

PROJECT MANAGEMENT

- Choose from our many project management services from Best Practices and state-of-the-art file room design to purging and document destruction

FACILITIES MANAGEMENT

- Utilize Iron Mountain professionals at your facility, providing comprehensive on-site support for your Health Information Management operation

RELEASE OF INFORMATION (ROI)

- Our staff will operate off-site or on-site to assist with your facilities' correspondence while adhering to the latest state and federal ROI laws, such as HIPAA

CODING

- Credentialed consultants provide expert assistance in revenue enhancing coding programs
- Provides inpatient and outpatient coding assistance to alleviate backlogs and speed billing cycles

ADDITIONAL IRON MOUNTAIN SERVICES



SECURE SHREDDING

Given the confidential nature of business records, it's important to ensure complete destruction. Our secure shredding services help you to protect the privacy of your company, employees and customers.



DIGITAL ARCHIVES

Our Digital Archive service group offers compliance and records management solutions for today's leading organizations. We provide SEC-compliant digital archiving, supervision and data restoration and electronic discovery support services. With our extensive records management expertise we can help institute a comprehensive and compliant records management solution.



DATA PROTECTION

Whether physically transporting and vaulting your backup tapes at one of our secure facilities or backing up your data through a secure Internet connection with Electronic Vaulting, our comprehensive data protection and disaster recovery services place your information off-site, off-line and out-of-reach; yet the data is accessible whenever and wherever you need it.



VITAL BUSINESS RECORDS

Our climate-controlled, secure facilities are designed to protect irreplaceable documents like original deeds, wills, trusts, contracts, patents, and other notarized and certified records for you.



CONSULTING

Today's business world demands that companies follow sound, consistently applied records management practices. Let our consulting professionals review your current records management program, help you determine which records you need to retain, and create an appropriate retention schedule and records classification program for each.



HEALTH INFORMATION SERVICES



© 2004-2005 Iron Mountain Incorporated. All rights reserved. Iron Mountain and the design of the mountain are registered trademarks of Iron Mountain Incorporated. All other trademarks are the property of their respective owners.

Iron Mountain operates in major markets worldwide, serving thousands of customers throughout the U.S., Europe, Canada, and Latin America. For more information, visit our Web site at www.ironmountain.com.

US-RM-BR-600-05-001



745 Atlantic Avenue
Boston, Massachusetts 02111
(800) 899-IRON

(800) 899-IRON | www.ironmountain.com

Medical Record Solutions for Today's Healthcare Providers

Health Information Services



The challenge facing today's Health Information Managers is straightforward: provide optimum levels of service while operating as cost-efficiently as possible. It's a critical challenge further complicated by the need to optimize record center space, ensure timely access to patient records, and comply with the growing number of health information regulations. In addition, as the adoption of Electronic Health Records (EHR) accelerates, healthcare providers must prepare themselves to embrace the underlying technology and find new ways to integrate the EHR with their existing physical records management processes. Healthcare Information Professionals recognize EHR as one of the major challenges facing them over the next decade.

MEETING THE CHALLENGE – SOLUTIONS FOR TRANSITIONING FROM PAPER TO EHR

Iron Mountain is the world's leader in health information management with an impressive customer list of thousands of hospitals and healthcare providers in the U.S. As a true thought leader in the health information management field, Iron Mountain is leading the way in EHR technology – providing products and services that can bridge your existing paper-based systems with electronic file solutions.

SIMPLE SOLUTIONS TO YOUR SPACE LIMITATIONS

When choosing Iron Mountain to manage your health records, the disruptive cyclical shelf demands on your file room and file room staff is eliminated. Iron Mountain provides full-service records management solutions including off-site open shelf records storage, local pick-ups and deliveries, Release of Information (ROI) services, EHR services, as well as file and X-ray on Demand in electronic formats that can easily populate your existing Picture Archiving Communication Systems (PACS) and repositories.

REDUCED COSTS AND INCREASED SERVICE

Iron Mountain provides secure, local and convenient off-site storage of healthcare information. As the world's experts in off-site records management, Iron Mountain is committed to managing healthcare records, regardless of their physical or electronic format, for the highest quality of service and greatest value, at the lowest possible price. Iron Mountain guarantees that patient records are available for retrieval 24 hours a day, 7 days a week and can even be requested and tracked over the Internet via the Iron Mountain Connect™ portal.

RAPID ACCESS, DELIVERY AND TRACKING

Iron Mountain guarantees critical files are both secure and accessible for rapid retrieval and delivery whenever you need them. Iron Mountain's open-shelf filing system is designed to efficiently handle health information files in all types of terminal digit formats, and other records such as x-rays, fetal monitor strips, cine films, pathology slides, and paraffin blocks. We can also store and manage patient account records, financial data, logbooks, business office files, and personnel files.

FAST AND EFFECTIVE RECORDS PURGING

In addition, Iron Mountain's intelligent purging technology provides a highly efficient purging methodology that utilizes sophisticated software to increase your shelf-space utilization, minimize back shifting, and maximize active record levels in your records center.

COMPREHENSIVE HEALTH INFORMATION MANAGEMENT (CHM) PROGRAM

- Fully outsources medical records file room operation and can be tailored to suit the specific needs of large healthcare providers
- Drives down costs, increases efficiencies and prepares for the deployment of the EHR
- Consolidates active and inactive medical records into a single system
- Allows HIM professionals to focus on the more strategic issues facing their organization

OPEN SHELF RECORDS STORAGE

- Offers affordable, scalable services for storage of active and archived records, including standard medical records, x-rays, cine films, pathology slides, paraffin blocks, fetal monitor strips, and patient account records
- Ensures records are secure and accessible for rapid retrieval and delivery 24 hours a day, 7 days a week
- Complies with the latest federal and state regulations on healthcare records retention
- Adapts to all terminal-digit filing systems

IMAGE ON DEMAND

- Provides rapid access to records with electronic image delivery via the Internet
- Cost-effectively delivers images on demand
- Solves loose sheet ER record consolidation
- Populates EHR and PACS systems

INDEXING

- Allows confirmation of each patient record and facilitates the storage of "purge groups" in terminal digit sequence
- Provides comprehensive, file-level inventory of each patient record stored
- Groups patient records by retention requirements

INTERNET ACCESS

- 24 hours a day, 7 days a week — the Iron Mountain Connect Web portal enables powerful searches and simplifies requests of specific records for delivery

DROPFILING AND INTERFILING

- Alleviates the problem of loose sheet records by outsourcing the filing of documents into your existing medical records

MEDICAL RECORD ASSEMBLY

- Performs the time-consuming task of assembling loose sheets, records and documents into proper medical record order

IN-HOUSE FILE-ROOM MIGRATIONS AND PURGES

- Iron Mountain's intelligent purging technology provides efficient purging of outdated or unnecessary records
- Indexes and stores inactive records off-site
- Manages inventory clean-ups, file migrations from active to inactive, and establishes cost-saving retention programs

SECURE SHREDDING

- Shreds inactive files according to the latest regulations and in-house records policies
- Ensures Chain of Custody through destruction certification with each invoice
- Maintains the security and confidentiality required for HIPAA compliance

“Iron Mountain provides secure, local and convenient off-site management of healthcare information.”

NEW SYSTEM DESIGN AND IMPLEMENTATION

- Implements best practices in your filing processes
- Converts existing file systems to new sort sequences, new jackets and folders, and consistent numbering sequences