

Comprehensive Health Information Management Program



Fully-outsourced active medical records management

PARTNER WITH THE LEADER IN HEALTH INFORMATION MANAGEMENT

In the United States alone, thousands of hospitals and healthcare providers already use the wide range of health information services offered by Iron Mountain to manage specific aspects of health record operations. Iron Mountain's Comprehensive Health Information Management (CHM) program combines these services into a fully-outsourced active medical records management program that allows you to significantly reduce costs associated with complex medical records management and operations. With Iron Mountain as your partner, you can freely focus on the development, implementation, and management of your EHR program. As your dependence on physical records continues to decrease, your cost savings will grow.

Iron Mountain works with you to design a customized solution that is focused on your EHR transition goals and objectives during a Comprehensive Health Information Management Assessment. This comprehensive assessment is conducted prior to implementation by a team of healthcare records management experts. You will be provided with a roadmap for managing your current records management operations in preparation for your transition to the EHR—with minimal capital investment.

SIMPLIFY RECORDS MANAGEMENT AND INCREASE REVENUE OPPORTUNITIES

The CHM program begins with the consolidation of active and inactive records into a single system managed by Iron Mountain. Your medical records are stored and managed off-site at either an Iron Mountain facility or a dedicated facility designed to meet your specific needs. As a result, valuable hospital space can be used for revenue-generating opportunities. This consolidation reduces time tracking charts, maintaining file rooms, performing purges, and managing file-room staff—allowing you to significantly reduce your current in-house medical records management program costs.

INDUSTRY-LEADING TECHNOLOGY DECREASES COSTS AND INCREASES ACCESS

As part of the CHM program, all medical information related to a patient is indexed to enable a Virtual Unit Patient Record™ (VUPR) which identifies every component of a patient's record, including information on its format (medical record, x-ray, wax block, cine film, etc.) and location.

Iron Mountain guarantees that your records are available for retrieval 24 hours a day, 7 days a week and can even be requested over the Internet using the Iron Mountain Connect™ portal. Iron Mountain Connect provides authorized users with fast, secure access to your medical records. This unique web-based tool supports your staff with powerful and flexible reporting, searching, file retrievals, and tracking capabilities through a user-friendly, intuitive interface that requires minimal training to use.

Iron Mountain's secure facilities, staffing practices, and technology tools are designed with your HIPAA and JCAHO considerations in mind.

KEY PROGRAM FEATURES

Iron Mountain's Comprehensive Health Information Management program contains all the elements you need to support your Health Information Management goals:

Leveraging Existing Facilities and Infrastructure: Choose from a variety of facility options, owned by you or Iron Mountain, leveraging IT systems and logistics to keep your costs low.

Consolidates On-Site and Overflow Records: All active and inactive records (including ER and outpatient records) are centrally stored, organized, and indexed using a common file sequence.

Virtual Unit Patient Record (VUPR): The fully indexed records system provides a holistic view detailing all components of a patient's health information regardless of physical location.

Off-Loads File Maintenance Operations: Record retrieval, filing, interfiling, and other information management activities, including regular and STAT's are performed by dedicated staff provided by Iron Mountain.

Storage, Purpose-Built Open Shelf and Carton Filing: Accommodates a wide variety of other record formats: fetal monitor strips, mammography records, cine films, EKG strips, wax blocks, etc.

Iron Mountain Connect: Provides 24/7/365 online access to all hospital record inventories with powerful reporting, searching and file tracking capabilities.

Customized Service Level Agreements: Set at start of contract and sensitive to the distance and location of your organization.

Fixed Annual Pricing: Payable in monthly installments with simplified billing that enables improved cash flow planning.

Image On Demand Service: Outsources scanning operations, facilitates the delivery of documents and enables historical information to be integrated with EHR systems.

X-ray On Demand Service: Speeds the delivery of x-ray files and feeds them directly into existing PACS systems where they can be viewed alongside new images.

Release of Information Services: Services requests directly from the Iron Mountain-run records center.

Coding and Transcript Service: Provides an alternative source of coding professionals on an as-needed basis.

Secure Destruction of Records: Ensures certified destruction of medical records in compliance with HIPAA and automatically manages retention schedules.

REFINE YOUR PLANNING WITH A COMPREHENSIVE HEALTH INFORMATION MANAGEMENT ASSESSMENT

Iron Mountain's Comprehensive Health Information Management Assessment offers an intensive consulting engagement that provides a complete end-to-end evaluation of your healthcare information management practices in both active file-room management and inactive off-site file storage processes.

Iron Mountain's team of certified Health Information and Administration professionals leverage their industry experience to provide rapid turnaround in analyzing and documenting your unique medical record inventories and processes.

The Comprehensive Health Information Management Assessment allows you to quickly and confidently reach decisions on the best solution for your organization by presenting you with: gap analyses of current file-room procedures versus best-practices; financial analyses of long-term space demands and staffing; potential cost reductions and efficiency gains through consolidation; and a roadmap of long-term strategies for managing the transition to the EHR and ensuring regulatory compliance.

For more information, contact Iron Mountain at 1-800-899-IRON or chm@ironmountain.com.

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