



SECURITY

Adapt Healthcare makes full use of the operating system's powerful security features. Security is user definable and each user is assigned levels of access to restrict use of the system on a 'need to use' basis. Adapt's multi-levels of security allow one to restrict access to information from a division or branch level all the way down to the field level. A log is kept of unauthorized attempts at access and these are reported by the system.

MULTI-MEDIA LIBRARY

The multi-media facility stores a wide range of electronic documents – from Word versions of resumés to photographs – which can be attached to the appropriate records or inserted into letters, reports, location maps and resumés. It allows remote interviewing and makes available information about clients, providers and opportunities, to any number of users in the organization regardless of location or time zone.

RESUMÉ MANAGEMENT

The system automatically produces and holds resumés from information held on the candidate records. The resumé is attached to the candidate's record to allow access for viewing and printing if required. The system is capable of scanning documents onto the system and populating candidate records on to the database. This automates the input process and facilitates the production of company style resumés whilst always keeping an image of the original resumé attached to the record.

AUTOMATIC LETTER PRODUCTION

Adapt integrates fully with Windows word processing packages allowing the efficient production of standard and customized letters, as well as mail shots.

JOURNAL/CALENDAR

Adapt has a diary and time management system. This includes a to-do list for all calls and actions to be completed by individuals, and appointments and room bookings calendar. This is interfaced to the database for instant cross-referencing. The two-way link to Microsoft Outlook enables diaries/calendars to be synchronized.

TIMESHEETS

Timesheets are produced by Adapt as part of the booking procedure and processed by entering the actual hours on a weekly or monthly basis. This enables the system to produce client and contractor invoices automatically, as well as gross payroll information. This can be linked to the majority of accounting and payroll systems.

BOND adapt healthcare



Adapt Healthcare combines all of the functional features of Adapt Recruitment with integrated workflow to meet the specific requirements of clients specializing in the placement of healthcare professionals.

Adapt Healthcare verifies the entire staffing authorization process. All mandatory Medical and CRB checks are recorded and kept valid for care workers, doctors, nurses and allied healthcare professionals respectively, sending alerts to the consultant's diary at a set time before expiry, with the option to trigger automatic e-mails requesting Medical and CRB renewals. Adapt Healthcare electronically requests, receives and stores all documentation and certification as required.

Assignments for all healthcare workers, from locum doctors, qualified nurses to care workers can be entered either as shift ranges, individual shifts, shift patterns, repeat bookings, recurring bookings and permanent positions. Adapt Healthcare uses the latest technology to ensure that consultants have the competitive edge in responding to these Assignments. Through the incorporation of SMS messaging functionality, healthcare workers are able to receive job offers and accept by sending the job number in response.

Adapt enables suitable locums, nurses and allied healthcare professionals to be booked into multiple shifts with multiple rates of pay.

- fully configurable
- platform independent
- database independent
- enterprise level
- global support
- multi-lingual
- self-service

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BOND adapt healthcare

- Adapt Healthcare electronically requests, receives and stores mandatory references
- Skills and disciplines for candidates are recorded from medically coded pick lists
- Individual availabilities of care workers, doctors, nurses and allied healthcare professionals can be searched and matched against suitable assignments
- A Working Time Directive check ensures compliance with all regulatory guidelines

ADAPT DATABASE

Adapt features a relational database which has been developed specifically for the recruitment industry. Platform and database independent, Adapt runs on Oracle, SQL server, Windows or Unix.

There is a high level of mobility between the people, company and assignment files enabling instant access to all parts of the system.

FLEXIBILITY

Adapt Healthcare is a tried and tested pre-configured solution which can be easily customized to suit the individual user company's business practices. As this involves no programming, changes and upgrades are simple and straightforward.

Bond provides the training and knowledge transfer to ensure that non-technical personnel can make alterations should your company's needs change in the future.

RECORD CARDS

Every person, company and assignment has its own record card. These form the basis of relational activity throughout the system because

they are updated globally when business processes are performed. This means that information sharing between users, regardless of location, is consistent and accurate.

Adapt can change language and character set on screen at the touch of a button. This professional multi-lingual capability brings far reaching benefits to international businesses with multi-site operations.

WORKFLOW

This unique feature of the Adapt system is designed to mirror your working practices. It is so powerful that many different tasks can be performed simultaneously – for example: print a resumé, update record cards for client, candidate and job order, log a follow-up call etc. Workflow simplifies critical tasks and improves business efficiency. It also saves administrative time and improves each of your recruiters' productivity. Configurable by you, or by Bond, Adapt Recruitment can be customized to your business – by user, by site, and by division.

MANAGEMENT REPORTING

Adapt can generate comprehensive management feedback via such packages as Crystal for reports and Excel for spreadsheets.

WEB INTEGRATION & E-COMMERCE

Adapt's Optional Nettool's modules allow your staffing organization to fully access the power of eCommerce through the internet. The self-service portals within the software enable all healthcare workers to log their availability over the Internet, submit time sheets, search, view and apply for assignments. The Hiring Manager portal allows your clients to submit new job orders to you, check on the status of current orders, or search your database for available candidates specific to their needs. Additionally, you can text message your candidates thru Adapt, increasing the speed and placement of that candidate.

BI-DIRECTIONAL INTEGRATION TO MICROSOFT OUTLOOK AND EXCHANGE

Never lose important email correspondence with clients or candidates again. Adapt's integration



with Outlook and Exchange allows capture of all email messages to the appropriate record. Adapt is linked directly to your e-mail server and can produce e-mails automatically, as well as merge the message text and attach documents such as resúmes.

CANDIDATE RECORDING

Information regarding new and existing candidates is held on the people file and can be instantly retrieved. This enables the user to identify and assess the suitability and availability of a candidate. Adapt people files are readily accessible via a number of search methods.

CLIENTS/PROSPECTIVE CLIENTS

The client tracking system within Adapt holds information on existing and potential clients. This can be used for a variety of purposes including the active processing of assignments, research, mailing and general marketing. Each assignment can be linked to an advertisement so that the costs and success of a campaign can be monitored.

JOB ORDERS/ REQUISITION TRACKING

Job orders and requisition tracking holds the essential details of any type of job opening together with gross margin and revenue projections, submittal and interview history, as well as all contacts and meetings. Job orders can be copied to enable rapid handling of multiple vacancies, or those vacancies which are filled on a regular basis.

SEARCHING

Searches are the key to exploiting the wealth of cross-referenced data held on the Adapt Healthcare system. Speed of response is vital if a consultant is to respond effectively to meet a client's requirements and maintain a competitive edge. Bond has developed several methods of searching the Adapt database together with comprehensive re-search and review search options. All files may be searched for using field searches or boolean search logic.

eSEARCH

Users can import high volume batches of resúmes into Adapt from a pool of directories that have been populated via e-mails, internal and external websites, e-faxes, etc. Adapt can import and parse resúmes and create fully populated records with the system. Large amounts of information can be imported with a single keystroke, eliminating manual data entry.

ENHANCEMENTS

Bond's program of continuous development is fueled by feedback from over 70,000 users, in 40 different countries, making industry best practices available to all our customers.