



**IndigoMediHR**

HR SIMPLIFIED FOR PRIVATE PRACTICE

# A fully integrated cloud based Human Resources Management System (HRMS) for Healthcare



# Award Winning Software

Indigo MediHR is a suite of integrated HR Management software modules designed specifically for the medical industry and private practice. It is designed to turn any practice into a “high performance” business.



Did you know that 70% of employees are not engaged in the workplace and that less than 10% of strategies are successfully implemented?

Indigo MediHR is designed to turn any business into a ‘high performance’ business. It includes a range of pre-configured modules for core HR functions, including:

- Position Descriptions
- Performance Reviews
- HR Policies & Procedures
- Operational Policies & Procedures
- Monthly KPI Reporting
- Staff Projects/Milestone Management
- Weekly Action Plans
- Staff Planner & Logs
- Training Register
- Health & Safety
- Documentation Manager
- HR Advisory Board

## PLUS Our Unique Offering

Utilise the expertise of our HR Specialists to customise each of the modules to your business and needs.

Our HR Advisory Board will provide you with monthly expert HR guidance and advice. You will have access to knowledge and expertise on how to implement systems to avoid chasing your tail. The Board will provide you with a continual improvement framework as well as enhancing the business’ reputation.

Access to our business and leadership training programmes for your staff.

# Indigo MediHR Human Resources Modules

## Module 1 Position Descriptions

- Assists in the recruitment selection process of employees and assists you in writing job advertisements and selecting interview questions.
- Provides employees with an accurate understanding into what their job entails, their responsibilities and other important specifications which assists in maintaining focus.
- Through the documented reinforcement of job descriptions, your employees will be motivated to live up to their expected performance criteria.
- Positions Descriptions for Administration, Management, Clinical and Allied Health.
- A built in library of over 3,800 job descriptions, each including summaries and duties
- Improves productivity levels and profit

[CREATE] Next

Job Information	
Job Duties	
Supervisory	
Competencies	
Education & Experiences	
Language Skills	
Mathematical Skills	
Reasoning Ability	
Computer Skills	
Certificates, Licences, Registrations	
Other Skills and Abilities	
Other Qualifications	
Physical Demands	
Work Environments	
Job Results	

