

*The World Records Holder™*

# Health

Information Management  
Services



**ARCHIVE™**  
AMERICA



***Archive America  
Delivers Information  
the Way You Want It,  
in the Format You  
Want It, Without The  
Extra Work or Hassle***

Hospitals and Health Care Companies are under increasing pressure to manage, retain, and protect an ever growing quantity of medical records.

The more your volumes of information grow, the more difficult they are to organize, retrieve, and preserve.

To handle this potentially overwhelming challenge, Archive America offers specialized experience in managing healthcare information. With the sense of urgency you expect from us, we deliver solutions based on a clear understanding of medical records methodologies, identification systems, HIPAA compliance, and other security or patient privacy concerns. As specialists, Archive America understands that your information, when managed effectively, results in enhanced patient services and patient care as well as in data that assists with ongoing financial and support process decision making.



***Health care information must  
be managed strategically.***

***Archive America can help you plan  
ahead and stay ahead of information  
management and retention needs by  
creating an infrastructure designed  
specifically for you.***



***From hardcopy document management to digital  
imaging, corporate to patient care, active to  
inactive, public to private, large to small, we can  
help to solve your most pressing challenges.***



## ***Our Customers Don't Have to Adapt to Our Way of Doing Business.***

## ***We Adapt to How You Do Business.***

*Our first step in developing a strong working relationship is gaining a full understanding of your needs. Without obligation, and at no cost to you, we will examine your current patient and business information management programs. We will look at where you would like to improve, identify alternatives together and analyze the costs to help you make an informed decision.*

***Several of the areas where Archive America can make the biggest impact include:***

### **Reduced Microfilming Budgets**

*While microfilming remains an effective tool, offsite retention of patient charts on open shelves facilitates easy and prompt access to information, which ultimately lowers overall costs. Archive America can demonstrate a list of choices and alternatives to microfilming which may result in thousands of dollars in savings.*

### **Capturing Key Descriptive Data**

*Archive America can capture critical information from each container, file folder, radiology film jacket, or other media as needed. We understand the benefits of searching, sorting and reporting on specific fields of information; such as patient name, terminal digit number, date of birth, release date, social security number, etc.*

### **Release of Information Analysis**

*Release of information involves screening, processing, and then fulfilling requests within a complex medical,*

*legal, and bureaucratic environment. Archive America offers the organization, the tracking, and the accountability at each step to interface with your internal systems or external third parties. We can maintain the highest levels of quality assurance and security, while reducing costs and improving response times.*

### **Custom Mix of Services**

*No two healthcare facilities are exactly alike. Archive America works closely with you to determine the best mix of onsite vs. offsite, of paper vs. microfilm vs. electronic documents, of permanent vs. contract staff, and of electronic vs. manual information delivery systems.*

### **Confidentiality**

*Archive America believes that the best way to serve you is quietly and confidentially. We know that we won't succeed unless you count on us as a trusted and reliable member of your team. Archive America has the tools and the security to ensure absolute confidentiality.*



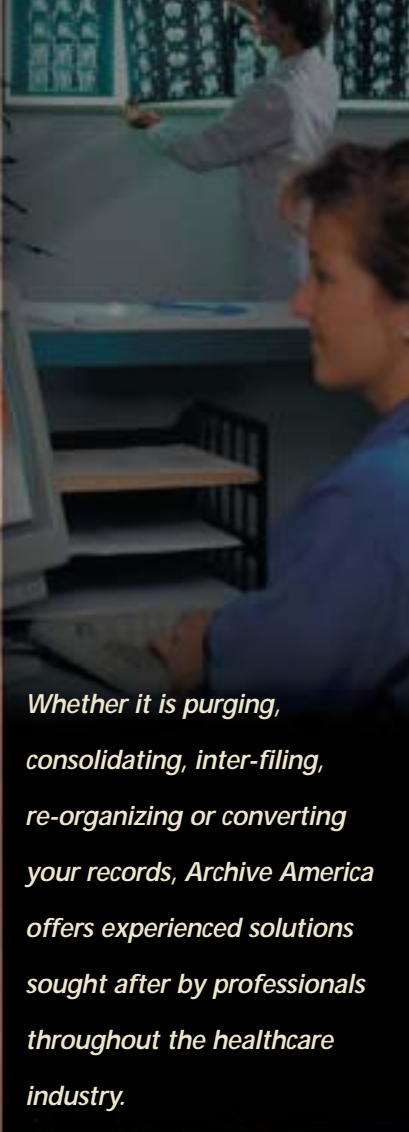
## *Health Information Management Services*

*Archive America specializes in meeting the individual needs and requirements of healthcare professionals. By combining our open shelf file management with closed container storage solutions, we can provide a cost-effective mix designed to work as an extension of your internal information management program.*

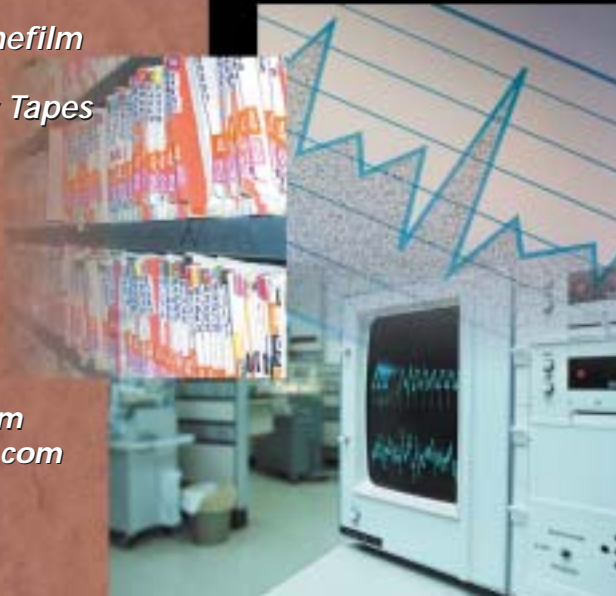
### *Archive America offers safe and secure retention of:*

- Medical Records / Patient Charts*
- Radiology Film / X-Ray Jackets*
- Administrative or Business Information*
- Accounting Records*
- Tissue Slides or Paraffin Wax Blocks*
- Microfilm, Microfiche or Cinefilm*
- Magnetic Media, Computer Tapes and/or Cartridges*

Contact Archive America today  
Toll Free **800.273.8587**  
email **info@archiveamerica.com**  
web site **www.archiveamerica.com**



*Whether it is purging, consolidating, inter-filing, re-organizing or converting your records, Archive America offers experienced solutions sought after by professionals throughout the healthcare industry.*





## Health Information Management Services

*Archive America helps hospitals and health care organizations...*

- Identify information needs
- Design information management systems to improve efficiency
- Ensure timely and easy access to information
- Meet both confidentiality, security, and access requirements
- Protect records against loss, destruction, tampering, and unauthorized access or use
- Maximize productivity through enhanced automation and communication
- Retain critical patient information for the proper amount of time, in the most cost-effective format

## Our Mission...

*Our mission is to make our clients' workday lives more productive and less stressful. We do that every day by providing a safe and secure environment for health care information.*

*Our comprehensive approach to managing your records, in combination with our commitment to personalized service, allows Archive America to provide experienced solutions that are sought after by many major hospitals, medical centers, clinics, and other healthcare professionals from coast to coast.*





*The World Records Holder™*

*Health Information Management Services*



Growing and Partnering to Serve Customers Around The Globe.

Please Contact Us

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