A Medical Office Document Management Solution

‘Back in the day’, maintaining patient records and files was a relatively simple alphabetic system that anyone could figure out. All work was done in the office – there was no outsourcing for billing and the doctor performed his own tests.

Obviously, we are no longer in that day, and the amount of information created for every patient has become overwhelming. Computers made life easier to a certain extent, but were still limited in their capabilities for online document management, sharing and storage. More and more time was being spent by medical professionals and their office staffs for the collection, filing and storing of patient data that it seemed as though there was less time for direct patient contact.

While specialists were developing fantastic new equipment for performing tests and improving medical services, IT professionals were also developing systems to maximize the performance of online document storage and retrieval platforms. The solution that they have developed regarding such online document management is a system that remotely stores data in familiar file and folder formats that is then available to a variety of users.

This system is so sophisticated that it provides a tremendous amount of versatility to medical professionals and office staff.

* All patient files including scanned hard-copies and any digitized test results are recorded electronically, identified by bar codes, and stored safely limiting loss or corruption.
* An office administrator has the ability to assign permission levels and secure passwords to all members of the staff so that HIPAA compliancy is strictly maintained.
* Key medical team members can collaborate online via video, audio or instant messaging.
* All emails, texts or test results received electronically can be instantly transferred to the correct patient file.
* Data can be uploaded and retrieved by any electronic device, from personal electronic devices to office network computers.
* Appointments and tasks can be set up and viewed by anyone with access to the files.
* No special personnel need to be hired once the system is installed, all files are uploaded to a secure site and the staff is comfortable with the operation.

There is complete security with these new systems. That cannot be stressed enough given the rigid compliance necessary with HIPAA laws. While access to patient records is maximized overall, it is still narrowly limited to certain users. Notifications of new material being posted to the file as well as detailed logs of file access provide additional safety measures.

These electronic medical records solutions have brought information sharing and filing efficiency into the 21st century.