



Medical and Health Records Management & Electronic Records Management

Occupational Health departments need to adhere to strict codes of practice and compliance around health records management and security. If this is not undertaken correctly it can prove expensive and time consuming. Delivering improved efficiencies from shrinking budgets only adds to the challenges Occupational Health departments face today.

Traditionally paper based records are one of the key factors affecting compliance and have proved to be a weakness when challenges or litigation cases occur. The migration to a digital 'Paper-Lite' or 'Paper Free' solution solves these challenges. Implementing a more efficient, flexible and intuitive way for staff to manage records or commercial OH contracts, is now much more cost effective, and delivers the business efficiency returns and costs savings sought.



The Solution

The solution is very simple and thanks to technological advances, fully affordable and easy to achieve for OH departments of 5 to 100's of staff, managing 100 to 10,000's of employee records.

Digital Process's Health and OH Records Management solution delivers 100% of everything required, in an easy to use intuitive format that takes less than 60 minutes to learn and become fully familiar with. User adoption is key when introducing a records management system, as this ensures 100% of the value and benefit is received immediately.

Key Deliverables Include:-

- A low cost electronic OH records management solution.
- A secure safe & fully compliant solution.
- A secure 'zero cost' Archive management solution.
- Powerful search capability across all content or libraries.
- Strong administration rights control (people/depts/libraries).
- Ability to scan images and save all document formats and types.
- Integration with MS Office & MS Outlook for Email archive.
- Full template and forms management.
- Check In/Check Out document version control.
- Work Flow for document & project collaboration.
- Quick, easy to install, ODBC compliant.
- Easily integrated with OPAS and COHORT.
- Hosted, Cloud based or locally installed offering.

Operational Management Improvements

By migrating to and adopting an electronic health records management system such as this, departments can return truly significant costs savings and departmental efficiencies. Staff time is limited, but we have seen that clinicians can now see many more clients or patients in a day when using this system. Consultants are always in a hurry, but can now write up their reports and complete forms and templates quickly, and simply send them into the 'Hot Folder/Drop Box' within the system, where admin are notified by E mail of the documents arrival. They then file it correctly and quickly.

Staff can now multi task, working on several document/records or projects simultaneously. They can compliantly 'Check Out' documents and work on them, checking them back into the system adhering to ISO compliance. Version control is maintained, with a full detailed audit trail.



Records have to be kept for up to 40 years, and the pure 'costs' that can be saved over that time is huge. Records can be sectioned off to an Archive Library, with a specific set of administration access rights and retention dates, so storage costs are eliminated, and compliance challenges are solved.

The 'Return on Investment' metrics are very interesting, and when comparing a paper based system over that of our digital process solution, the 'Return' delivered is very substantial. We can provide a detailed 'ROI Analysis' for each situation on request, and this goes a long way to convincing management of the levels of business return that will be delivered.

Key Business Benefits and Returns:-

- Provides an intuitive, quick, easy to use solution.
- Delivers 'Full Compliance' for records and business processes.
- Full inclusive Work Flow to manage business processes.
- Strong administration rights access and ISO audit control
- Ensures all records are securely managed in a single location.
- Eliminates storage & archive on-going operational costs.
- Delivers significant time efficiencies for staff.
- Enables 3rd party consultants to save documents fast.
- 'Hot Folder/Drop Box' enables admin staff strong management.
- Easily add new documents (Scans, E mails & MS documents).
- Delivers a Paper Free business environment cheaply and effectively.
- Easily integrated with COHORT and OPAS front ends.
- Secure remote user/3rd party access save money and time.



ISO & Regulatory Compliance

A critical factor in regulatory compliance is a centralized repository of electronic business records. InfoRouter provides this effective centralized compliance solution that helps streamline the capture, classification, retention, disposition and management of important health records and documents.

Companies have to make significant changes to their IT infrastructures and business processes to comply with regulations such as:-

- The corporate governance Sarbanes-Oxley (SoX) Act.
- Health Insurance Portability and Accountability Act (HIPAA).
- BS 10008:2008 and The Civil Evidence Act 1995.

Archiving e-mail messages, protecting the confidentiality of sensitive medical records, documenting financial transactions are no longer optional. An effective Records Management Solution is essential.

InfoRouter Records Management System is an integrated solution that allows organizations to create and manage a set of uniform models for retention, security, classification, search, retrieval and automatic notification and alerts for changing content.

In the ever-changing landscape of business where non-compliance may mean costly fines, sanctions, litigation and personal liability for corporate officers, InfoRouter provides an effective regulatory compliance solution that helps stay compliant with the growing number of regulatory compliance initiatives and industry regulations.

By using InfoRouter, you can manage your company's financial liability and litigation risk by effectively addressing the mandates imposed by the following:

- Managing of records related to medical financial and accounting information for compliance with the Sarbanes-Oxley Act (SOX) particularly with Section 404.
- Industry regulations, such as ISO certification.
- BS British Standard Institute BS 10008:2008 and The Civil Evidence Act 1995 (Evidential weight and legal admissibility of electronic information).
- Regulatory compliance with mandates from governmental agencies such as Securities and Exchange Commission (SEC).
- Regulatory compliance with mandates from HIPAA.
- Compliance with Federal record-keeping laws and regulations. DoD 5015.2 Compliant Records Management.
- Managing of records related to civil litigation or government investigations.
- Managing of records related to Human Resources such as discrimination, wrongful termination, sexual harassment etc.
- Corporate Governance.
- Banking Compliance.
- Process of documenting and testing internal controls
- Document retention, document retrieval and audit trails and tracking of documents.
- Management of electronic medical patient records.

User Adoption, Installation and Commissioning

Fast effective user adoption is very important for a smooth migration to an electronic records management system. Our solution requires less than 60 minutes use for the majority of people to become very proficient and comfortable in using and relying on the tool. This means training requirements and costs are greatly reduced and the time it takes to fully adopt is short.

Installation can be on a fully Hosted solution, Cloud based or fully installed on your network. Access is secure via a simple browser, so onsite and remote users are now seamlessly connected via a secure fast and effective system.

There are a wealth of training videos and training information available online, providing extensive on-going support.

Installation takes less than a day, and most IT departments can achieve this themselves, due to the large amount of information that is available to them online. As such installation costs are extremely low.



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