

## USE CASE PROFILE: Medical Device Manufacturers

### Challenge: Reducing Manual HR Processes

Managing all the forms and documents required in the Human Resources department can be a daunting task. HR documents are vitally important to the organization, but the task of collecting all the required information—and signatures—is cumbersome, time-consuming and prone to errors.

HR must manage a myriad of documents including onboarding packets, vacation time requests, benefits enrollment, and employee performance plans. Obtaining the required information and signatures on these forms requires significant time and effort, and one missing signature could put you at risk.

### The DocuSign Solution

With DocuSign you can make key processes like hiring, on-boarding, and benefits enrollment paper-free—helping you save time, reduce errors, increase compliance, and importantly, improve employees' and candidates' experience.

Candidates can electronically sign NDAs, employees can easily acknowledge receipt of new care provider policies, and you can perform I-9 verifications and manage contractor agreements electronically and error-free. Our forms library lets your staff easily select the appropriate forms, and robust workflow capabilities give you complete control over signer order. Automated reminders help ensure compliance. DocuSign also provides complete reporting, audit trail, and document retention capabilities.

### DocuSign Key Benefits

With DocuSign, everything you send and receive is legal, binding and secure. Your HR teams can work more efficiently and reduce their administrative burden. No more faxing, printing, or manual retention of records, and no more wasted costs on paper, printing, and postage.

DocuSign also integrates with HRIS systems, enabling you to upload information directly. The template library lets your staff access and send out the most current versions of your forms. Bulk Send enables you to distribute to multiple recipients—even your entire employee base. And as a cloud-based solution you can get up and running immediately, realizing faster time to benefit.

### DocuSign Means Compliance

DocuSign makes it easier for health plans and other healthcare providers to comply with requirements as specified by HIPAA, the Sunshine Act, FDA 21 CFR Part 11, ACA, PMDA, and Corporate Identity Agreements. It dramatically reduces the cost and burden of signing off on and sharing compliance documentation, forms, and agreements with all relevant parties. And forms are retained electronically for the required period and can be easily accessed for audits.

#### About DocuSign

DocuSign® is the global standard for electronic signature®. DocuSign accelerates transactions to increase speed to results, reduce costs, and delight customers with the easiest, fastest, most secure global network for sending, signing, tracking, and storing documents in the cloud.



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