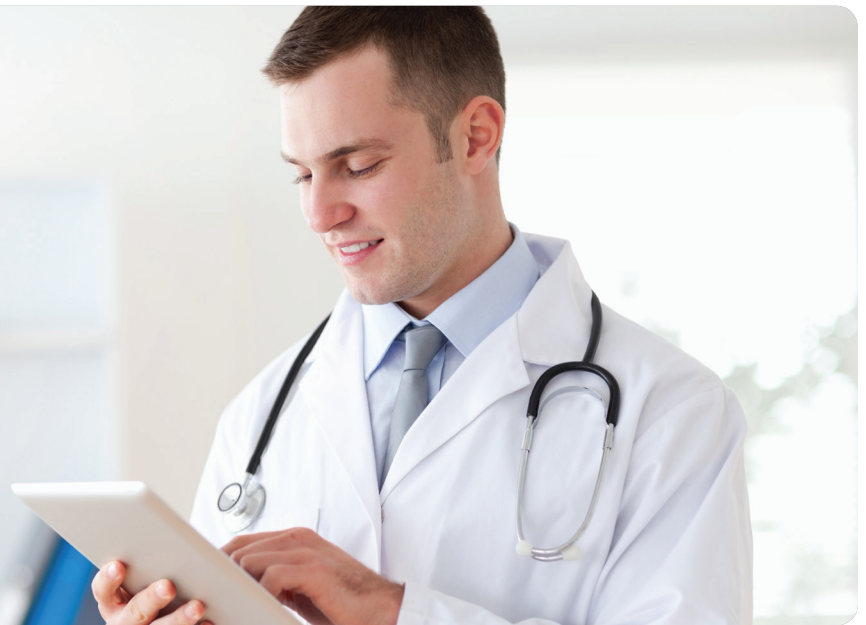


# HIM Workflow Manager Solution

Business Information  
Solutions

**RICOH**  
imagine. change.



Would faster, easier access to critical information improve quality of care?

How do you make hard copy documents readily available for caregivers?

**Ricoh offers a comprehensive scanning workflow solution that captures hard copy medical records, then indexes and stores the documents electronically.**

## **Gain more efficiency, electronically**

As regulatory compliance and emerging business challenges require more documentation, hospitals are drowning in paperwork. In fact, it's estimated that data and document demands are doubling about every 20 months.

A lot can go wrong in a paper-intensive environment. Tracking is limited, so documents are easily lost or misplaced. Retrieving files requires extensive labor resources. Plus, it's especially challenging to implement consistent, standardized processes for labor-intensive manual tasks. As a result, inefficient paper-driven processes can compromise workflow, data accuracy, and ultimately, revenue.

Paperwork and documentation aren't going away for hospital and clinical staff. Healthcare organizations need to find new, more efficient methods to minimize bottlenecks and enhance workflows, so the quality of patient care isn't buried beneath piles of paper, too.

RICOH® HIM Workflow Manager Solution – featuring DocuWare® Electronic Content Management (ECM) software – allows medical charts and other medical documents to be scanned, indexed and synchronized with patient metadata and stored electronically. As a result, caregivers and authorized users can access a wide range of information in real time at the point of care, or behind the scenes, in a single search for a patient's electronic file.

# HIM Workflow Manager Solution

## Transition from paper to digital

Less than 27 percent of hospitals employ an electronic health record system — and only about 11 percent have the ability to meet criteria for Meaningful Use legislation across all clinical units.\* With overhead costs for manually processing paper estimated at \$10 per page in a clinical environment, hospitals need a solution to help bridge the gap between current paper workflows and an electronic health records (EHR) system.

Ricoh HIM Workflow Manager Solution features DocuWare® ECM software – a solution that integrates seamlessly with Ricoh multifunction products (MFPs). Users can automate electronic capture processes in admitting, registration and throughout the medical records process — including electronic capture, deficiency management, unsigned orders management, legal medical record (LMR) consolidation, release of information (ROI) and more.

## Consolidate data and improve efficiency

When physicians or nurses treat a patient, they view key information on a medical chart. The patient's record, however, also includes advance directives, legal documents, test results, insurance information and more. DocuWare ECM software enables all of this information to be accessible electronically with ease.