Job Information	
Job Title	Receptionist
Shift	
Location	
Division	
Approved By	

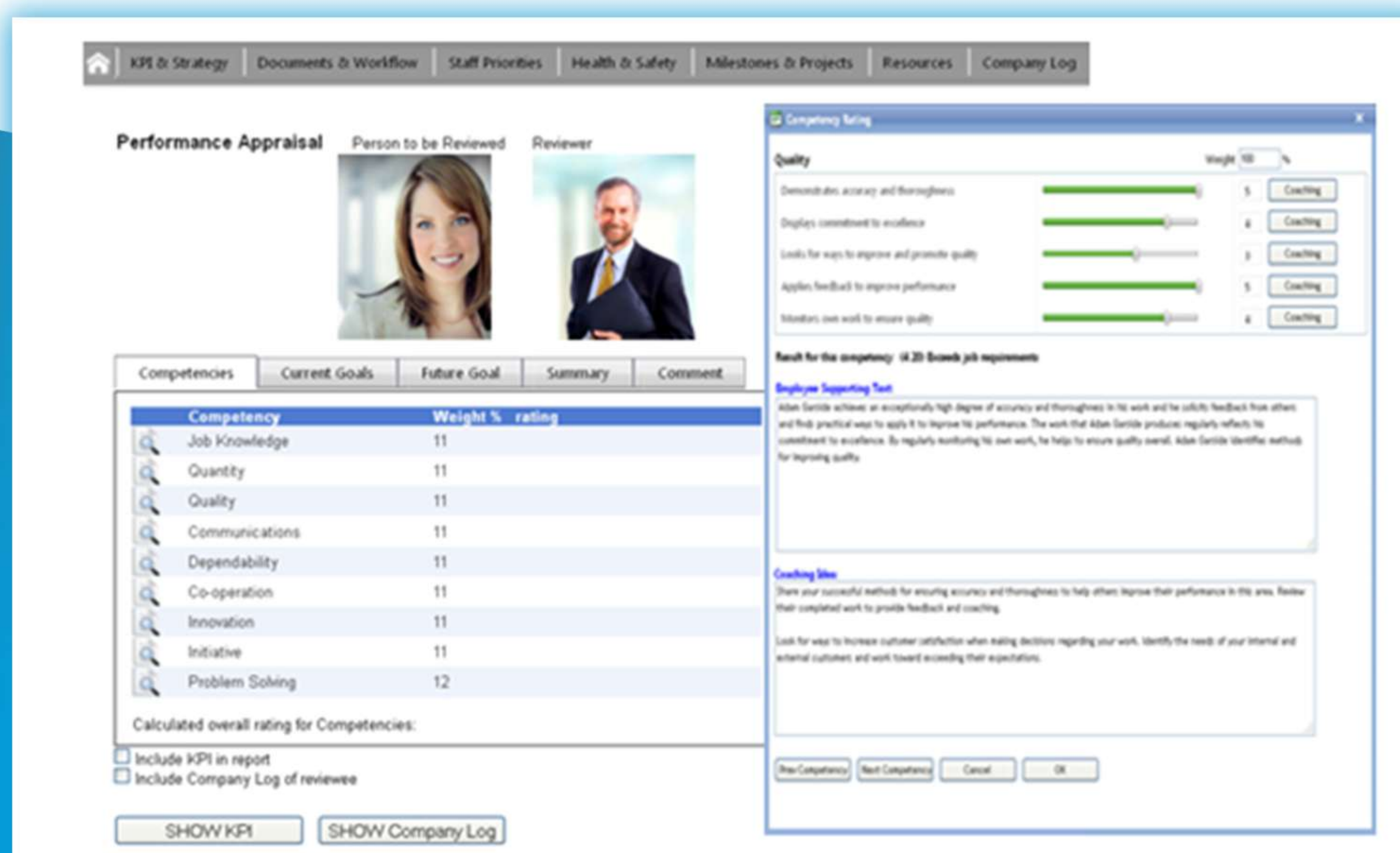
Job Summary: Operates PBX or multiline telephone system to answer incoming calls and directs callers to appropriate personnel by performing the following duties.

Category: Receptionists, General Office, & File Clerks  
Industry: Secretarial



[Change Category and Industry](#)

## Module 2 Performance Reviews

- Will help you create accurate, personalised employee reviews in minutes!
- Regular employee reviews will help you to maintain a happy, productive and motivated team.
- Template reviews for Administration, Management, Clinical and Allied Health
- Choose from the dozens of performance criteria included in Performance Review that are important in your operation. Things such as initiative, leadership, problem solving ability, and sales skills, plus many more.
- Set, track and measure individual goals and targets to maintain employee motivation and focus
- Caters for a 360 Degree Appraisals. Review yourself, your peers, or even your managers. It can provide you with an invaluable insight and give you more of an



Performance Appraisal

Person to be Reviewed:  Reviewer: 

Competency	Weight %	rating
Job Knowledge	11	
Quantity	11	
Quality	11	
Communications	11	
Dependability	11	
Co-operation	11	
Innovation	11	
Initiative	11	
Problem Solving	12	

Calculated overall rating for Competencies:

Include KPI in report  
 Include Company Log of reviews

SHOW KPI    SHOW Company Log

**Competency Rating**

**Quality** Weight: 10 %

Competency	Weight %	rating
Demonstrates accuracy and thoroughness	5	
Displays commitment to excellence	4	
Looks for ways to improve and provide quality	3	
Applies feedback to improve performance	5	
Initiates own work to ensure quality	4	

Result for the competency: **4.20 Exceeds job requirements**

**Employee Supporting Text**

Alan Sertile achieves an exceptionally high degree of accuracy and thoroughness in his work and he solicits feedback from others and finds practical ways to apply it to improve his performance. The work that Alan Sertile produces regularly reflects his commitment to excellence. By regularly monitoring his own work, he helps to ensure quality needs. Alan Sertile identifies methods for improving quality.

**Coaching Note**

Share your successful methods for ensuring accuracy and thoroughness to help others improve their performance in this area. Review their completed work to provide feedback and coaching.

Look for ways to increase customer satisfaction when making decisions regarding your work. Identify the needs of your internal and external customers and work toward exceeding their expectations.

