MEDITECH’s Scanning and Archiving provides an organization-wide solution to your document scanning and imaging needs to support fully-integrated MEDITECH Expanse. It provides your staff with the tools necessary for creating and maintaining complete and secure patient records, resulting in superior patient care, improved revenue cycle processes, and a reduced risk of liability. It specifically allows staff to reduce reliance on paper charts by managing and indexing electronic forms, incorporating scanned images into the EHR, capture electronic patient signatures, and exporting an electronic copy of a patient’s Electronic Legal Record. Full integration with MEDITECH Expanse ensures that documents are available across the enterprise — such as at the point of care or within a business office — while standard reports facilitate easy monitoring of user activity.

Achieve a Paperless Environment

Scanning and Archiving supports the ability for your organization to realize a paperless or nearly paperless environment by streamlining data collection across your organization. It allows for scanning to take place within users’ workflow system wide, making it easy to capture and store documents and images electronically for incorporation into the patient record. For example, Registration staff can scan patients’ driver’s licenses and insurance cards rather than creating a paper copy to add to the record. Likewise, clinicians can scan EKG strips and make them available to cardiologists. Standard scanning routines allow staff to:

- Scan and organize multiple documents for a single patient at one time.
- Process and verify scanned images individually or in batches.
- Manipulate scanned images to maintain quality standards by rotating and flipping, replacing, deleting, and zooming in or out.
- Automate medical records filing and indexing tasks with Form Identifiers.
- Tag scanned images requiring electronic signature and push them to the physician status board.

An Enterprise Content Management (ECM) interface enables healthcare organizations to import outside documents, such as emails and faxes, into a patient’s record via a third-party interface. This eliminates the need to print and scan outside documents for incorporation into a patient’s record.

Efficiently Manage and Index Electronic Forms

Scanning and Archiving enables scanned or imported forms — such as reports, letters, or results — to be easily indexed to the appropriate section of a patient’s electronic chart. Any documents or forms generated through clinical or administrative documentation are automatically indexed in a pre-defined order, facilitating the creation of a complete electronic legal record. Furthermore, Scanning and Archiving supports the use of bar code labels or codes on pre-printed forms to identify the document type and
patient identification. When scanned, these documents are automatically indexed based on the information listed on the bar code. If employing an ECM interface, staff can even capture patient signatures electronically via signature pads.

**Produce a Portable Legal Record**

Your healthcare organization can use Scanning and Archiving to compile online medical record documents and scanned forms that together comprise the electronic legal record, or eChart. The eChart can include MEDITECH-generated data as well as outside forms and images scanned into our system, or imported electronically via an Enterprise Content Management (ECM) interface. Scanned and imported documents are automatically inserted in the hospital-defined order within the medical record. An eChart Desktop provides an access point from which scanners can:

- Assign access to eCharts for HIM staff, auditors, or other departments.
- Determine which forms encompass a patient’s legal record.
- Use worklists to streamline tasks associated with one or more records.
- Manage documents and forms with tools for joining records, moving or reordering forms, and compiling images.
- Easily accommodate outside requests for medical records by creating a hard copy of the eChart through print, fax, CD, or flash drive.
- Control late edits or additions to charts by setting a default number of days after discharge when a patient chart is “closed.”
- Redact and/or annotate scanned documents.

**Streamline Physician Chart Completion**

Scanning and Archiving, coupled with MEDITECH Expanse’s system-wide integration, reduces or eliminates the need for staff to request, sign, or complete charts in person or by phone. Using the solution, staff can assign incomplete reasons to scanned documents and tag where signatures are required. Deficiency notifications are automatically sent to the associated physician’s status board. Immediate access to scanned images in the online medical record enables clinicians to:

- Complete all chart deficiencies from anywhere they can access MEDITECH Expanse.
- Resolve deficiencies immediately upon electronic signature.
- Add comments when rejecting scanned documents.
- Make safer, more informed decisions with access to all patient information at the point of care.

**Ensure Complete and Accurate Records and Coding**

Coders will enjoy a more streamlined workflow with an automatic worklist that enables remote coding and direct communication with the staff responsible for scanning. With Scanning and Archiving in place, both remote and in-house coders have immediate access to scanned and electronic documentation to promote more accurate coding. Workload management tools also allow supervisors to assign and prioritize charts for their coders. This results in quicker chart completion and expedited collection of payment for services.

**Scan and Maintain Financial Documents**

In addition to patient-related documents, Scanning and Archiving allows the capture of financial documents. Financial documents—such as invoices, purchase orders, employee and applicant documents, and work orders—can also be scanned and accessed from the appropriate MEDITECH financial solution desktops.
Monitor Scanning Activity with Standard Reports

Scanning and Archiving enables users to generate lists and reports to monitor the flow of scanned documents and any user activity. Standard reports include:

- Activity logs for scanning activity, chart requests, eCharts, and analysts
- Productivity reports by user or folder
- Batch scanning transfer reports.

Utilize Scanning Functionality Throughout MEDITECH Expanse

MEDITECH’s Scanning and Archiving solution does more than capture and store outside patient information. By integrating the indexing and retrieval of all types of patient information, the solution facilitates user workflow from point of registration throughout the care cycle and even after discharge. The efficiency gained translates into improved workflow and, ultimately, a healthier bottom line for your organization. Staff benefit from:

- Real-time access to both scanned and electronically captured patient data across the EHR
- The ability to print or download a patient’s complete electronic legal chart (eChart)
- Instant notification of record deficiencies on the physician status board, along with the ability for providers to electronically sign documents
- Capture and storage of patient signatures, such as on consent forms, through integration with Registration
- Access to patient insurance cards, ABN forms, and other relevant billing documents in Revenue Cycle when submitting claims
- Optimized workload and prioritization tools for in-house and remote coders in Abstracting
- Online access to applicant resumes, cover letters, references, and other relevant information in Human Resources Management during recruitment.

For more information, contact a MEDITECH Marketing Consultant.