites and across the enterprise
- ▶ **Improved Analytics** – Improved business performance through enhanced data collection

About Paragon

Paragon Solutions is a business and technology consulting firm that specializes in enterprise information management to help clients leverage information assets for better business results. The company does this through its industry practices, solution accelerators and specialized technology competencies that help clients achieve operational efficiency, business scalability and regulatory compliance.

Paragon works with businesses that are focused in a few key industries – communications, financial services, healthcare, insurance and life sciences. The industry-focused strategy consulting and systems integration teams work with Paragon's competency groups addressing today's technology concerns in Process Optimization, Information Management and Information Integration.

For more information, please visit the Paragon Web site at www.consultparagon.com, or call 1.800.462.5582, ext. 3043.

Paragon Client Roster

Paragon's client roster includes industry leaders from the insurance, healthcare, life sciences, and financial services sectors such as:

Insurance/Healthcare

- ▶ Blue Cross of Idaho
- ▶ Emory Healthcare
- ▶ Wellstar

Life Sciences

- ▶ Merck
- ▶ Pfizer
- ▶ Sanofi-Aventis

Financial Services

- ▶ Citibank
- ▶ BNY Mellon
- ▶ JPMorgan Chase

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