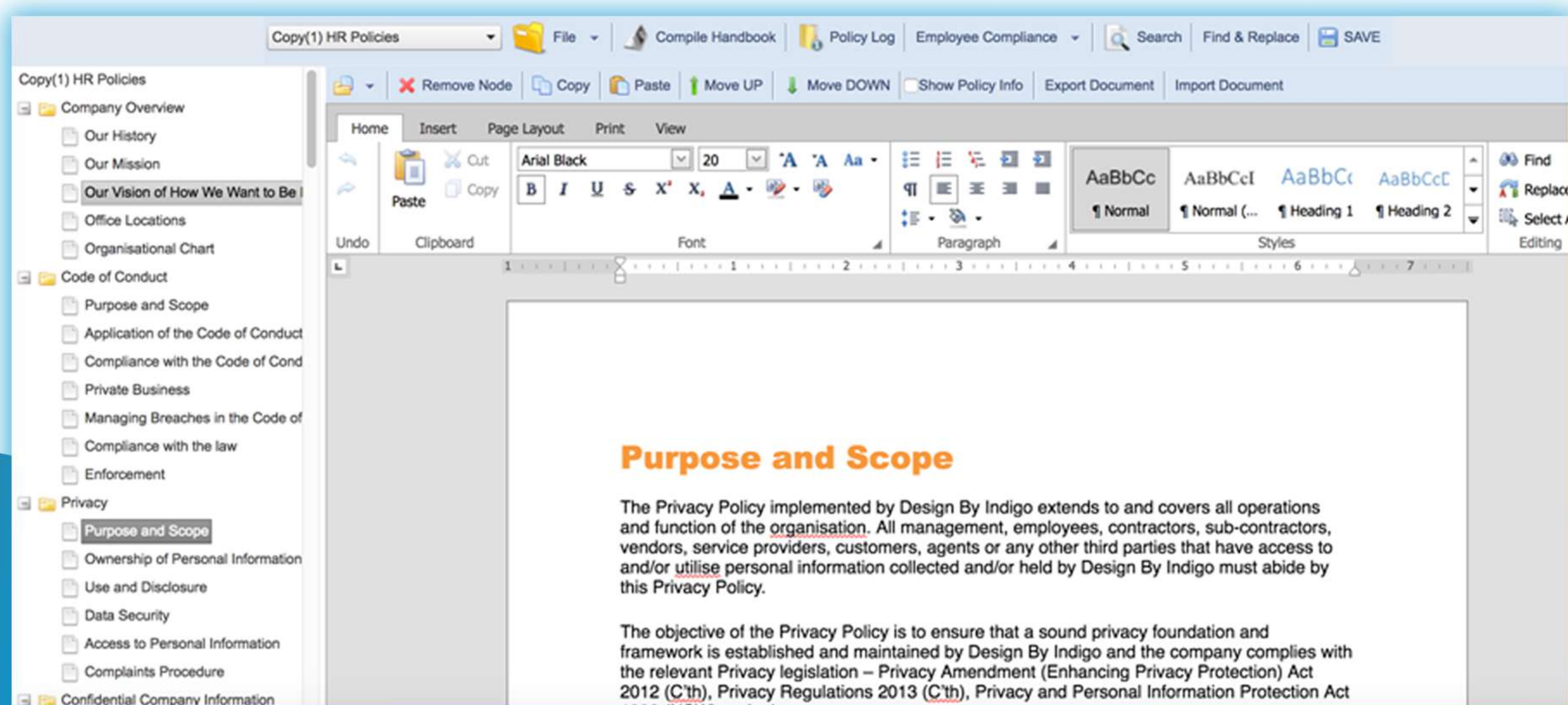
Next Competency    Cancel    OK



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## Module 3 HR Policies & Procedures

- Simply create your own fully compliant HR Policies Manual
- Featuring a built in library of over 100+sample templates
- Our HR Specialists can customise the policies to your practice
- See which employees have sighted and agreed to each policy (and version of each policy)





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## Module 4 Operational Policies & Procedures

