



## All-in-One Medical Practice Solution



*Cloud-based, clinical and business management system*

- ✓ Electronic Health Records
- ✓ Practice Management
- ✓ Billing and Claims
- ✓ Reports and Analytics



# Galen Office | Committed to your success

We want to help you focus on the work that matters most. Galen Office streamlines clinical, administrative and financial operations by automating a great number of manual tasks. Every feature is designed to increase clinical quality, reduce costs, improve staff efficiency and ensure continuity of care.

## All-in-one solution

All integrated features work together in the context of a seamless, unified experience allowing you to take control of your practice.

- **Electronic Health Records.** Follow the patient's journey from beginning to end by keeping accurate, integrated and up-to-date electronic health records. Customise our templates to fit your preferences and evolve them as your practice grows. Use the file manager to digitally store documents and images in the patient file.
- **Practice Management.** The diary scheduler allows easy booking, editing, viewing and cancelling of appointments. Color code your appointments making it easy to read the schedule at a glance and identify available slots. The multi-view calendar, automatic reminders and flexible printouts, help the staff keep track of its daily tasks.
- **Billing and Claims.** Improve clean claim rates by eliminating multiple data entries and human errors. Issue invoices and receipts by leveraging data from medical records and scheduled appointments. Add your logo to brand your billing documents.
- **Reports and Analytics.** The dashboard allows you to display the key information in an easy-to-read format and get real-time insight into your performance. Print or export reports to spreadsheet files for easy sharing within the practice.

## Software as a Service

Cloud technology offers unbeatable advantages while effectively addressing important issues such as data privacy and protection.

- **Anywhere, anytime access.** Galen Office lives on the cloud, which means it is accessible via any web-enabled device - PC, laptop, smartphone, tablet. Any authorised member can log on and access the stored data 24/7.
- **Flexibility.** No upfront investment in servers or other hardware devices is required. You can increase capacity or add capabilities on the fly while maintenance and control are our responsibilities.
- **Time saving.** The system is set up swiftly, without installation. Automatic updates are pushed out and deployed regularly, without interruptions. New users are onboarded within a few minutes since they are familiar with online applications and the training requirements are minimised.

## Secure and reliable

By implementing IT policies and procedures we maintain the integrity of your data and protect your patients' privacy.

- **Security by design.** In order to prevent malicious attempts to intercept or read data, strong encryption algorithms and protocols are applied. Our Zero Knowledge technology guarantees that no one but you can read sensitive patient information.
- **Controlled access.** It takes teamwork to run a private practice. Physicians, front office employees and nurses work simultaneously in Galen Office; but they have access to different types of information. The system administrator can define, assign and manage access levels and permissions.
- **GDPR compliance.** We don't take data protection for granted; our systems, built upon tested technologies, are being continuously audited for security issues.

### Free Use

Start using Galen Office today

You will get a fully  
functional account  
for the first 150 patients



Find out more

<https://office.galinos.gr/>