



## 2DO'S CORE

# Handles

the process of every action by serving as the central source of information and responsibilities of the different parties involved in a transaction. It has the capacity of routing documents to the officers or persons in charge while keeping constant follow-up. With this valuable tool your organization ensures strict control of the steps required to address issues and their history.



**Workflow  
Streamline  
Solution**

▪ **CALENDAR,**  
Appointment,  
Task, Events



▪ **DOCUMENTS**  
Supporting and ,  
Transaction  
Documents, etc.



**ACTIONS**  
Do Process,  
Claimant  
Responses,  
Insurance,  
Reports, etc.



**TRACKING**  
Alerts, Alarms,  
Notifications,  
Follow-up, etc.



**2DO'S**

# FEATURES

- Profile Referrals both from Internal Origin or Insurance Related. Manages Petitions of Information, etc
- Meetings, Documents and Phone Conversation Requests
- Journal Monitoring , Actions History, Response Log, Status Request etc
- Received Claims , Programmed Meetings
- Pre-Set Actions for DO'S Received, Uploaded Documents, Calls Finished etc
- Supporting Documentation / Document Tracking Provided or Pending
- Notifications by E-mail or Alerts on every action or single actions
- Pre-Set and Customizable Reports

# 2DO'S LIFECYCLE DIAGRAM

