



healthcare

# Toshiba Provides Solutions

to the Document Management Challenges Facing Healthcare Professionals

Healthcare providers, pharmaceutical manufacturers, and others in the healthcare sector are facing increased consumer and regulatory pressure even as they try to improve services, products, and patient care. The speed, accuracy, and quality of data within the print cycle are critical for these organizations' success.

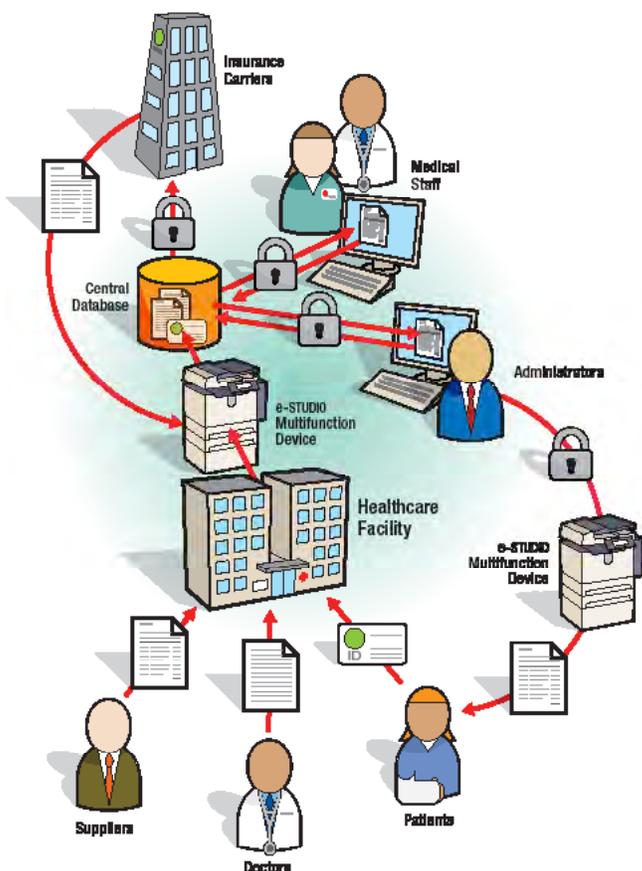
- > **Regulatory Compliance**
- > **Safeguarding Privacy**
- > **Managing Massive Amounts of Paper-based Documentation**
- > **Quick Search and Access to Medical Records**
- > **Adding Information and Updating Existing Records**
- > **Efficient and Convenient Data Transmission**

Toshiba Document Solutions combine Toshiba e-STUDIO multifunction devices with powerful software applications and targeted business process improvements enabling the healthcare industry to more effectively distribute and organize their documents and manage their devices.

## Regulatory Compliance

The Health Information Portability and Accountability Act (HIPAA) was enacted in 1996 to provide standards for protecting the privacy of personal health information. It also provides standards for electronic transactions and protects the health insurance coverage of workers when they change or lose jobs. Understanding the requirements and complying with them is a concern for every health organization. Toshiba provides solutions to help the healthcare industry with their HIPAA rules compliance initiatives including: Privacy, Security, Transaction and Code Set and Identifier rules. Additionally, Toshiba's solutions help with accreditation by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) in the way of information management.

Healthcare organizations deal with massive amounts of paper-based documentation. Patient medical histories, enrollment forms, and claim forms are constantly being sent, received, archived, and retrieved. At the same time, HIPAA's privacy rules require healthcare organizations to implement



Healthcare organizations deal with massive amounts of paper-based documentation which are often shared among a variety of healthcare professionals and patients.

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“The documentation process in health care facilities relies on technology more than ever. Health care providers and insurers expect forms automation and electronic archiving to cut costs, improve the quality of patient records and keep them compliant with standards.”

**Andrew Brown**  
Managing Editor, Print Solutions

appropriate administrative, technical, and physical safeguards to protect the privacy of patient health information, whether in electronic form or hardcopy. Toshiba's solutions help with the privacy of patient records, provide for convenient transmittal of data to appropriate offices, allow additional information to be added to documents and additional documents to be added to patient records, ensuring quick access to medical records and the staff's ability to maintain patient record accuracy.

#### > DISTRIBUTE AND PRINT

Combining an e-STUDIO MFP with software solutions, healthcare providers can easily distribute documents and files where they are needed, and then print at the point of need. Report delivery windows can be reduced due to little or no manual report handling, and recipients receive reports and documents on a timelier basis. And the security level of sensitive documents can be set to fit specific needs.

#### Scanning Made Simple

Healthcare administrators can leverage their hardware and software investments by fully utilizing the scanning capabilities of Toshiba's e-STUDIO MFPs. Hardcopy documents can be easily scanned and converted to editable, and searchable files and distributed to network folders or e-mail addresses with the touch of a single button. Toshiba can add a touch screen panel that is pre-programmed to initiate the workflow processes including integration with other applications with fully encrypted security.

#### Organizing Documents in a Medical Practice

Medical practices large and small must deal with a large number of documents and records. Toshiba's document management

solutions work with Toshiba multifunction devices to scan paper documents like patient files into an electronic form for processing. Existing electronic files and e-mails can be imported into this document archive as well. Files can be easily annotated, indexed, and stored. Doctors and other medical staff can then quickly search and retrieve files from their desks or from across town via web search.

Our software's flexible designs let you index and store documents the way you prefer; for example, individual doctors within an office can set up their own sets of keyword fields for indexing their documents in the manner they desire. Also, the entire contents of a document can be optically read and indexed, enabling a search for specific contents within the document. Remote files can be synchronized with base files so that outlying offices will have the same data as the home office. Mobile workers can stay up to speed.

#### > GAIN SPEED, ACCESS, AND SECURITY

Ultimately, documents for an entire organization can be housed in one powerful, secure electronic document management system. Through a powerful search engine function, queries such as a patient's name and social security number access the records instantly. You can then send retrieved files directly by fax, distributed printing, or e-mail to the appropriate medical office.

#### Automatic Data Capture with Improved Accuracy and Speed

Using Toshiba's e-STUDIO scanning feature and an OCR solution, you can capture data from any printed form. This data can then be integrated into any database or back-end application. Data capture from new patient forms, procedure forms, insurance forms, etc. can be easily automated and stored electronically. This process improves data accuracy and speeds the process up to 20 times faster than manual data entry.

#### Call Us for More Information

For more information regarding Toshiba's Document Management Solutions for the Healthcare industry, please contact your Local Authorized Toshiba Dealer.

