



IDinc emails inform,  
remind and escalate.



*"We need to enforce our turn around times"*  
*Director of Quality and Risk Management*

HOME

PRODUCTS

RISK

QUALITY

COMPLIANCE

E-FORMS

SERVICES

## CONTRACT AND LICENSE MANAGER

Healthcare facilities deal with more types and complexities of contracts than any other business. The IDinc Contract and License Manager is used to inventory and manage legally binding documents. It provides online, real-time access to a database that automatically tracks and manages all contracts, permits, certificates and licenses within the organization.

A Workflow Engine initiates and tracks the contract negotiation and approval process through task assignments. Notifications, reminders and escalation notices are communicated via email.

A tickler system alerts responsible parties of critical contract dates such as an upcoming expiration.

### Example of uses

- Physician Employment Contracts
- DOH Permits, CLIA Licenses, AABB Certificates
- Joint Commission Certificates
- Equipment lease to buy contracts
- Information System Support Contracts
- HIPAA Business Associate Contracts

# CONTRACT AND LICENSE MANAGER

## Major Features and Functions

- Scanner Interface to allow one-touch scan and load
- Centralized database with on-line access by authorized users
- Workflow Engine to track versions and drive the approval
- Tickler system to notify responsible parties of critical dates
- Email based notifications, reminders and escalation notices
- Archival system for expired contracts



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- PRODUCTS
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**Document Management**

My Task Query Census Reports Dashboard CSA Setup HIPAA Forms Policies Logout

Current User: Didier Salem (Didier)

Help Back

Document Setup Event/Tasks Generation Vendor Selection Document Approved History

**Document Setup**

Document Name: Laboratory CLIA License Doc #: 123

Document Class: License Importance Level: Low

Scope/Summary: Laboratory CLIA License, main lab Full Page

Applicable for Sites: General hospital

Author:

Last Publication Date: 10/16/2008 Retired Date:

Replaces/Supersedes:

**Last Approved**

Version Number: .1 Approved by: Didier M Salem

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Yearly amt: \$0.00

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**New Version (Not Yet Approved)**