

SECURE HIPAA RECORDS STORAGE

- Hospital
- Extended Care Facility
- Physician's Office
- University Health Center

PROBLEM

The university is required to keep files on all employees both full time and part time. They purchased a color coded filing system approximately 15 years ago and wanted to use the same documents and tracking system. The department had 56 five drawer lateral filing cabinets. Because of the demanding rules from HIPAA (Health Insurance Portability and Accountability Act) most of the records were required to be secured during and after hours. This required locking and unlocking each cabinet during the day and then locking them all at the end of each work day. This also required multiple sets of keys for the cabinets to be issued. This presented a security issue as some of the cabinet locks did not operate properly and the time required to lock and unlock the cabinets became very unproductive. Another major issue was the lack of expansion in the department. The department required a solution which addressed both the security and expansion issues.

OBJECTIVE

Implement a new high density mobile filing and storage system that greatly increases the number of files that could be stored in the university's existing space, while making files easier to find, improving security and giving access to the protected files throughout the day. Need a system that is interactive with a personal computer for future application of special programs.

SOLUTION

Surveyed the operation of the department and designed an electric high density mobile filing system to accommodate their specific needs. The system includes two letter size mobile carriages, one legal size mobile carriage single faced with full metal backs, and one single faced fixed carriage with full metal backs. Each aisle is protected by motion detectors and a floor level safety sweep. Each carriage can be independently programmed as a moving or stationary carriage. This allows the university to expand the system at any time with any desired result. Being able to lock out moveable carriages to become stationary was a big consideration in choosing our system design. The design of the system allows multiple accesses during working hours and the entire system can be locked and secured after hours. A simple swipe across the



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controller pad and you open one or all the carriages at the same time.

Gaining access to locked and protected files is but only a moment away. In the event of a power failure the system has a full battery backup module installed.

Making the system HIPAA compliant was pretty easy. We added some locking doors to certain units to protect really sensitive documents from prying eyes as they accessed the system. We also used locking roll out drawers for those special security needs instead of shelves on some sections.

In addition to the electrical mobile filing system the customer has upgraded his filing system using an installation of an on demand color coded labeling system with custom designed labels and colored end tab folders to greatly decrease the retrieval times of the files. The electrical high density mobile filing system can be integrated with a personal computer to control the system for advanced opening and tracking features. Bar coding and RFID tracking are planned for the future.

The system more than quadrupled their existing capacity and has dramatically improved the appearance and functionality of the department. The customer is extremely satisfied with the project from all facets.

