



Portfolio of Services for the Healthcare Industry



Canon Business Process Services helps improve operational effectiveness within healthcare organizations to reduce costs and increase administrative and clinical process efficiency. Canon helps provide services that can improve the quality of patient care so that you can focus resources on your core mission of patient health.

MATERIALS DISTRIBUTION AND INVENTORY MANAGEMENT

- + Inventory Management & PAR Level Analysis
- + OR Inventory Management
- + Materials Logistics Process Improvement
- + Ordering System Optimization
- + Supply Receiving and Supply Room Management
- + Courier Distribution

HOSPITAL AND HEALTH SYSTEM CONSOLIDATION SUPPORT SERVICES

- + Departmental Workflow Process Mapping/Re-mapping
- + Best Practices Methodologies (*Lean Healthcare, Six Sigma*)
- + Data Integration

CLINICAL DEPARTMENT ADMINISTRATIVE SUPPORT

- + Workflow Efficiency Improvement
- + Document Scanning
- + Document Management
- + Data Capture, Transformation
- + IQR Process Improvement

REVENUE CYCLE SUPPORT

- + Pre-Registration Services
- + Patient Remittance Posting Services
- + RCM Administrative Support
- + Charge Data Capture & Extraction
- + Patient Concierge Services

PRINT MANAGEMENT SERVICES

- + Document Needs Assessment
- + Office Print Managed Service
- + Statement, EOB Print/Mail
- + Print/Copy Center Management

MAIL MANAGEMENT SERVICES

- + Transactional Print/Mail Services
 - EOB
 - Billing
 - Patient Communications
- + Digital Mail & Automation
- + Shipping & Receiving Services
- + Interoffice & Accountable Mail Services
- + EOB and EOP Management

* Results reflect the specific Canon Case Study: *Health Plan for Medical Supply Management: A Lean Six Sigma/Kaizen Event*

Our experts implement operational excellence that spans the business process outsourcing value cycle – heightened efficiency and better patient outcome are the result.



KEY BENEFITS OF MANAGED SERVICES FROM CANON

- + Greater operational efficiency and effectiveness
- + Improved compliance with HIPAA and regulatory requirements
- + Greater inventory accuracy and PAR level analysis
- + Faster access to information
- + Reduced errors, stronger internal controls can help support better patient outcomes
- + Reduced operational costs

RECORDS MANAGEMENT SERVICES

- + Cost Avoidance Analysis
- + Release of Information Services
- + Joint Commissions Audit
- + Preparation
- + Records Classification
- + Electronic Records Management
- + Imaging and Document Archiving
- + Retention Schedule Review
- + Records Needs Assessment
- + Offsite Records Storage Management
- + Records Conversion and Archiving

ACCOUNTS PAYABLE SERVICES

- + Mail Room & Scanning Services
- + Invoice Capture & Data Extraction
- + Pre-Approval Validation Workflow
- + PO and Non-PO Approval Workflow
- + Business Rules Engine
- + Payment Services
- + AP Department Admin Support
- + AP Automation
- + AP Analytics

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Advancing Business Performance to a Higher Level

Canon Business Process Services, a wholly owned subsidiary of Canon U.S.A., offers managed services and technology for information and document management, business process outsourcing and specialty workforce services. We help clients improve operational performance while reducing cost and risk. Canon Business Process Services has been named a Global Outsourcing 100 Leader by IAOP for the past eleven years and recognized in the Gartner Magic Quadrant for Managed Print and Content Services for five consecutive years. We have also been acknowledged by CIOReview magazine as a "20 Most Promising Legal Technology Solution Provider." Learn more at cbps.canon.com and follow us on Twitter @CanonBPO.

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