



## **Cherry County Hospital Imaging...Lightens the Load for Nebraska Hospital**



**“We have documents in plastic storage containers, we have big computer books and people pulling them out. One injured back, workman's comp claim, and I could buy several systems.”**

***Peggy Snell,  
Chief Financial Officer***

...so says Peggy Snell, Chief Financial Officer for the Cherry County Hospital (CCH) in Valentine, Nebraska. “We're constantly filing and retrieving records here in the office. The documents we don't think are important we put in boxes or tubs and take them to the basement or to a storage shed. Then somebody has to run out there and retrieve them.”

A solution was an imaging and document management system. However

the investment for an adequate system for an organization the size of Cherry County Hospital would require careful scrutiny on the part of the Board of Directors.

“Our Board went down in the basement and saw where we store documents,” said Snell. A review of how much their workman's comp had gone up the last year was all it took to convince her Board of Directors of the payback of investing in a document imaging system. “It was a no brainer!” commented Snell.

Cherry County Hospital had Active Data Systems (ADS) install a ScanFile Document Management System with a Canon DR-5020 scanner. ScanFile is a powerful, but user friendly electronic document management solution, providing a paperless environment for the smallest to the largest of offices.

Cherry County Hospital is a 25-bed Critical Access Hospital located in north central Nebraska. CCH has 115 employees and provides for a service area of nearly 6,000 people.

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*Active Data Systems (ADS) is a Sioux Falls that provides document imaging solutions for government and businesses in a six state area. ADS has been delivering and supporting document imaging consultation, products and services since 1982.*

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In addition they have a contract with Indian Health Services which has a hospital about 45 miles away.



Some documents are required to be stored for up to 20 years are kept in basement corridors.

Today's advance medical technologies and mandated record keeping have turned health care providers into literal paper generating machines. Claims that computers would minimize the amount of paper generated have not materialized from Snell's point of view.

"Technology didn't save on paper generation, it just has created more."

Most any medical record that starts on paper now gets scanned into the imaging system. Snell says they have discovered that it is very helpful to scan printed diagnostic materials, as well. "Another thing that we found out is that diagnostic documentation such as the fetal heart monitor strips or EKGs tend to fade over time. We debated whether we should keep the original piece of paper or an imaged copy. We found out we could keep an imaged copy forever while the originals fade away.

"If someone else needs a copy of that co-insurance, an UB92, or a copy of that EOB we can just click the print mode and it's ready to go. It's not a matter of going to the

base-ment to try and find it," says Snell. She also noted that ScanFile allows for them to email or fax directly from the system.

In addition to medical records Cherry County scans and stores checks, bank statements, financial reports and more.

The design philosophy of ScanFile is ease of use - making all the functions required of a document management system readily available using a screen design that is intuitive. CCH continues to find ways to integrate ScanFile into their everyday workflow. Says Snell, "We can feed all the insurance cards or EOBs into the ScanFile system. Whereas, with your main frame you can't always do that."

**ScanFile's advanced user administration system gives you peace of mind in the knowledge that all your documents are secure.** "Backups are at the bank in our safety deposit box, we have other backups at a different location in the building along with the one that is in the system - that makes three."

Over the years CCH has had to archive hundreds of thousands of records. According to Snell they keep up with scanning all current records, however with years of records in storage because of requirements to store records (some for 20 years) has created a backlog of records that is beyond their resources to get into the system. For



Cherry County Hospital installed a ScanFile Document Management System to ease filing and retrieval.

that they have contracted with **Active Data Systems' Service Bureau** to provide scanning ser-

vices to bring all records up-to-date in their document management system. "Instead of us doing all of it we send them over to ADS in Sioux Falls and they shoot them through their scanner. We have had so many years that we couldn't effectively get it done ourselves."

Of all the benefits that CCH has realized from their ScanFile system, Snell highlighted the one she likes best. "If I get called at 2:00 in the morning to find a document, I don't have to go out into a shed in the dark, flipping through the snow to try and retrieve a record. I can come in, bring up my screen, hit the icon and get an old record. I don't have to break my back or try to figure out, 'now where is that year stored?'"



**ScanFile** is a powerful, but also a user friendly electronic document management solution, providing a paperless environment for the smallest to the largest of offices. It prides itself on producing a more efficient approach to document filing and retrieval, which will save you time and money.

#### ScanFile Features:

Intuitive user interface

Black & white and color scanner support

Import any electronic format document such as MS Word/Excel files

Integration with Microsoft Office 97/2000 and XP

Comprehensive document referencing and retrieval features with user-defined index fields, keywords and full text search

Full document display features including zoom, rotate and enhance. View multiple document



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