

INSIGHTS® Core Capability: Budgeting

Take control of the budgeting process and improve planning for spending

An accurate, effective operating budget is at the heart of financial health for hospitals and healthcare institutions. Yet budgeting is often a time-consuming, complicated, laborious process for hospital administrators and department managers. With INSIGHTS®, healthcare facilities can manage all the myriad budgeting tasks using a single, familiar, easy interface that makes setting the budget a faster, simpler, paperless process.

- Automate and accelerate budget workflow
- Instantly drill down to micro-level data

Complete an accurate, internally consistent annual budget in less than one-third the time with INSIGHTS.®

- Deploy “what if” scenarios for forecasting, predictive analysis
- Look at both fixed and flexed budget amounts against actual

- Make adjustments and recalculations in seconds
- Digitally distribute, collect, and consolidate departmental budget projections
- Automatically adjust for exceptions
- Real-time budget approval process to track who has/hasn't completed their budget

INSIGHTS exception-based budgeting not only speeds and streamlines the budgeting and review process, it also improves data access and accuracy, enabling healthcare organizations to assess, analyze, and manage spending during the year for measurably improved financial outcomes.

Continuous flex budgeting replaces cumbersome, historical annual

budgeting with a dynamic, responsive process. Total budgeted costs are adjusted for actual business volume, not projected. Underlying expense line items in the budget model link to

the most relevant activity measures and automatically update every time estimated levels are changed. This flexible approach to budget management enables hospitals and healthcare facilities to:

- See cost-saving opportunities that might have been missed
- Create custom reports to meet specific needs
- Quickly adjust to changing circumstances
- Align product-line and patient-level budgeting with strategy

Capital budgeting— INSIGHTS also allows healthcare organizations to streamline and improve the capital budgeting process. It offers the tools to more accurately predict the level of capital investment needed in both the short and long term. Budget periods may be set up for one to five years. Then it enables executives to accurately monitor actual capital purchases, realistically evaluate capital requests, and automate review and approval processes.



INSIGHTS® Core Capability: Financial Monitoring

Monitor expenses and productivity to rapidly resolve issues

For hospitals and healthcare institutions, financial health depends on making sure budgets, resource allocations, labor productivity, and daily operations align with both reality and strategy. But without a clear picture of all the factors affecting performance, costly issues can go unaddressed and fiscal responsibility can't be connected to individual actions.

For INSIGHTS® users, analytics—rather than anecdotal evidence or assumptions—drive resource allocation, staffing plans, budget projections, and daily decision-making.

By implementing an easy, paperless, exception-based approach, INSIGHTS® automates the process of monitoring and managing business decisions on a daily basis. It puts robust general ledger data directly into the hands of those responsible for

day-to-day operations and helps hold people accountable for performance.

- Access, analyze and act on data that reflects current conditions
- Deep drill-down access to AP/ JE/ PO/ Inventory details
- Link daily operations directly to budget (flex budgeting)
- Issue and track automatic alerts when performance veers from plan
- Resolve emergent issues before they become persistent, costly problems

- Generate and disseminate fast, accurate reports
- Tie performance to key success factors and measure progress instantaneously

Metrics for key productivity indicators, including labor management data at the individual employee and pay code level, provide an accurate view of where people and departments stand on meeting target goals. Fiscal responsibility is linked directly to performance.

Automated alerts—INSIGHTS automatically triggers variance alerts to let managers know when they deviate from budget or goals. Then it gives them the rich data access, simple desktop analytic tools, and deep drill-down capabilities they need to identify and investigate discrepancies independently and take quick corrective action. INSIGHTS also promotes accountability by enabling reporting, concurrent analysis, and archiving of each manager's responses to alerts.



INSIGHTS® Core Capability: Labor Management

Bring labor allocation and expenditures in line with goals

In today's health care environment, labor expense typically exceeds 50 percent of a healthcare system's annual budget. To meet the growing demand to improve quality of care while optimally managing costs and resources, hospitals and other healthcare providers must be able to monitor and manage labor productivity on a periodic and timely basis and more accurately forecast staffing needs compared with projected volumes. They also need access to micro-level data and an effective reporting format that enhances understanding and accountability.

INSIGHTS® helps managers optimize the number of worked and paid hours in relation to the units of service produced and accurately calculate the cost of those hours.

