

As a pioneer in aggregate spend consulting, Potomac has helped companies launch and maintain systems since early 2006.

Launching Transparency Systems

We bring an independent, objective view to the deployment of transparency software. Whether you are launching a system for the first time or transitioning to a new system, we can identify and implement solutions that match your business needs:

- Spend discovery and system map
- Vendor selection
- Source system configuration
- User Acceptance Testing and test scripts
- Defining report requirements and matrices

Program Assessment

Transparency systems continually evolve and internal systems invariably change. It is important to understand the current state of your transparency program and whether it's adopted to the constant change. Are you prepared for a CMS or internal audit of your transparency program?

Potomac has helped clients review processes, documentation, and data for potential enhancements and audit readiness. We can help by providing the following services to review your transparency program:

- Subject matter expertise on industry best practices
- Documentation review
- Data integrity analysis
- Gap analysis and audit preparation

Transparency Managed Services

We offer full service transparency support for companies looking to avoid having to hire transparency headcount. Our team works to implement or use an existing transparency software to assist in Sunshine Act (Open Payments) and state reporting requirements. Our team provides end-to-end support, including:

- Organization and vendor data collection
- Data review and error resolution
- Data analytics and visualization tools
- Open Payments and state report submissions
- Dispute resolution tracking and review

For emerging or smaller organizations, we can also provide support through use of sophisticated Excel and Access-based solutions.



Documentation

In the race to implement change, creating and maintaining accurate documentation is often overlooked. A key team member changes roles and no one can recall what rules were established or how aspects of a process works. Would new resources to your team be able to hit the ground running?

Potomac has significant experience documenting the business decisions and processes that drive an aggregate spend system:

- Business Rules or assumptions documents outlining the company's position on specific regulations
- System overview and functionality manuals covering topics such as HCP and HCO identification, the structure of spend transactions, and reporting options
- Standard Operating Procedures on topics including data validation and filing a government report and responding to disputes

Change Management

Implementing change across the organization is often overlooked or under prioritized. Yet, the best systems are only as good as the data being entered. Are you confident that your employees, logistics providers, and CROs understand your requirements?

Potomac provides a range of change management services and training solutions to support your transparency program:

- Training courses on Federal and State Laws
- Vendor/CRO Requirements and Training
- Internal/external communications, including FAQs, brochures, and quick reference cards



Potomac crafts custom and templated transparency documentation

Data Integrity

Our experienced, data-driven team can quickly detect unusual patterns in your data and recommend potential process or system improvements.

Potomac's data integrity offerings include:

- Outlier checks and selected deep dive analysis
- Source system audits
- Reconciliations and receipt review
- SOPs on data certification and review process
- Interactive data visualization and dashboards

