



Compliance Software on the
Microsoft® SharePoint™ Platform

Conflict of Interest Disclosure

Where Conflict Disclosures Are Captured and Managed

Without maintaining awareness of and handling conflicts of interest, your employees and organization risk legal implications, penalties for non-compliance and other potential damages. **At ConvergePoint, we understand that disclosing and effectively managing conflicts is critical to your employees and business operating fairly and unbiasedly.**

Our **Conflict of Interest Disclosure Software**, built on Microsoft SharePoint, increases transparency and supports your compliance program by capturing, tracking and reporting on conflict of interest disclosures.

Built based on industry best practices, ConvergePoint's Conflict of Interest Disclosure Software is scalable to any size organization, and walks employees and compliance and risk management teams through the entire disclosure process.

How You Gain Insight with SharePoint Compliance Software:

- Customizable questionnaires automatically distributed to request disclosures
- Automated alerts to remind employees about incomplete questionnaires and managers about submitted disclosures
- Simple workflow builder for multiple review-routing options, with ability for reviewers to collaborate
- Instant visibility into progress on cases and potential high-risk conflicts through real-time dashboards
- Complete audit trails on comments, discussions and actions
- Advanced, customizable search functionality for in-depth data mining
- Ad hoc reports in Excel or PDF formats
- One central platform to manage entire process and all documentation
- Tight integration with Microsoft Active Directory, Exchange and Office



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Where Greater Visibility Improves Compliance

Our simple-to-navigate Conflict of Interest
Disclosure Software is one secure SharePoint
module:

> Disclosure Management

- Send automated quarterly or annual alerts to employees, requesting updates to or new disclosure statements
- Ensure employees fill out all necessary information in required fields, with responses carried from disclosure cycle to cycle
- Automatically flag potential conflicts, with escalation alerts sent to managers about high-priority issues
- Assign reviewers to manage conflicts of interest based on employees' roles and responses
- Send automated notifications to managers when they have outstanding or pending tasks
- Restrict documents to only people who need access to them
- Allow reviewers to collaborate easily on cases, while capturing notes, related discussions, version history and records for audit purposes
- Track employees' progress on completing forms and follow decision-making process on potential COIs from real-time dashboards
- Securely store all documents, including previous records and decisions, in one location
- Get relevant, detailed search results, and compile real-time reports based on metadata and key criteria

Schedule a live demo to see how the **ConvergePoint's** Conflict of Interest Disclosure Software benefits your compliance and risk management program by managing employees' disclosures.

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