



 **myCOMMUNICATIONS**

Increase Communication Effectiveness
Throughout Your Agency

myCommunications for Agencies

STREAMLINE TWO-WAY EMPLOYEE COMMUNICATIONS

Designed to help providers dramatically increase communication effectiveness and productivity, myCommunications delivers an easy, affordable, two-way messaging solution that replaces email and is accessible from any web-enabled device. With benefits like integrated audit reporting, file attachment capabilities, and color-coding, myCommunications includes every tool your agency needs to streamline incident reporting, group messaging, urgent communications and so much more!

Benefits of Using myCommunications

- ▶ Provides an easy, secure, and auditable way for employees and managers to communicate
- ▶ HIPAA compliant
- ▶ No need to create/pay for email accounts for all employees
- ▶ Eliminates need for email groups – uses already defined database groups
- ▶ Streamlines the communication process
- ▶ Ensures all communications are within organization's approved systems
- ▶ Retains unlimited history
- ▶ Managers can audit communications at any time
- ▶ Automatically captures which job locations employees send messages from when they are clocked in (via GPS coordinates or IP address)
- ▶ Generates reports by employee, job, and communication type
- ▶ Managers can choose to allow employees to send messages to other employees who are scheduled to work at the same job
- ▶ Managers can use communication types to create purchase orders, incident reports, requisitions, reports, etc.
- ▶ Administration can produce reports for customer- defined purposes such supply requests, service requests, incidents, HR, and more
- ▶ Option to add pictures to messages
- ▶ Option to add quantity to messages for supplies, repair requests, etc.
- ▶ Priority and deleted messages are colored coded differently from regular messages

myCommunications is used for...

- ▶ Ordering supplies
- ▶ Reporting problems
- ▶ Communicating changes
- ▶ Incident reporting
- ▶ Classifying communications using user-defined communication types to extract certain messages for use as orders, requisitions, reports
- ▶ Sending groups of new communications to another person using communication types – for example, all communications for maintenance can go to the maintenance department

Only \$100.00 month plus \$0.48 per employee per month

Bonus items include online timesheets and PTO requests!

Introductory pricing valid to 12/31/2018

Employees

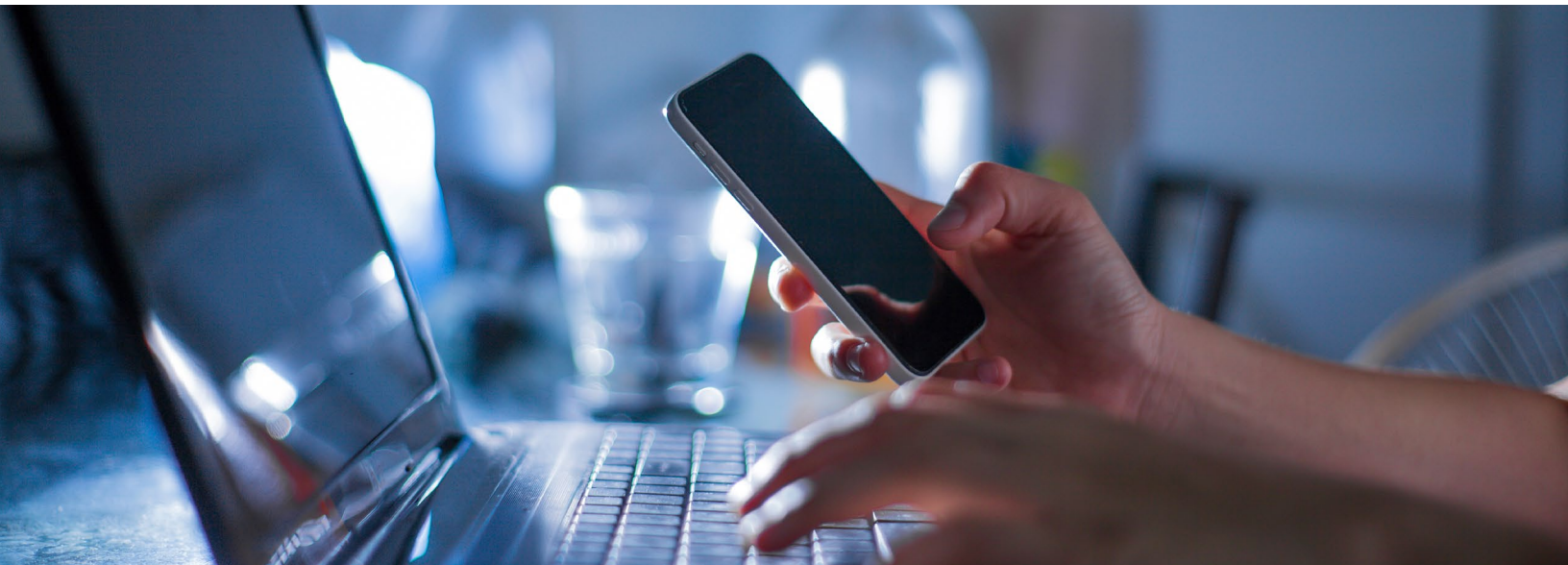
- ▶ By default go to Employee Manager or Job Manager
- ▶ Employees can add a Communication Type employee to make special requests that can be included in reports
- ▶ Optional: The employee can enter a quantity for supply requests, for example

Managers

- ▶ Send messages to any employees
- ▶ Send messages to groups of employees using Location, Program, Department, Title, etc.
- ▶ Classify messages uses Communication Types to create reports

HR

- ▶ Send messages to all employees (closings, traffic alerts, special events)
- ▶ Send messages to groups of employees (all DSPs, all Therapists, all Administration, etc.)



myCommunications is available in the Cloud or as an on-premises solution. For more information, contact info@mitcsoftware.com