

## Document Conversion Services



Bridge the gap from paper to electronic records — while controlling costs and maintaining quality of care.

### FROM LEGACY HARD COPY TO THE ELECTRONIC AGE

Because of the rapid adoption of electronic health record (EHR) systems, the medical industry is facing unprecedented challenges in managing patient records that contain electronic and paper files. As more and more organizations are discovering, implementing electronic records will not eliminate the challenge of managing paper documents overnight. Today's reality is that healthcare organizations must manage legacy hardcopy records in concert with the EHR for the foreseeable future.

As a result, hospitals and other medical facilities are considering options for converting paper-based medical records into electronic files. The reasons for converting these records are numerous and include: government mandates; the desire to improve the quality of patient care; medical service cost control; and, third-party reimbursement revenue enhancement.

### IRON MOUNTAIN — A VALUED PARTNER

With extensive experience in the management of medical records, Iron Mountain can assist your organization with implementing a document conversion program — or redesigning your current program — to achieve your patient care goals within your budgetary constraints. By partnering with Iron Mountain, you can avoid the long lead times and uncertain outcomes of an in-house approach. You can rest assured that you are working with a company that understands both your business needs and the unique challenges of managing medical records.

With Iron Mountain, your organization will implement a solution that will allow you to:

- Effectively manage hybrid (paper and electronic) records in parallel.
- Manage conversion costs while capturing all the advantages from your EHR system.
- Ensure regulatory compliance and improve risk management.
- Enable faster search and retrieval for better patient care and quicker dispute resolution.
- Provide anytime, anywhere secure access to medical records and business documents.
- Reclaim needed space by moving records off-site.

### AN INTELLIGENT APPROACH TO SCANNING

Scanning all your medical records and other documents often is not the most cost-effective solution for your healthcare facility. Iron Mountain's intelligent scanning solution allows you to manage the transition to electronic records cost-effectively, by scanning records

#### BENEFITS AT-A-GLANCE

- **Intelligent conversion** — scan only what you need, when you need it.
- **Seamlessly interfaces with your EHR system** or Iron Mountain's image hosting solution, the Digital Record Center™ for Images.
- **Ensures best practices** for document security, conversion, access and compliance.
- Provides **rapid implementation**, and an immediate workable solution with little or no capital investment.
- Available **on-site or off-site**.

when they are needed and at the time they are needed. A well-designed, selective scanning program can yield significant reductions in conversion costs while meeting your requirements for timely records access and outstanding patient care.



### IMAGING & CONVERSION SERVICES

Iron Mountain provides a range of electronic conversion solutions designed for hospitals and other healthcare providers moving to an electronic health records system. These solutions can be combined and tailored in various ways to meet the needs and goals of your specific facility. Our solution suite includes:

#### Image on Demand

Image on Demand (IOD) is the right conversion strategy for many healthcare facilities that cannot justify the cost of a comprehensive, “all at once” conversion to EHRs. Rather than incurring the cost of scanning all records, your organization can outsource some or all of your medical records to Iron Mountain. As your staff requests specific records on demand, those documents are retrieved, scanned and made available quickly to support your patient care and business priorities. By selectively imaging charts, you can significantly reduce conversion costs while realizing all of the advantages of your EHR system.

#### Imaging Integration for Release of Information

For customers that process Release of Information (ROI) requests in-house, our Image on Demand service offers an alternative delivery of patient files that can streamline your workflow and eliminate a time-consuming activity. Rather than obtaining charts from your Medical Records Department, or third-party records provider, and having your staff photocopy the charts, Iron Mountain can retrieve, convert, and transmit the charts for you in the desired format.

#### Backfile Conversion

If you have existing paper records that are taking up valuable hospital space, Iron Mountain can help you establish a fast, efficient process for the bulk conversion of those records to electronic format. Backfile conversions can reduce or eliminate on-site paper records storage and makes records easier to search, access and distribute.

#### Day-Forward Conversions

After the introduction of an EHR solution, certain records will continue to be created on paper. These records need to be converted to electronic format as soon as possible to integrate the record into the electronic chart. Iron Mountain experts can help you establish a conversion process that integrates smoothly with your existing hospital processes. Document conversion can be handled as an in-house or outsourced solution.

#### GAIN FROM OUR EXPERIENCE

Iron Mountain will work with you to establish a document conversion program that meets your objectives and fits within your budget. Because of our expertise in both paper and electronic records, and our experience with thousands of healthcare providers, we can ensure a best-practice solution that helps you bridge the gap between the worlds of physical and electronic records.

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