

MED Consultancy Ltd

Should we scan the archive?

Every department has to keep records for many years. How long each record has to be kept will depend on the document type. When kept in paper format, the space required to keep the files can be a growing problem. Other problems linked to keeping medical records in paper formats are:

- Retrieval and consequential loss—i.e. can you always find the documents you need?
- Flood damage
- Fire damage
- Paper degradation—is the information still visible 15 years later? Can you still read it?

This is why electronic capture and management of documents is becoming the de facto method of storage where documents will meet the required BSI standards to be admissible in a court of law.

Papershrink Med can help you determine the optimum times to keep records and where possible convert them into an electronic format and destroy the paper. The images can be stored indefinitely, with no reduction in quality and with a full audit trail — and as new technology develops, these images can be imported into other applications.

With the number of clinical claims increasing, having records readily accessible in a very short time and with a full audit trail to meet the demands of the defence council can save enormous sums of funding.

Our services—the Records Audit

We will review your current paper records environment, taking into consideration both patient and operational areas such as infrastructure and environment. Following our Records Audit, a review of the requirement and proposed way forward will be provided in a report format ready to use for funding purposes. This report will include the following:

- 1. Current Status:** Including details of the current condition of the stored paperwork and a forecast regarding long term risk. An assessment of the storage areas considering temperature and humidity is also provided.
- 2. Disaster Recovery:** The level of risk concerning, fire, flood, loss etc is assessed.
- 3. Offsite Storage Logistics:** If documents are stored at a different location to the departments that require access to the records, the report will include information on the delay, security and return of the paperwork.
- 4. Security issues:** Often storage areas are shared with other departments. If this is the case, details of security control and the management of access to all areas housing the paperwork will be covered in our report.
- 5. Sharing of information:** Sharing records with staff outside the department can be costly. Wherever possible an estimate of time and costs will be provided in the report.
- 6. The Business Case:** Our report will produce the business case for you so all the information is readily available to make a funding decision.

Other areas considered during the audit:

- Data Protection Act
- Colour vs black and white scanning—reaching the optimal balance of clarity vs file size depending on the document type
- Secure shredding of the originals
- Legal admissibility of the digital images.

Our services—digital imaging

In collaboration with Papershrink Ltd, we offer a full digital conversion service, including preparation of the documents, scanning, indexing, quality control and provision of a retrieval system specifically designed for medical records.

If you'd like to discuss further anything mentioned in this leaflet, please do call us on 0844 414 0650.

Papershrink Ltd

Archive scanning
On-going scanning
Paperless Systems:
Online and offline
Consultancy

✉ scanning@papershrink.co.uk

☎ 01733 394 269



Don't pile it ... eFILE-it!

Prices start from £25 per month