Decision-makers have all the data they need to:

- Integrate staffing assessment, position control, labor productivity, and labor expense budgeting
- Combine pay-period information with volume data
- Measure productivity against internal and external benchmarks
- Analyze staffing levels and staffing ratios

- Get average rate of pay and immediately see scheduling problems
- Investigate significant labor issues and make rapid modifications
- Quickly bring labor expenditures in line with actual volumes and staffing goals

INSIGHTS enables managers to match the department's actual labor costs with standard costs on a periodic basis

INSIGHTS® is the *only* solution that provides robust information all the way down to the individual employee level — not just job code level — and pairs it with desktop access to sophisticated analytic and reporting tools.

- Generate reports specific to job level, unit level, employee level
- Compare department payroll against volume indicators and budget
- Track department workload units — down to the employee and pay code level

and better understand the factors responsible for variances. They can track performance on a pay-period or even daily basis, see exactly how well labor is being managed in relation to organizational objectives, and take appropriate action.



INSIGHTS® Core Capability: Reporting

On-demand access to timely, relevant data allows faster response and more immediate impact on productivity and the bottom line

For hospitals and healthcare facilities, finding an effective, structured way to collect, analyze, and report statistical data is a top priority. Leaders need a clear view of useful financial and non-financial measures to set strategy. Outside agencies, as well as internal boards, require periodic reviews of performance and proof of compliance. Frontline workers need relevant, comparative information to understand where they excel and where they need to take action to achieve better outcomes.

INSIGHTS' efficient reporting capabilities keep everyone with fiscal responsibility up-to-speed and armed with the data to make timely, strategic decisions.

In its standard configuration, INSIGHTS includes myriad reporting options, plus integrated business-decision support analysis to deliver a true picture of how the entire organization is operating toward goals. Secure access to robust, micro-level general ledger data is available to all users on demand from the desktop. Once reporting parameters are set, automated input and output make generating reports clean, quick, and timely, assuring that the right

performance information always reaches the right people at the right time.

Discover and respond to variances immediately—An automated alert function is one of INSIGHTS primary reporting tools. Whenever departments deviate from budget or goals, automatically generated and distributed variance alerts immediately let those responsible know. These paperless, exception-driven alerts are fully customizable. Plus, INSIGHTS' alerts functionality also provides the tools to identify, understand and resolve the underlying problem.

Make sure accurate, in-depth data drive decisions—INSIGHTS' proprietary report organization

and technology are unmatched in the industry, offering the deepest drill-down to detail that underpins financial monitoring, financial planning, operational budgeting, capital budgeting, and labor/productivity (monthly, biweekly and daily productivity). INSIGHTS provides sophisticated reporting tools that ensure analytics—rather than anecdotal evidence or assumptions—drive resource allocation, staffing plans, budget projections, and daily decision-making. Armed with this

information, hospitals can optimize day-to-day operations and rapidly investigate and respond to emergent issues.

Select from a vast library of standard report templates—Many financial and operational reports used by hospitals and healthcare facilities can take hours and great effort to prepare manually. INSIGHTS includes a library of more than 100 templates for automated Standard Reports—based on Microsoft Reporting Services.

Covering areas such as alert management, labor management, budgets, capital items, plant ledgers, account detail, human resources, and more, these templates provide the ability to automatically generate the organization's most commonly used reports. Available with electronic search functionality, standard reports also can be exported automatically into other software applications such as Excel.

Customized report development

If the Standard Reports library does not include a report commonly used by a hospital, HCI can build additional reports to licensee specification. During the first year of INSIGHTS operations, customized report formats can be created without additional cost to the licensee.

INSIGHTS® Core Capability: Reporting

Benchmark performance against industry standards

—As part of its reporting capabilities, INSIGHTS also features a standard scorecard to help hospitals benchmark financial performance against industry metrics. For analytic purposes, INSIGHTS uses the top 11 key financial performance indicators collected annually by HFMA (Healthcare Financial Management Association) from the major reporting agencies, including Standard & Poor's, INGENIX, Fitch, Thomson, Data Advantage, and Premier.

Create custom reports when needed

—Designed for maximum flexibility, INSIGHTS reporting enables financial executives to ask for specific kinds of information and then makes it very easy for managers to provide it. With drag and drop custom reporting, managers can structure and share reports that meet unique needs or requests.

Choose a variety of display formats

Most INSIGHTS reports include on-demand graphic display in a variety of easy-to-use and understand visual formats, including charts, graphs, and scorecards.



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