The Complete Guide

# Medical Records Scanning

# Introduction

In the healthcare industry, effective records management can be the difference between chaos and clarity, inefficiency and excellence, vulnerability and security.

Healthcare organizations are tasked with handling an overwhelming number of records—from patient medical histories, test results, and treatment plans, to insurance information, billing records, and employment data.

But managing all of these records, as crucial as it may be, is no small feat.

While many industries have embraced digital transformation, the U.S. healthcare system is still lagging behind. HIPAA and HITECH has compelled many healthcare organizations to prioritize data security and operational efficiency, but also added challenges to the digitization process that can be difficult to over come. .

The transition to digital record keeping isn't just about keeping up with the times; it's crucial for enhancing patient care, optimizing service delivery, and ultimately reducing healthcare costs.

# Issues Caused By Paper Medical Records

Paper medical records and manual processes present a number of issues that directly affect both healthcare providers and their patients.

## Lack of Real-time Access

Immediate availability of medical records can be a lifesaver in emergency situations. Paper records make real-time access and sharing virtually impossible, which can affect critical care decisions.

## Human Error

Paper records are susceptible to a range of human errors, including misfiling, loss of documents, or illegible handwriting. Such errors can lead to incorrect diagnoses, mistreatments, or delays in patient care, raising concerns for patient safety and resulting in potential legal ramifications.

## Escalating Storage Costs

Storing paper records requires physical space, and as these records accumulate, organizations may need to rent external storage facilities. The recurring costs of such arrangements can be burdensome.

## Incomplete Data Sharing

Paper records cannot easily be integrated with modern Electronic Health Record (EHR) systems, creating a data silo that limits the completeness of patient profiles, thereby affecting diagnosis and treatment plans.

## Compliance Challenges

Storing and managing paper records comes with its own set of compliance hurdles. Physical documents are harder to control when it comes to unauthorized access and are more susceptible to accidental loss or destruction. Meeting the stringent guidelines set by regulations like HIPAA and HITECH becomes notably more challenging with a paper-based system.

## Data Degradation

The quality of paper deteriorates over time, making it susceptible to damage from moisture, light, or simple wear and tear. This degradation can result in lost or compromised patient data, which is particularly troublesome when dealing with long-term medical histories.

# Records Management Problems and Their Impact on Medical Facilities

Records management is a core function in any organization, but in the healthcare sector, the stakes are exceptionally high. Medical facilities not only have to maintain accurate and comprehensive records but also need to do so in a manner that complies with strict regulatory requirements.

Many of the challenges that plague records management across various sectors are magnified in a medical setting, due to the sensitivity of the data and the potential impact on patient care.

Across the healthcare industry, manual paper-based processes may add as much as $18 billion to $22 billion in unnecessary annual expenses.

# Records Management Problems and Their Impact on Medical Facilities

## Data Fragmentation

In many organizations, information tends to be scattered across various departments, often stored in different formats. This fragmented approach makes it difficult to retrieve, analyze, and make data-driven decisions.

For healthcare providers, fragmented records compromise patient care. Disparate systems and disorganized data make it challenging to assemble a comprehensive patient history, potentially leading to misdiagnosis or ineffective treatments.

## Inconsistent Data Entry

Inconsistent or erroneous data entry is a pervasive issue in records management. Typos, duplicated records, and inconsistent naming conventions can lead to significant inefficiencies.

Incorrect patient information can result in billing issues, delays in treatment, and in worst-case scenarios, administering incorrect treatments. These errors not only affect operational efficiency but also compromise patient safety.

## Limited Accessibility

Records that are not easily accessible can bottleneck operational efficiency, as employees have to spend more time searching for the information they need.

In medical emergencies, quick access to accurate patient information is crucial. Limited accessibility to patient records can result in delays in treatment, affecting patient outcomes.

## Poor Disaster Recovery Planning

Organizations often overlook or under-prepare for disaster recovery, leaving them vulnerable to data loss from natural disasters, cyberattacks, or other catastrophic events.

Loss of medical records can have a devastating effect on healthcare services. It's not just about operational downtime; missing or corrupted patient records can result in erroneous treatments and legal repercussions.

# What Are The Benefits of Digitizing Medical Records?

The transition from paper to digital medical records offers a number of benefits for healthcare organizations and their patients. From improving the accuracy and accessibility of patient data to ensuring regulatory compliance and reducing operational costs, digital records are a cornerstone of efficient and effective healthcare management.

## Accessibility

Digitized records can be quickly searched and retrieved, reducing delays in treatment and improving patient outcomes.

## Cost Savings

The elimination of physical storage costs and increased operational efficiencies result in considerable cost savings over time.

## Scalability

As healthcare practices grow, digital systems can easily be scaled up without the logistical nightmares associated with paper records.

## Regulatory Compliance

Digital records are easier to secure and monitor, making it easier to comply with regulations like HIPAA that mandate strict controls over patient information.

## Improved Data Accuracy

Minimize the risk of human errors like illegible handwriting or misfiled documents, increasing the reliability and accuracy of patient data.

## Data Security

Digital platforms offer advanced security features like encryption and multi-factor authentication, providing a secure environment for sensitive patient information.

