

Document Conversion Services for Healthcare

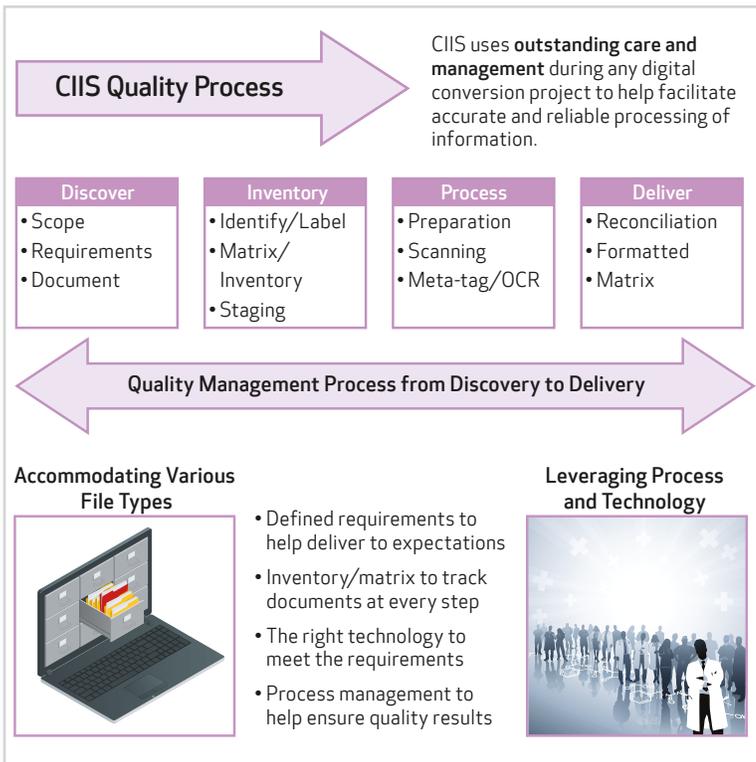
Convert your patient records into digital formats.

As the adoption of Electronic Medical Records (EMR) and Electronic Health Records (EHR) continues, there's an increasing need for medical records scanning. In addition to regulatory mandates, healthcare providers are challenged with providing patient information access virtually any time and anywhere to help facilitate coordinated, quality patient care. They must also support the requirements for the retention of patient records while trying to minimize file storage space and reduce administrative costs.

Converting existing patient charts into digital records can be a massive undertaking for healthcare providers, one that takes attention away from the core focus of patient care.

Leveraging experts in document imaging and workflow assessment, with in-depth knowledge of document management practices, Canon Information and Imaging Solutions (CIIS) can help transform existing patient records into digital records. It's Canon's goal to help improve efficiency, streamline access to medical files, and facilitate compliance efforts with healthcare regulations relative to managing patient records.* The CIIS Professional Services team will evaluate the records to be converted and identify available options for performing the requested conversion of the file contents.





Typical Conversion Activities

- Identification of conversion scope and specific capture requirements based on client's systems.
- Inventory file management to help ensure that a complete reconciliation process is established.
- Preparation of charts to make them "scan-ready," including removal of clips, bindings, etc.
- Scanning of the prepared charts, leveraging powerful technology to capture quality images.
- Data entry of patient information to associate the digital record with the patient.
- Use of defined processes to manage every step of the conversion activities to deliver electronic files based on requirements.
- Design an image capture solution that can provide images ready to be integrated with various business systems' contents of the file.

Service Delivery

The Professional Services team will work with you to assess your needs and then determine the project scope and resources required to scan your existing physical records. This team of specialists, whose members have achieved such industry certifications as Certified Document Imaging Architect (CDIA+), possesses in-depth knowledge and expertise in assessing document workflows, along with to help streamline business processes.

CIIS uses expertise in scoping volumes and assumptions for digital conversion projects based on customer-specific needs. The approach has been successful and consists of various stages designed to help ensure customer expectations are met.

The CIIS Approach

- High-Level Assessment — review of customer and project-specific requirements
- Formal Proposal — details the Team's methodology and expertise in understanding the scope and needs of the customer
- Detailed Statement of Work — clarifies the final scope agreed upon to move forward; with clearly documented assumptions and expectations
- Implementation Plan — creation of a project-specific plan, outlining: processing expectations, a capture design for efficiency, and appropriate staffing



Why Choose CIIS?

CIIS has a team of experienced document-processing professionals guiding every aspect of a digital conversion project—and a proven methodology is the foundation of project success.



Quality-Driven

Review and oversight of every phase.

Skilled Team

Project managers and analysts with over 20 years' experience in digital conversion services.

Professionalism

Set of standards for high-quality processing of conversion activities tailored to individual business needs.

Repeatable Process

Detail-oriented planning to help deliver accurate content.

Why Should I Consider This Service?

- Gain access to a team that leverages standard practices and expert project management methodology designed to help ensure a successful conversion project.
- Convert paper files to digital records for increased accessibility of patient information while regaining valuable and costly office space.

Leveraging Box Solutions for Healthcare

Leveraging Canon's partnership with Box, a cloud storage and collaboration platform, CIIS can engage Box experts to provide solutions for healthcare content management, sharing, and promoting secure and easy access to relevant patient information. Like Canon, Box has designed its solutions with the goal of facilitating an aspect of the end users' compliance efforts in regards to patient information.

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