Disparate data from multiple departments and sources can be integrated into one up-to-date electronic medical record. For example, hospitals may use medical records software specifically designed for the unique demands of the emergency room. This solution captures and indexes reports and records electronically, so they can be retrieved, viewed and shared almost instantaneously throughout the hospital.

## Meet requirements, exceed expectations

Ricoh HIM Workflow Manager Solution and DocuWare ECM software help improve efficiency for a variety of users and departments. For example, documents can be marked for coding. Once the medical record is complete, flagged documents are automatically exported for medical coding, which eliminates many manual, time-consuming tasks while ensuring faster, more accurate processing. It also digitizes and stores medical files to help create a clear audit trail for HIPAA and other regulatory compliance guidelines — including consolidation for LMR documentation.

Ricoh HIM Workflow Manager Solution meets requirements for Meaningful Use. It helps provide clear, documented continuity of care between caregivers or from one organization to the next. It minimizes redundancies and inefficient processes with a streamlined electronic workflow for more thorough documentation and collaboration – at a fraction of the cost of traditional, paper-based processes.

## A COMPLETE SCANNING SOLUTION THAT ALLOWS HARD COPY MEDICAL RECORDS TO BE:

- Scanned
- Indexed
- Synchronized with patient metadata
- Stored electronically



Only 26.6% of hospitals had any component of an EHR in 2011, up from 15.1% in 2010. As a result, only 11.2% of these facilities are able to meet the criteria for Meaningful Use across all departments. However, 86% of hospitals indicate intent to pursue HITECH incentive payments associated with Meaningful Use.

- Small, Nonteaching, And Rural Hospitals Continue To Be Slow In Adopting Electronic Health Record Systems - Health Affairs, April, 2012

## SOLUTIONS FOR:

### Admitting/Registration

- Insurance cards, IDs

### Outpatient Lab, Radiology, Surgery

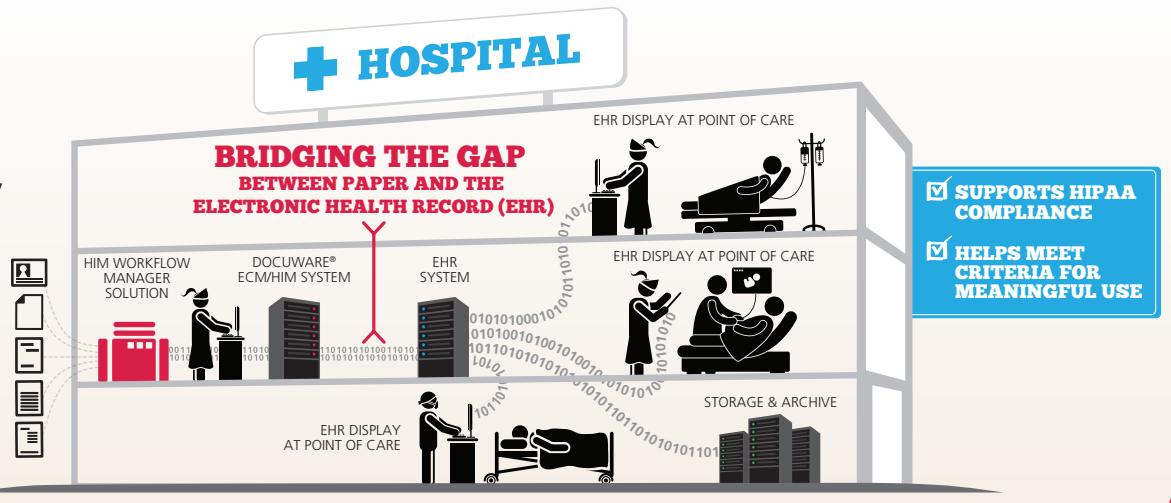
- Medical Records**
- Capture, Identification & Classification
- Deficiency Management
- Export to Coders
- Electronic Physician Signature

### Consolidating the Legal Medical Record

- Release of Information (ROI)
- Continuity of Care/Next Provider

### Business Office

- Explanation of Benefits (EOB)



Ricoh HIM Workflow Manager Solution featuring DocuWare® Electronic Content Management (ECM) software bridges the gap between paper and the EHR by providing tools for integrating, exchanging and exporting data to other systems in the hospital.

\* "Small, Nonteaching, And Rural Hospitals Continue To Be Slow In Adopting Electronic Health Record Systems" - Health Affairs, April, 2012

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