Improve Your Office with Electronic Medical Records Solutions

One of the most cumbersome, time consuming elements of running a medical office is the organization of patients’ medical records. Efficient filing and ease of access are difficult to achieve given the variety of sources from which the information comes to the office. New processes for online document management have provided a much more effective method for compiling, filing and storing patient information in a format that is easy to retrieve.

Computers have been a tremendous advantage regarding **document storage**, but inputting information into these systems has been extremely difficult for the medical practice and especially the physician. . Medical professionals seem to spend more time staring at their screens and keyboards than they do interacting with their patients.

IT professionals have found a solution to this problem and can present it to an individual office or an entire institution to facilitate an *online document management solution*. Systems have been developed that not only save all digital and paper documentation in one place easily but that cn connect all required users to a site containing all patient records while maintaining the most stringent HIPAA and security standards. Selective access is achieved using the strictest password protection, encryption and administrator determined level of access. For example, scheduling and billing personnel have access only to their specific records, others have input only or read only access, and those with the greatest need for file sharing have total access and collaborate online instead of making time to attend meetings. This access is available at any time and on any electronic device, from PC to cell phone.

The versatility of the system is ideal for the office manager because forms with the company logo can be created for letterhead, bills, correspondence or any other type of documentation. The system enables the user to alter existing forms with a free pdf editor. Identification is simplified with barcodes which eliminates the patient’s name or other personal information. Files are maintained securely in remote storage that is protected from loss or catastrophe.

A tremendous feature of this type of online document storage is the capacity to maintain all of the patient’s files including X-rays, MRIs and any other digitized test record. This is an invaluable feature because of the ability of all participating medical personnel involved with a patient to have instant and simultaneous access to and to be able to collaborate on the same information. Oral discussion is possible as well as joint sharing and editing. In other words, the entire medical team is linked through the system so they can function almost as well as if they were all present in the same room.

Consult an IT professional and discover how quickly your office can increase efficiency and reliability while observing all HIPAA compliance regulations.