

CASE STUDY

ADEC Document Scanning Solution for Mouldy Records and Archives

PROJECT	LOCAL HEALTH DISTRICT'S MOULD-AFFECTED STORAGE FACILITY
CLIENT	CONFIDENTIAL
LOCATION	NEW SOUTH WALES, AUSTRALIA
INDUSTRY	HEALTHCARE
SERVICES	DOCUMENT SCANNING

THE CHALLENGE

In 2013, one of the major health districts in New South Wales identified that their tertiary storage facility was severely mould affected. After stringent tests conducted by an external evaluator, the records were found to be contaminated with active bacteria. This was affecting not only the health and safety of their staff but also daily operations, because the institution needs regular access to these records for ongoing patient care.

ADEC were contracted to package, catalogue and remove over 15,000 archive boxes containing in excess of 420,000 medical records and over 3,500,000 loose sheets within four weeks. The entire scanning procedure was to be completed within ten months of collection as per contract.

OUR SOLUTION

ADEC had to take extreme precautionary measures to protect our staff and premises from being affected by the bacteria. Before commencing the project all our preparation and scanning environments were HAZMAT protected. We equipped and made sure our staff wore masks, gloves, suits and protective eyewear. ADEC also fitted the scanning and preparation environment with HEPA air filtration units.

The staff prepared the documents for scanning, removed the pages from their bindings, removed staples and also repaired tears. Once the scanning was complete, it was quality checked and then required metadata indexed by the Medical Record Number (MRN), which was then validated against the patient database provided by the institution. ADEC developed an import routine which provided seamless bulk upload of the files directly into the institution's PowerChart.

Since access to these records was critical for ongoing healthcare during the ten month period, ADEC also provided a scan on demand facility, whenever a file was required urgently. ADEC located, scanned and uploaded the file within 2-4 hours from the time of request.

THE ADEC INNOVATIONS ADVANTAGE

ADEC is one of the largest bureaus in Australia with over 25 years of industry experience. In response to the medical arena's PCEHR initiatives, hospitals, specialists and GP practices are progressively working towards the digitisation of all patient records. ADEC has been actively involved with the digitisation of medical records from a vast array of Local Health Districts.

ADEC specializes in the digitisation of patient records and, whilst bulk scanning of any material has similar elements, there are special considerations with medical records; in particular, the attention to detail for data capture. ADEC has extensive experience of indexing documents by agreed parameters or catalogue formats and a proven track record of successfully delivering these services to hospitals and doctors' surgeries alike, on time and within budget. ADEC is also aware of data security and privacy. All ADEC staff are police vetted. ADEC always aims to ensure that the process of scanning and uploading large volumes of historic records is as seamless as possible.

Deliverables and Results

- Collection of documents was complete within the 4-week timeframe from the infected facility.
- Scanning project was complete within the 10-month contractual period.
- ADEC has scanned over 850,000 medical records for the institution via secondary project.

Client Testimonial

"The entire process from collection through to the end was completely seamless. ADEC responded to scan on demand requests extremely quickly and has since collected a further 197,000 records from our on-site secondary storage area. The digitisation of the medical records has not only freed up valuable hospital floor space required for the Hospital redevelopment, but has also streamlined the provision of historic patient information to clinicians for ongoing patient care, research and training."