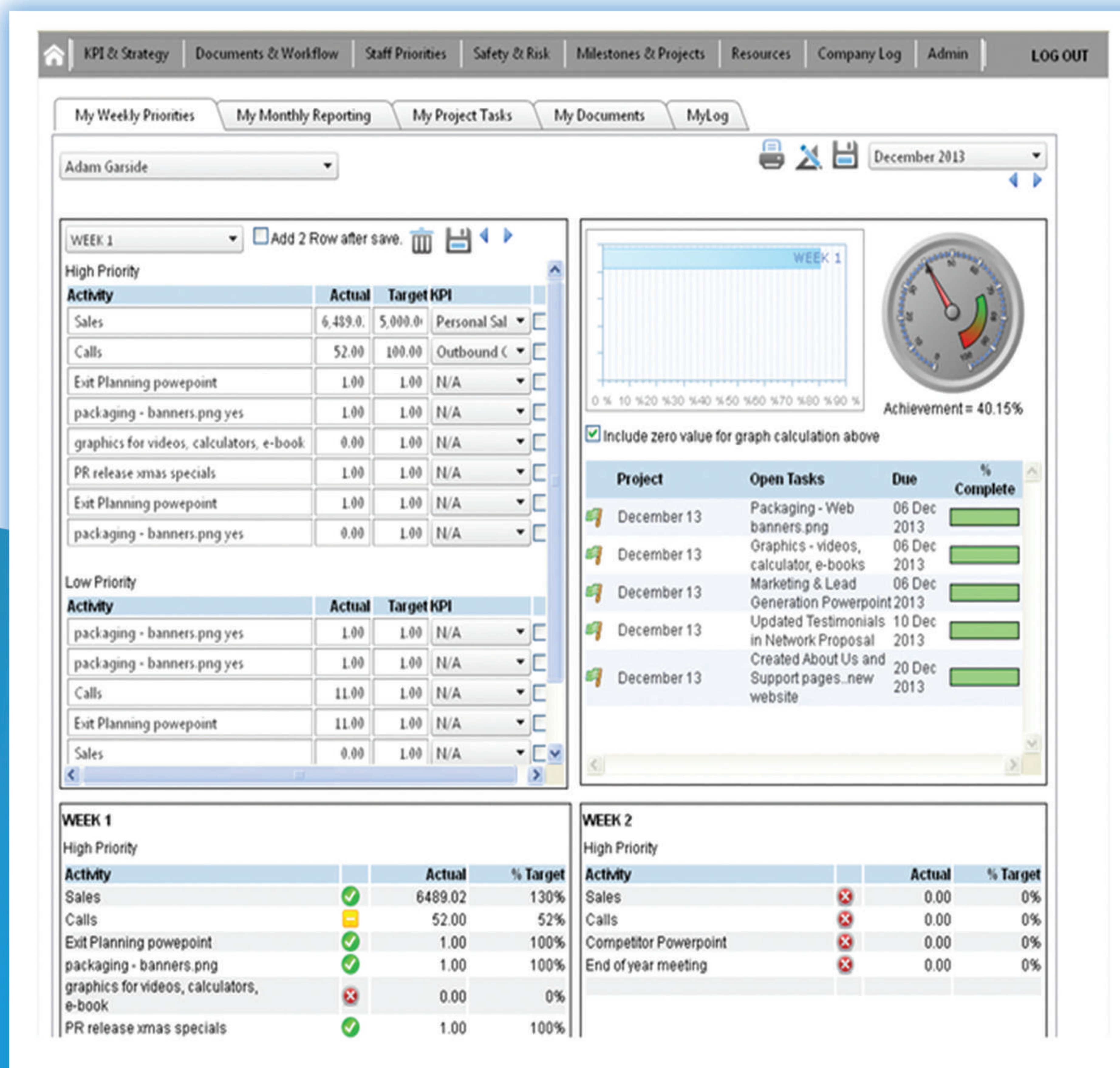
- Provides employees with a reference source on many operational questions, allowing staff to make faster decisions while complying with company guidelines.
- Adaptable to create an Operations Manual for your business or an Induction Manual for your staff.
- Increases accountability amongst staff.
- Systemising and "cleaning up" the business.
- In a management or supervisory position and are looking to ensure the smooth operation of your business.

The screenshot shows a web application window titled "View Agreement" with a sub-tab "View by employees". The interface includes a "Filtered By:" dropdown menu set to "Notified" and an "Update Database" button. Below this is a table with columns for Policy Name, Version, Whom To Apply, Last Modified Date, Last Notified Date, Status, Confidential, and Details. The table lists various policies such as Purpose, Scope, Review, Document Control, WHS and Injury Management, Organisational Chart, Assigning Responsibilities, Design Policy, Management Liaison, WHS Legislation, Injury Management & Rehab, Managing Contractors, General, Controlling Workplace Accidents, Staff Identification, Hazard Identification, Risk Assessment Control, Safe Work Practices, and Lock Out Tag Out. Two rows are highlighted in green, indicating they are notified: "Injury Management & Rehab" and "Managing Contractors", both with a status of "Notified to 100%".

