

Archiving Medical Records for a Biomedical and Public Health Research Agency



Digital Transformation of Medical Records

A National Biomedical and Public Health research agency was looking to digitize various medical records, clinical trial information, and notes for easier access. With notable discoveries in the scientific and medical field spanning over a century, this agency had an extensive historical backlog of information.

The major challenge this agency was facing was due to the various formats and types of documents they had stored away. A fair amount of prep work would be necessary before scanning, images would need to be enhanced for quality and sharpness, and the images would have to be named accordingly. Ranging from paper, magazines and newspaper clippings to books and CDs, having to normalize all of this information into a digital format would be incredibly labor-intensive and time consuming.

Streamlining the Digitization Solution

ARDEM developed a complete solution to ensure both speed and accuracy when digitizing delicate medical notes and documents. Inventory of boxes were cross referenced with a manifest to ensure each unique identifier matches the ones labeled on the boxes. Each box will contain a variety of different documents which needed to be prepped accordingly removing any staples, clips, or bindings while correcting any tears, rips and folds.

Key Benefits

- Let ARDEM prep your documents
- Extensive Quality Assurance
- High Data Security

Get the Most Accurate Document Conversion

- ⇒ ARDEM can provide scanning services and convert images to any format. Our Document Conversion Solutions team will prepare each document, scan, and index the image ensuring each is scanned with the highest quality.
- ⇒ Documents will be prepared with care, and scanned with speed and accuracy. Scanned images will be indexed and renamed, and delivered onto a portable drive.
- ⇒ Document imaging reduces the need for storage, and scanned images are easier to locate and use to check for compliance.

Documents were scanned and organized based on the detailed manifest sheet that outlines the contents of each box by folder, the order of each folder, and the naming convention for each box at the folder level. Once scanned, the documents were post prepped and returned to the original boxes in the same order that they were received. The digital images were run through OCR technology to create searchable PDF documents for easy reference.

Secure and Accurate Results

With multiple supporting references from previous or currently ongoing government contracts, the national research agency felt ARDEM was a very professional and responsive outsourcing company to handle their digitizing needs. All documents were returned in their original boxes in the same condition as they were received. Extensive quality assurance methods and highly compliant data security practices were two reassuring factors when working with ARDEM. Utilizing a double key entry and programmatic validation routines added multiple levels of ensuring accurate data. Data security was address at the employee, physical, and network level while maintaining both HIPAA and GDPR compliancy.

Supporting a 10-year on-going partnership, ARDEM continues to deliver both quality and success in digitizing historic medical and scientific records.



ARDEM has a GSA contract and has had positive experiences working with various government clients such as the US Army and Department of Defense!

About ARDEM Incorporated

ARDEM Incorporated delivers success companies looking to efficiently streamline their processes and improve ROI. We implement the world's most sophisticated Technology platform combining human interaction with advance technologies to automate business processes and lower operational costs.

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