

On-Site Conversion ServicesSM: Assistance with Electronic Health Record Conversion

Many healthcare facilities simply aren't staffed or structured to handle the labor-intensive task of converting paper records into an electronic health record (EHR) system. HealthPort On-Site Conversion Services (HealthPort OCS) assists healthcare facilities with the challenges involved in transitioning from a paper to electronic health record. Designed specifically to minimize the amount of time a facility maintains a "hybrid" record environment, this staffing and management solution generally falls into three distinct yet complementary services:

- The labor and management of capturing current records into an EHR system.
- The labor and management of converting older records into an EHR system.
- The technology to host older records electronically until they can be uploaded into the health information management department's EHR system.

Key Components

- Labor and management for prepping, scanning and indexing records
- Permanent outsourced staff or temporary services
- Interim solutions for workflow redesign
- Proprietary storage solution to house electronic records

Electronic Health Record Conversion Challenges

Many facilities are finding the EHR conversion challenging for a variety of reasons, such as:

- The conversion requires a shift ranging from a 9 to 5, Monday through Friday operations timeframe to a 24 / 7 operations timeframe.
- A condensed timeline for completion.
- Lack of staff training in the process.
- An understaffed department that is unable to dedicate existing resources.
- A need to focus on day-to-day responsibilities and the inability to manage the entire process alone.

HealthPort OCS addresses these challenges head-on and provides a seamless, expedient and cost-effective solution to successfully capture paper records into an EHR system on an ongoing or temporary basis. By outsourcing the labor and management of the conversion process, facilities are able to focus on their core responsibilities while ramping up and training staff to work in this new electronic environment.

We're Up to the Task

HealthPort OCS offers labor and management for the three major steps integral to the process of prepping, scanning and indexing records.

EHR conversion requires a department workflow redesign, so many facilities need time to retrain existing staff for their new roles and/or hire new staff. HealthPort OCS can provide permanent outsourced staffing and management of this process or deliver temporary services to bridge the gap until permanent staffing and training is completed.

HealthPort OCS offers on-site labor and supervision required for converting all older paper records into an electronic system. By converting older files to an electronic platform, more office space is available for other purposes, and recent, active records are accessible electronically.

In addition, HealthPort OCS utilizes a proprietary storage solution to house the electronic records. The files can then be uploaded into the health information management department's EHR system once it is live and capable of handling the uploaded images.

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