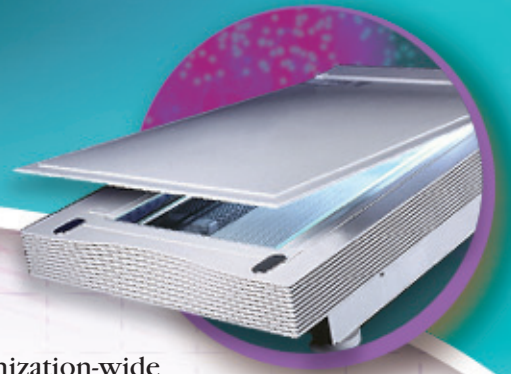


# Scanning and Archiving

## Functionality Brief



MEDITECH's Scanning and Archiving provides an organization-wide solution to your document scanning and imaging needs. It provides your staff with all the tools necessary for creating and maintaining complete and secure medical and legal records, resulting in superior patient care, improved revenue cycle processes, and a reduced risk of liability due to paper loss.

### *Highlights:*

- Achieve a paperless or nearly paperless environment
- Manage and index electronic forms
- Capture patient signatures electronically
- Produce a portable electronic record
- Streamline physician chart completion
- Ensure complete and accurate records and coding
- Scan and maintain financial documents
- Monitor scanning activity with standard reports

### *Scanning and Archiving Enables Staff to:*

#### **Achieve a Paperless Environment**

Scanning and Archiving provides your staff with tools and utilities to streamline data collection across your organization, allowing them to contribute with very little effort to a paperless or nearly paperless environment. For example, Registration staff can scan driver's licenses and insurance cards, rather than creating a paper copy to add to the record. Likewise, clinicians can scan EKG strips and make them available to cardiologists.

Standard routines allow staff to:

- Scan multiple documents for a single patient
- Process and verify scanned images individually or in batches
- Maintain quality standards with tools for tagging documents to be rescanned, rotating and flipping images, and zooming in or out
- Automate medical records filing and indexing tasks with Form Identifiers
- Tag scanned images requiring electronic signature and push them to the Physician's Desktop.

An Enterprise Content Management (ECM) interface enables healthcare organizations to import outside documents, such as e-mails and faxes, into a patient's record via a third-party interface. This eliminates the need to print and scan outside documents for incorporation into a patient's record.

#### **Efficiently Manage and Index Electronic Forms**

Once scanned or imported, medical records forms such as reports, letters, or results can be easily indexed to the appropriate section of a patient's chart. Any documents or forms generated through clinical or administrative documentation are automatically indexed in a pre-defined order, facilitating the creation of a complete electronic legal record. Furthermore, Scanning and Archiving recognizes bar code labels or codes on pre-printed forms to

identify the document type and patient identification. Once scanned, these documents are automatically indexed based on the information listed on the bar code. If employing an ECM interface, then staff can even capture patient signatures electronically via signature pads.

### Produce a Portable Legal Record

Your healthcare organization can use Scanning and Archiving to compile on-line medical record documents and scanned forms that together comprise the electronic legal record, or Echart. The Echart can include MEDITECH-generated data as well as outside forms and images scanned into our system, or imported electronically via an Enterprise Content Management interface. Scanned and imported documents are automatically inserted in the hospital-defined order within the medical record.

The Echart Desktop provides an access point from which scanners can:

- Assign access to Echarts for staff, auditors, or other departments
- Determine which forms encompass a patient's legal record
- Streamline tasks associated with one or more records by creating worklists
- Manage documents and forms with tools for joining records, moving or reordering forms, and compiling images
- Easily accommodate outside requests for medical records by creating a hard copy of the Echart through print, fax, or CD
- Control late edits or additions to charts by setting a default number of days after discharge when a patient chart is "closed"
- Produce redacted copies of scanned forms for output
- Annotate scanned documents.

### Streamline Physician Chart Completion

Scanning and Archiving, coupled with MEDITECH's system-wide integration, reduces or eliminates unnecessary phone calls and trips to the Medical Records department to request, sign, or complete charts. Medical Records staff can assign incomplete reasons to scanned documents and tag where signatures are required. Deficiency notifications are automatically sent to the associated physician's desktop. Immediate access to scanned images in the on-line medical record enables clinicians to:

- Complete all chart deficiencies from anywhere they can access MEDITECH
- Resolve deficiencies immediately upon electronically signing
- Add comments when rejecting scanned documents
- Make safer, more informed decisions, with access to all patient information at the point of care.

### Ensure Complete and Accurate Records and Coding

Coders will enjoy a more streamlined workflow with an automatic worklist that enables remote coding and direct communication with the staff responsible for scanning. With Scanning and Archiving in place, both remote and in-house coders have immediate access to scanned and electronic documentation to promote more accurate coding. Workload management tools also allow supervisors to assign and prioritize charts for their coders. This results in swifter chart completion and expedited collection of payment for services.

### Scan and Maintain Financial Documents

Scanning is not limited to patient-related documents. Financial documents — such as invoices, purchase orders, employee and applicant documents, and work orders — can also be scanned and accessed from the appropriate MEDITECH financial product. These scanning routines are instantly accessible from our financial desktops.

## Monitor Scanning Activity with Standard Reports

Scanning and Archiving enables users to generate lists and reports to monitor the flow of scanned documents and any user activity. Standard reports include:

- Edited and Moved Forms Audit
- Activity Log
- Activity Log by Account
- Folder User Report
- Current Scan Status Report
- Audit/Discharge reports
- Dietary reports.

## Reap the Benefits of Integration

MEDITECH's Scanning and Archiving solution does more than capture and store outside patient information. By integrating the indexing and retrieval of all types of patient information, the solution facilitates user workflow from point of registration throughout the care cycle and even after discharge. The efficiency gained translates into improved workflow and ultimately, a healthier bottom line for your organization.

Staff benefit from:

- Real-time access to both scanned and electronically captured patient data through the Enterprise Medical Record
- The ability to produce a patient's complete electronic legal chart and print, fax, or burn it to CD
- Instant notification of deficiencies on the Physician Desktop, along with the ability to electronically sign documents
- Access to patient insurance cards, ABN forms, and other relevant billing documents when submitting claims
- Optimized workload and prioritization tools for in-house and remote coders
- On-line access to applicant resumes, cover letters, references, and other relevant information during recruitment.

For more information about us, contact a MEDITECH Marketing Consultant.

January 3, 2011