



# All-Write

## Court Reporting–Transcription–Document Management

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## Welcome to All-Write

*'Putting Your Words to Work'*

### Tutorial – Document Management



The paperless office was proposed decades ago but has yet to materialize. Most practices still have 95% of their information lying on desks and/or filed away in cabinets. This creates a host of problems for physician practices that can easily be solved by converting paper documents into a digital format.

#### Federal Laws that Encourage Electronic Document Storage:

- In 1996 the Health Insurance Portability and Accountability Act (HIPAA) was enacted; it addresses privacy of health data. The standards are meant to improve the efficiency and the security and effectiveness of the nation's health care system by encouraging the widespread use of electronic data in the US health care system.
- In 2002 the federal government passed the Sarbanes-Oxley Act, which requires businesses to properly maintain financial records. That includes being able to retrieve them when required. This is significantly easier when the documents are stored electronically.
- In 2003 Congress passed the Fair and Accurate Credit Reporting Act (FACTA) which also requires business to properly safeguard and store personal information of employees and customers and properly destroy it. Obviously if documents are systematically converted to a digital format, it is easier to store, retrieve, and ultimately destroy confidential information.
- Most physician practices are buried under a mountain of paper documents. The storage required for paper documents grows at a rate of 20-25% every year. As paper record inventories grow, valuable floor space is commandeered by filing cabinets. What private practice couldn't use another exam room?



The paper to digital file conversion provides an impressive economy of scale. One 80 gigabyte hard drive can hold 2.5 million documents at a cost of about \$120. The storage equivalent for paper documents is dozens of filing cabinets. The square footage needed for the filing cabinets and the human labor required to maintain a paper system are the two primary costs that are virtually eliminated by

## **Medical Scanning and Archiving**

All Write has scanning and document archiving solutions for medical facilities, physician practices, and hospitals. These solutions enable health care organizations to move toward a paperless environment by storing all health care information on a local or remote network drive. We provide customers with an organization wide solution to their document scanning and imaging needs.

Once complete, the conversion helps our customers generate and maintain complete, secure, and legal medical records. Tools are incorporated to efficiently organize and manage practice wide documents, resulting in an increase in the quality of patient care and safety, increased revenue and a reduction in the risk of liability due to paper loss. The process is completely compatible with the surge in EHR use.

## **Instructions**

Press the gray Sign Up button to open the Document Management input form. This form includes all of the contact information we will need to begin the process of converting your office from paper to digital format. The form requests information about your EHR system so that we can determine the best way to integrate your newly converted digital files with your system.

Once we have your information we will contact you to schedule an on-site visit during which we will gather data to help us estimate the cost and turn-around time of the conversion process.