Policy Name	Version	Whom To Apply	Last Modified Date	Last Notified Date	Status	Confidential	Details
Purpose	2.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
Scope	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
Review	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
Document Control	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
WHS and Injury Managem...	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
Organisational Chart	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
Assigning Responsibilities	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
Design Policy	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
Management Liaison Proc...	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
WHS Legislation	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
Injury Management & Reh...	1.0.0.0	All	20/03/2014 12:59:40 PM	15/11/2013 11:18:49 AM	Notified to 100 %		View
Managing Contractors	1.0.0.0	All	20/03/2014 12:59:40 PM	15/11/2013 11:15:36 AM	Notified to 100 %		View
General	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
Controlling Workplace Acc...	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
Staff Identification	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
Hazard Identification	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
Risk Assessment Control	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
Safe Work Practices	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
Lock Out Tag Out	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		

## Module 5 Monthly KPI reporting

- Improve staff engagement
- Create an early warning system by analyzing KPI's
- Create accountability to goals and targets



The screenshot displays the 'My Monthly Reporting' interface for user Adam Garside in December 2013. The dashboard includes:

- Navigation:** Home, KPI & Strategy, Documents & Workflow, Staff Priorities, Safety & Risk, Milestones & Projects, Resources, Company Log, Admin, LOG OUT.
- User & Date:** Adam Garside, December 2013.
- High Priority Activity Table:**

Activity	Actual	Target KPI	Personal Sal
Sales	6,489.0	5,000.0	Personal Sal
Calls	52.00	100.00	Outbound C
Exit Planning poweppoint	1.00	1.00	N/A
packaging - banners.png yes	1.00	1.00	N/A
graphics for videos, calculators, e-book	0.00	1.00	N/A
PR release xmas specials	1.00	1.00	N/A
Exit Planning poweppoint	1.00	1.00	N/A
packaging - banners.png yes	0.00	1.00	N/A
- Low Priority Activity Table:**

Activity	Actual	Target KPI
packaging - banners.png yes	1.00	1.00
packaging - banners.png yes	1.00	1.00
Calls	11.00	1.00
Exit Planning poweppoint	11.00	1.00
Sales	0.00	1.00
- Project Task List:**

Project	Open Tasks	Due	Complete
December 13	Packaging - Web banners.png	06 Dec 2013	100%
December 13	Graphics - videos, calculator, e-books	06 Dec 2013	100%
December 13	Marketing & Lead Generation Powerpoint	06 Dec 2013	100%
December 13	Updated Testimonials in Network Proposal	10 Dec 2013	100%
December 13	Created About Us and Support pages_new website	20 Dec 2013	100%
- Performance Summary:**
  - WEEK 1:** High Priority (Actual vs % Target): Sales (6489.02 vs 130%), Calls (52.00 vs 52%), Exit Planning (1.00 vs 100%), packaging (1.00 vs 100%), graphics (0.00 vs 0%), PR (1.00 vs 100%).
  - WEEK 2:** High Priority (Actual vs % Target): Sales (0.00 vs 0%), Calls (0.00 vs 0%), Competitor Powerpoint (0.00 vs 0%), End of year meeting (0.00 vs 0%).
- Visuals:** A bar chart for 'WEEK 1' and a gauge showing 'Achievement = 40.15%'.

## Module 6 Staff Project / Milestone Management

- Ensure accountability to deadlines
- Turn your everyday meetings into a documented action plan
- Automatically email your staff with deadline updates on a weekly basis

KPI & Strategy | Documents & Workflow | Staff Priorities | Safety & Risk | Milestones & Projects | Resources | Company Log | Admin

