



eFlow^{xg}

Electronic workflow automation makes your office more efficient



eFlow FROM BASYS CAN HELP TRANSFORM YOUR FUND OFFICE OR TPA INTO A powerful, streamlined, paperless operation that smoothly and efficiently serves members and optimizes your productivity.

eFlow automates your workflow by routing electronic tasks to the right staff, eliminating misplaced paperwork, improving job turnaround times, and reducing administrative costs.

How does eFlow work?

YOU control how work flows through your office using **eFlow** rules you can easily configure. These rules define when the system creates a job, to whom it is routed and when it moves to the next person in the cycle. Rules also tell the system how to handle exceptions, escalations and the archiving of completed jobs. For example, in a claims processing office, **eFlow** rules can be set up to automatically create a job when the basys system receives an electronic claim, or when an operator scans and indexes a paper claim.

As **eFlow** creates jobs, it bundles similar

tasks into batches and automatically distributes them to operators according to workflow rules and load balancing you control. Operators access their work via a user-friendly electronic in-box that shows the batches they've been assigned. When an operator begins working on a job the basys application needed to complete the task is launched. The completed job moves to the next person in the workflow.

eFlow connects transparently to an optional Enterprise Content Management (ECM) system like Hyland OnBase, so operators can view images, files, emails, etc. related to each job from within **eFlow**. These documents and files are linked with the appropriate record for archiving and easy future retrieval.

Ready to automate your workflow and make your office more efficient? Talk to basys today about **eFlow**.

About basys

Since 1977, basys has specialized in benefits administration solutions for the Taft-Hartley community, providing cloud-based, integrated technology that helps trust fund offices, national multiemployer plans and TPAs accurately and efficiently serve millions of members across the US and Canada.