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IMPLEMENTING SCANNING/ARCHIVING

For many organizations, implementing a scanning and archiving solution is a requirement in order to address the following situations:

- EMR that includes document imaging
- Health Information Management department running out of space
- Physicians wanting to view patient records from their office
- Patient complaints that you copied their insurance card yesterday
- Outside storage invoices piling up

The Journey Towards Scanning and Archiving!

Scanning and archiving documents will reduce the costs associated with storage and processing of paper records. It will also make these documents accessible to a wider range of users, both clinical and financial. However getting there isn't an easy task. Front Office, Point of Care, Ad Hoc & Back Office scanning all present many challenges a hospital will endure in successfully implementing these scanning methodologies.

Implementing Scanning and Archiving is a large endeavor. With an expert on your team, your success is guaranteed. CPEOPLE can help.

With years of experience in HIM Workflow Analysis, Process Redesign and implementation of multiple Scanning and Archiving solutions, CPEOPLE will help you navigate your way through the complexities of Scanning and Archiving. Our approach evaluates the following:

- Organizational Readiness
- Current state of forms (naming conventions & bar codes)
- Analysis of the legal medical record
- Electronic signature practices
- Proximity and Hardware solutions
- Vendor Solutions
- Processes & Workflow hospital-wide
- Remote access
- Storage



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