



## Business Process Outsourcing

Offering complete outsourced management and back-office operations, CareCentric takes responsibility for an array of business functions—regardless of the systems you have in place. In addition, you get access to CareCentric’s extensive industry experience through our consultants, who work with you to determine the best transition strategy to an outsourced back-office environment.

### Extend Your Team

Our people have extensive experience in the industry, and are available to answer questions, provide guidance and to get the job done in a timely fashion so that operations run smoothly.

### Focus on Patient Care

CareCentric’s full suite of Business Process Outsourcing services and experienced staff enable your organization to focus on care rather than back-office tasks.

### Save Resources

Outsource your back-office functions to CareCentric without worrying about the financial burdens of purchasing equipment and software, office space and labor.

### Control Costs

Manage all your back-office needs with one manageable monthly fee, and choose from partial to full outsourcing of administrative functions.

### Bringing Industry Experience to Your Back Office

With BPO services from CareCentric, you can transition your back-office functions quickly with minimal interruption to daily operations. CareCentric offers several low-cost ways to supplement your back-office operations, including any or all of our administrative services.

- Accounts payable processing
- Bank reconciliation
- Benefits administration
- Billing and accounts receivable
- Budgeting assistance
- Cash collections and application
- Cost reporting
- Financial reporting
- General accounting
- Payroll processing
- Payroll tax filing
- Records management
- Resident trust analysis
- Treasury services