Workflow Automation & Document Management for Assisted Living Facilities

Eliminate paper, create efficiency, meet compliance initiatives, and improve resident care

Save money, streamline processes, and better manage your information with Upland's FileBound. Experience the best of workflow automation combined with document management to deliver an end-to-end solution that allows your organization to improve resident care.

FileBound works with your electronic health records (EHR) software and accounting system to better manage your paper and electronic forms. Labor intensive activities such as Accounts Payable approvals, HR workflows, and Admissions processes can be streamlined to save you significant time and resources. In addition, distribution of EOBs and other sensitive information can effortlessly be handled within the system.

To safeguard your residents' data, FileBound has invested in leading products and services, including encryption capabilities and IP-based access restriction. In addition, FileBound will assist with your HIPAA compliance through our SSAE16 certified cloud solution and document level system security.

Accounts Receivable
- Statements
- Reports
- EOBs

Accounts Payable
Pharmacy
Medical Charts

Human Resources
- Personnel Files
- Certification Tracking
- Onboarding
- Separation
- Performance Reviews

Admissions Documents
- Insurance
- Living Wills
- DNR Orders
- Financial
- Power of Attorney
- Others

"As controller, I encourage manager self-sufficiency. Instead of calling Accounting to find out what invoices were coded to their account or locate a specific invoice status, FileBound provides Cedar Community's managers visibility into the accounts payable process. This increased level of transparency keeps processes seamlessly moving and has ultimately increased productivity."

— **Sam Holiday, Controller Cedar Community**
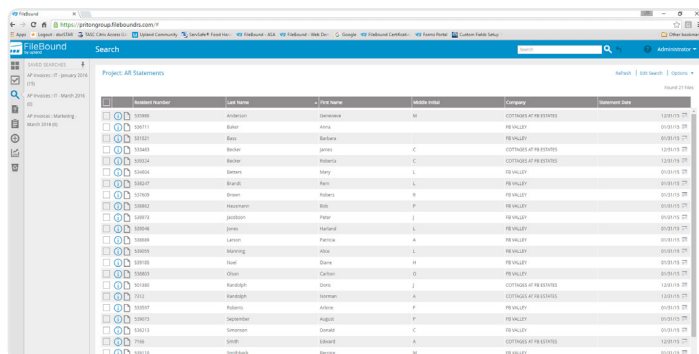
Benefits

- **Lowers operating costs** across accounts payable, human resources, back-office and more

- **Increases efficiency and productivity** amongst assisted living personnel to approve and route invoices and other documents across multiple locations

- **Eliminates the space and time** spent storing and retrieving documents

- **Cloud-native application** offers security and disaster recovery

- **Automates business processes** such as approvals or requests by routing them electronically

- **Role-based user rights** make it easy to provide access to the information users need while protecting sensitive documents such as resident data

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See how FileBound delivers game-changing results across the enterprise. Contact The Priton Group at (608) 279-4088 or sales@pritongroup.com.
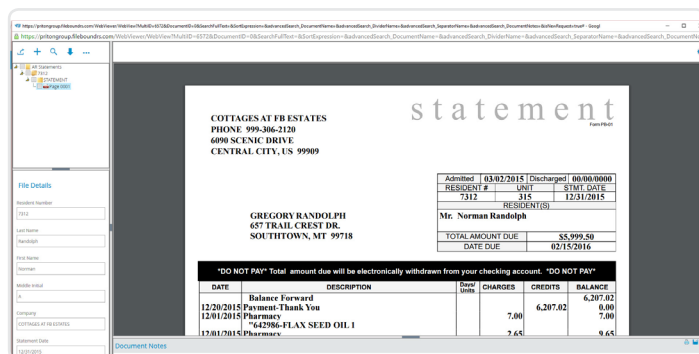
Easy-to-Use Search and Retrieval

Whether they began as paper, email, a PDF report or virtually any other format, once documents are in the FileBound system, users can find the information they need in seconds using the terms that are already part of the business process. To make retrieval even more seamless, organizations can integrate FileBound with their EHR system, meaning users never leave the system their accustomed to.
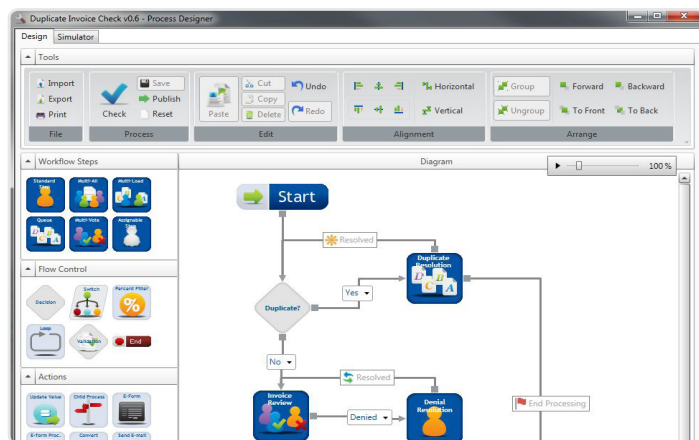
Intuitive Interface

Files of virtually any kind can be classified and organized in the way that best meets the needs of the assisted living facility, its personnel and its employees for quick and easy retrieval.
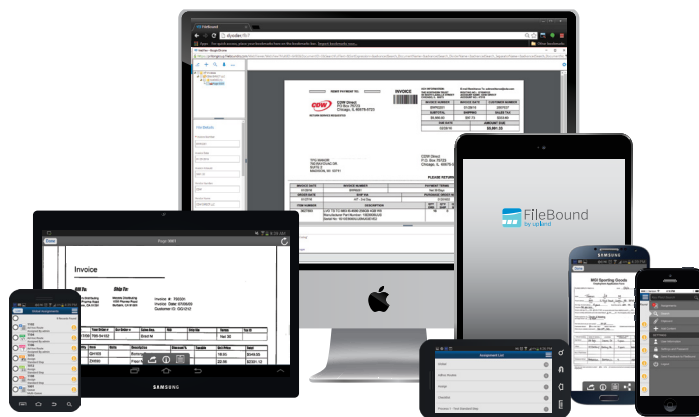

Workflow Automation

Eliminate human error, bottlenecks and other inefficiencies from manually routing document-based, time-intensive processes such as the approval or review of payable invoices.

Mobile Support

Allow assisted living facility managers, staff and others to interact with FileBound using virtually any device, including apps for Android and iOS.

About FileBound

Upland's FileBound delivers document and workflow automation applications that improve the operation of any organization by connecting users with the information they need to work more efficiently and effectively. With FileBound, customers can build automated workflow processes and centrally manage documents to improve compliance, collaboration and access to information.

About Upland Software

Upland Software (Nasdaq: UPLD) is a leading provider of cloud-based Enterprise Work Management software. Our family of applications enables users to manage their projects, professional workforce and IT investments, automate document-intensive business processes and effectively engage with their customers, prospects and community via the web and mobile technologies. With more than 2,000 customers and over 235,000 users around the world, Upland Software solutions help customers run their operations smoothly, adapt to change quickly, and achieve better results every day. Learn more at uplandsoftware.com

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