

# Document Conversion Services



We focus on the record,  
so you can focus on the patient.





## Did You Know?

- 7.5% of all documents get lost
- Each 4 draw file cabinet costs about \$12,000 / year
- Professionals spend 5-15% of time reading information and 50% looking for it

Sources: Coopers and Lybrand



PO Box 1068 Barnegat, NJ 08005  
Phone: (732) 597-5824 Fax: (732) 597-5828  
[www.e-hrs.com](http://www.e-hrs.com)



# Have Paper? We Scan!

- Medical Records
- Recovery Audit Contractor (RAC) Requests
- HEDIS Record Pursuit
- Accounting; Business Office
- Employee; Human Resources
- Real Estate Records
- Legal Files
- Double sided
- Long forms



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# Why Image?



- Lower Cost:
  - Eliminate off-site storage fees including pick-up, monthly storage, file delivery, destruction
  - No need for additional file cabinets @ over \$450 each
- Save Space: 10 years of medical record storage required – non-billable space
- Eliminate injuries from moving heavy boxes



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## Why Image? (cont.)

- Save Time:
  - Retrieve a record 10 seconds or less; copy or e-mail with one mouse click
  - Speed copies and decrease denials for requestors including insurance; CMS (Medicare); RAC Audits
- HIPAA Compliant
  - Master CD-R remains untouched for disaster recovery



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## Why Image? (cont.)

- Eliminate Misfiled Charts
  - Reduce / eliminate denials
- State DHHS:
  - “electronic records offer tremendous promise...”
  - “facilities may convert paper into electronic via scanning”



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# Why Outsource?

- **e+ Health Record Solutions, Inc.**
  - **25+ years experience in document management and document imaging**
- **No Capital Investment**
  - **Hardware or software**
- **No Service and Maintenance Contracts**
- **Trained Specialists**
- **Faster Turnaround**



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# How it Works

- Off-Site: Pick Up Boxes From Your Location
  - All charts receipted
- On-Site:
  - All record prep and scanning done at your facility
- Prepare Documents
  - Remove staples, fix tears, tape loose pages
- Scan Documents
  - Image and indexing quality assured, de-skewed, cleaned, blank page removal, straightened, 200 - 300 DPI, Tiff Format Group 4



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## How it Works (cont.)

- Indexed by Name and Number
- Images Transferred to PC at Your Facility
- 2 Sets of Archival Grade (ISO Certified) CD-R Disks Provided For Disaster Recovery
- Upon Approval, Shred Converted Paper Charts
  - Certificate of Destruction



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Questions?...  
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