Project status:  
 Not Complete  Complete  
 Marketing Initiatives

Task:  Accountable User:  Due Date: 01 Oct 2014 % Complete: 0

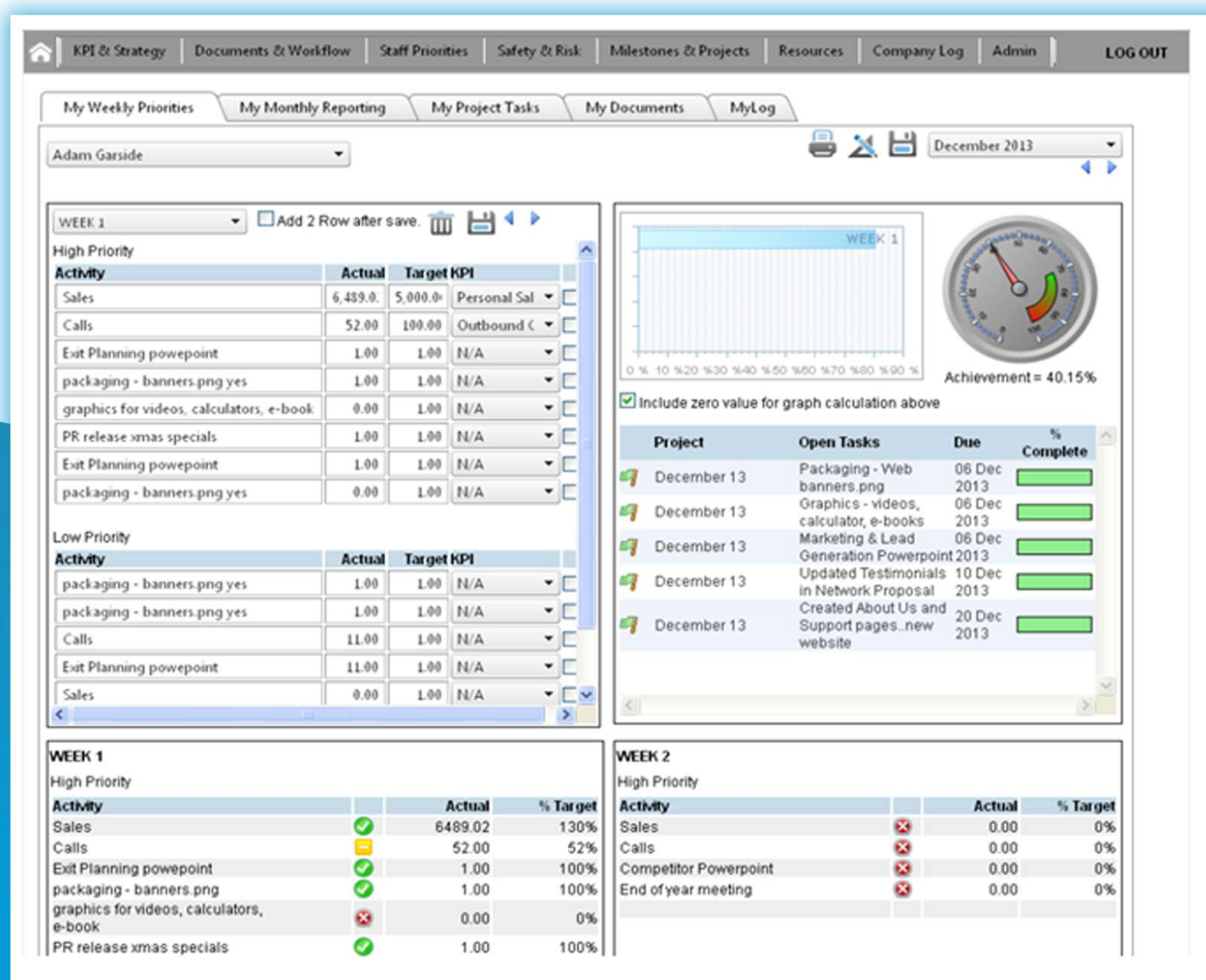
Task Status Criteria:  
 All  Completed  Not Complete

Task	Accountable User	Due Date	% Complete
AIBB Mailer	Graham Martin	08 Oct 2012	100
60 Day email	Graham Martin	06 Nov 2012	100
60 Day email (draft already made marketing/emailblasts/60 days)	Graham Martin	05 Feb 2013	100
Subscription email expired - send	Graham Martin	10 Dec 2012	100
Set up Exit planning toolkit on IEA/maus	Graham Martin	21 Dec 2012	50
email blast to advisors/accountants - exit toolbox	Graham Martin	12 Dec 2012	0
Upload into Business Club - Job Descriptions Research	Adam Garside	08 Feb 2013	100
Review Job Descriptions Webpage	Adam Garside	01 Mar 2013	100
Update PR Screenshots PDF	Adam Garside	07 Mar 2013	100