# Outsourced Scanning vs. Scanning In-House: Which is Best?

## Scanning In-House

When you choose to scan medical records in house, you take on the full responsibility of digitizing your records in your facility, with your staff.

### Pros:

- You maintain complete control over the entire process, ensuring that each step meets your standards.

- You have immediate access to scanned documents, as everything is done on-site.

- You can customize the processes to your organization's specific needs.

### Cons:

- Significant initial investment in equipment and software leads to higher costs.

- Consistent maintenance and software updates will be required to keep you up and running.

- You'll need trained personnel, which can lead to increased labor costs and possible productivity losses in other areas.

## Outsourced Scanning

When you partner with a professional scanning company like SecureScan, we handle the entire process from collection to scanning, indexing, and secure data delivery.

### Pros:

- Benefit from the experience and technical know-how of medical scanning professionals.

- Cost-Efficiency: Economies of scale allow for a more cost-effective solution in the long run.

- Free up your staff to concentrate on patient care rather than administrative tasks.

- Adhere to stringent security protocols, ensuring compliance with HIPAA and HITECH.

- Advanced technologies and experienced staff ensure higher accuracy and quality.
All equipment and software maintenance is handled by SecureScan, saving you both time and resources.

# How Does Our Medical Records Scanning Work?

### 1 Packing and Pickup

We will arrive at your location to pick up your documents, packing them for you if needed.

### 2 Transportation

Your documents will be transported directly to our scanning facility, handled with care from start to finish.

### 3 Arrival and Inspection

We inspect the delivery against our initial inventory and record the transfer of documents to our scanning team.

### 4 Document Preparation

We'll prepare your documents by removing staples, paperclips, and creases that could interfere with the scanning process.

### 5 Document Scanning

Your documents are scanned with one of our high-resolution scanners to ensure optimal quality and readability.

### 6 Quality Control

Quality control will review each scan manually. Images that fail to meet our high quality standards are rescanned.

### 7 Indexing

Important identifiers like IDs, names, or invoice numbers will be extracted from your documents, enabling text-search functionality.

### 8 Share and Store

We deliver your digital files via SFTP, encrypted USB drive, or upload them into an existing document management system in the format of your choice.

# Our Capabilities

Our medical records conversion process is designed to meet the stringent data privacy guidelines set forth by HIPAA (Health Insurance Portability and Accountability Act) and HITECH (the Health Information Technology for Economic & Clinical Health Act).

With state-of-the-art secure facilities, a team certified in HIPAA compliance, and advanced technology investments, we guarantee that our medical scanning service upholds the utmost security standards.

## Services We Provide

- ✔ High resolution scanning and data extraction
- ✔ Microfiche, COM fiche, and microfilm digitization
- ✔ Optical character recognition (OCR)
- ✔ Transportation of documents to and from our facility
- ✔ Document preparation and reassembly
- ✔ Large format scanning capabilities
- ✔ Image enhancement
- ✔ Indexing & manual data entry

# Why Choose SecureScan?

At SecureScan, the security of your documents is our highest priority. We go far beyond industry standards to ensure that your data is protected throughout the scanning process with continuous vulnerability testing, third party audits, and investments in secure technologies.

### Clear and Honest Pricing

With our transparent pricing model, you'll have a clear understanding of your project's final cost from day one, completely free of hidden fees or unexpected expenses.

### 3 Person, Double Blind Data Entry

Our rigorous double-blind data entry and manual review processes guarantee unmatched precision in data capture.

### Dependable

You can count on our team for timely project completion, exceptional one-on-one support, and consistent professionalism throughout the scanning process.

### Experienced

Our experience in navigating the complexities of medical records scanning ensures the digitization process is straightforward, effortless, and free of unnecessary complications.

### Flexible

We understand that every healthcare organization is unique. That's why we collaborate closely with every client to ensure that the service we provide is tailored to meet thier individual needs..

### Secure and Compliant

Our HIPAA/HITECH compliant, SOC 2 Type 2 Certified scanning service makes meeting your data privacy requirements easy.

## About SecureScan

For over 20 years, SecureScan has been helping healthcare organizations improve the security, efficiency, and accessibility of patient healthcare information. We specialize in the digitization of sensitive records, including those containing Personally Identifiable Information (PII), Protected Health Information (PHI), and other protected data types.

Our service makes it easy for healthcare organizations to eliminate the operational inefficiencies associated with paper record systems quickly and securely, all without disrupting their established workflows.

Our medical records conversion process was specifically designed to adhere to stringent data privacy laws, including HIPAA (Health Insurance Portability and Accountability Act) and HITECH (the Health Information Technology for Economic & Clinical Health Act) regulations. From our state-of-the-art, ultra-secure facilities to our HIPAA certified staff, we ensure that our medical scanning services meet and exceed the industry's most rigorous data protection standards.

HIPAA COMPLIANT    SOC 2 TYPE II CERTIFIED    AAA NAID CERTIFIED    HITECH COMPLIANT

# SecureScan

## Secure. Simple. Affordable.

Contact us online or email us at info@securescan.com to learn more about the process and get an obligation free quote from one of our scanning specialists. We will discuss your needs and work with you to create an approach and timeline that meets your requirements.

## Let's Chat About Your Next project.

### (877) SCAN-DOC

securescan.com