



Mid-Dakota Medical Center—Chamberlain, South Dakota Digitizing Records Saves Space and Time



Judy Lester, Health Information Clerk, has scanned nearly 56,000 entries into Mid-Dakota's ScanFile document management systems.

Keeping accurate patient information and complying with record-keeping regulations is critical to the successful operation of today's health care organizations. However, those efforts create thousands of pieces of paper that need to be carefully organized for storage and retrieval pur-

poses. According to Nancy McDonald, Director of Health Information Management at Mid-Dakota Medical Center in Chamberlain, South Dakota, "Hospitals are prolific paper generating machines, we came to a point where we felt we were being buried alive with records."

Mid-Dakota found a solution to their ever-growing record/space issue to be scanning and digitizing medical records with a ScanFile Document Management Software and a Canon DR-2080 (now DR-2050C) scanner provided by Active Data Systems, Inc. (ADS).

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.

Currently Mid-Dakota Medical Center is working through a large backlog of documents by scanning all records ten years and older. "We scan every page of records from birth to death," says Judy Lester, Health Information Clerk. Lester has scanned approximately 20% of the records from 1995 and earlier. "That's almost 56,000 entries," added Lester. Each patient hospital

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Active Data Systems (ADS) is a Sioux Falls, SD based corporation 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.

Find out more at www.activedatasystems.com

Document scanning is a means of converting paper documents, microfilm, and microfiche to an electronic file format. We have scanned millions of pages for digital conversion.

According to Lester each entry can be anywhere from 1 to 200 or more pages. Active Data Systems stays current with the latest scanning technology, and blends the best of these to create a competitive price.

records in a digital format is a positive price. If your current records and files are in a messy state, Active Data Systems today for an estimate of

comprised how often someone wants information from a patient's record dating back 15 or 20 years. We've even had requests for records from as long ago as 40 years."



Digitizing records has helped reduce the amount of space needed for records. "We're cleaning off shelves that haven't seen the light of day for years," said Lester. With space at a premium in an every-growing facility, being able to reduce the amount of space needed while at the same time increasing the capacity and efficiency is a big plus.

In addition to scanning patient records McDonald says they are also putting physician credentialing files into the system. "We have available time and capacity within the system," says McDonald, "We welcome other departments to digitize their records, as well."



Changing The Way You Manage Documents