## Module 7 Weekly Action Plans

- Improve employee accountability
- Increase employee engagement and productivity
- Maintain staff alignment to strategies and goals



The screenshot displays the 'My Weekly Priorities' section for user Adam Garside in December 2013. It features a navigation menu at the top, a user dropdown, and a date selector. The main content area is divided into several sections:

- High Priority Activities Table:**

Activity	Actual	Target	KPI
Sales	6,489.0	5,000.0	Personal Sal
Calls	52.00	100.00	Outbound C
Exit Planning powepoint	1.00	1.00	N/A
packaging - banners.png yes	1.00	1.00	N/A
graphics for videos, calculators, e-book	0.00	1.00	N/A
PR release xmas specials	1.00	1.00	N/A
Exit Planning powepoint	1.00	1.00	N/A
packaging - banners.png yes	0.00	1.00	N/A
- Low Priority Activities Table:**

Activity	Actual	Target	KPI
packaging - banners.png yes	1.00	1.00	N/A
packaging - banners.png yes	1.00	1.00	N/A
Calls	11.00	1.00	N/A
Exit Planning powepoint	11.00	1.00	N/A
Sales	0.00	1.00	N/A
- Project Tasks Table:**

Project	Open Tasks	Due	% Complete
December 13	Packaging - Web banners.png	06 Dec 2013	100%
December 13	Graphics - videos, calculator, e-books	06 Dec 2013	100%
December 13	Marketing & Lead Generation Powerpoint	06 Dec 2013	100%
December 13	Updated Testimonials in Network Proposal	10 Dec 2013	100%
December 13	Created About Us and Support pages..new website	20 Dec 2013	100%
- Progress Gauge:** A circular gauge showing 'Achievement = 40.15%'.
- Bar Chart:** A bar chart for 'WEEK 1' showing progress over 100%.
- Summary Tables:**
  - WEEK 1 Summary:**

Activity	Actual	% Target
Sales	6489.02	130%
Calls	52.00	52%
Exit Planning powepoint	1.00	100%
packaging - banners.png	1.00	100%
graphics for videos, calculators, e-book	0.00	0%
PR release xmas specials	1.00	100%
  - WEEK 2 Summary:**

Activity	Actual	% Target
Sales	0.00	0%
Calls	0.00	0%
Competitor Powerpoint	0.00	0%
End of year meeting	0.00	0%



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## Module 8 Staff Logs

- Monitor Annual & Sick leave
- Keep on top of employee issues
- Document any performance improvement issues and plans



Sick Leave



Annual Leave



Employee Issues



Customer Service



Systems Breakdown

Print List

All authorized employee

Period: Last month

Status: All

Category: -- All --

No Employee Log



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## Module 9 Training Register

- Keep a detailed log of any training events that take place in the business
- Record information about training conducted to obtain certificates and their expiry dates



**Add Training Event**

Keep a detailed log of any training events that take place in the business



**Add Certificate / License**

Record information about training conducted to obtain certificates and their expiry dates



**View Records**

View a full register of all records filtered by employees, training and certificates

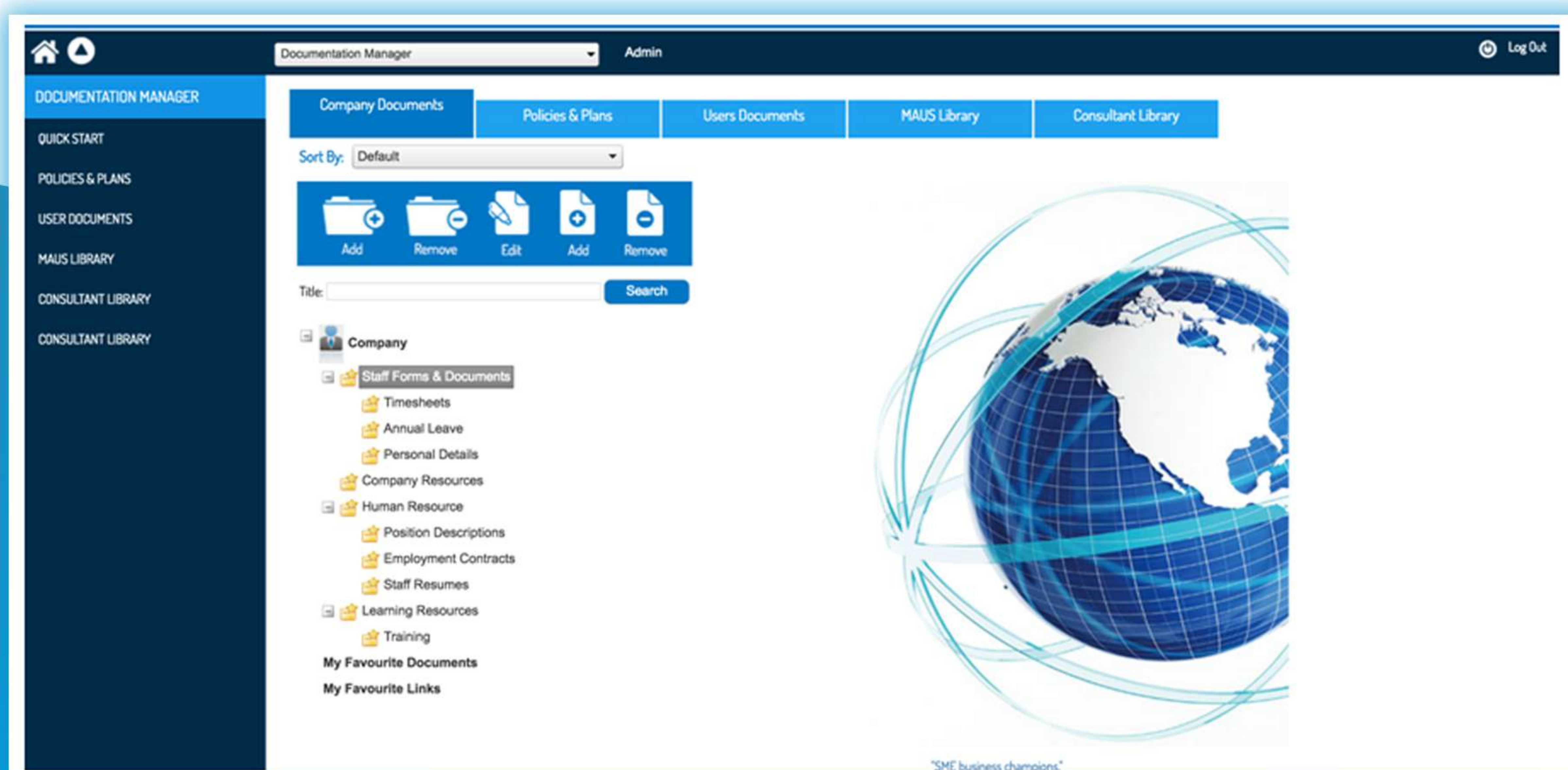
## Module 10 Work Health & Safety

- Choose from over 100+ WHS/OHS sample templates and forms based on AS/NZS 4801 standards.
- You can enjoy the peace of mind of knowing that you have a document that is actively enforced with document control, automated staff compliance acknowledgement and a history audit trail.
- Don't spend time chasing up employees for their compliance every time you add a policy, or make a change – the automated policy acknowledgement email system will not only inform your employees, but log their responses as well.
- Minimise liability with a comprehensive digital paper trail of all revisions and changes you make in creating your document and distributing it



## Module 11 Documentation Manager

- Tidy up your company documents
- Store all forms into a central place
- Systemize your HR forms and workflow
- Communicate to staff effectively
- Minimise confusion amongst staff of the correct forms to use
- Keep documents up-to-date and visible





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Don't reinvent the wheel. Indigo MediHR delivers all the essential systems to protect your practice against non-compliance with the Fair Work Act regulations and any unfair dismissal claims as well as create a highly motivated and productive team.

Our team are waiting to show you how Indigo MediHR can make a difference to your business and team.

**Call our HR Specialists on**

**Tel: 1300 826 136**

**Email: [bbeach@indigoconsulting.com.au](mailto:bbeach@indigoconsulting.com.au)**

**Web: [www.indigoconsulting.com.au](http://www.indigoconsulting.com.au)**