brother
at your side

PRIMAR
MED
Exc

Digitising Medical Documents and Test Results in the Laboratory

\ Introduction

Today's healthcare providers rely on fast access to critical medical data and patient records to provide quality care.

The process of digitising laboratory results, patient charts and other healthcare data onto a connected document management system provides near-instant visibility for authorised viewers responsible for patient care.

To protect this important and sensitive patient data, laboratory staff require secure, efficient scanning resources, and access to a cloud-based platform that ensures confidentiality and regulatory compliance.

By adopting the following scanning procedures and tools, you can take advantage of the latest secure scanning and platform practices to streamline the visibility of your critical laboratory data.

\ Why digitise laboratory records and medical data?

Once documents, records or results have been received in a medical laboratory, the race is on to securely deliver this important information to the necessary healthcare professionals. In some cases, health outcomes are dependent on the processing of information gained by laboratory testing.

By digitising your laboratory records, charts and results, your workforce is ensuring the secure delivery of this critical data.

The benefits of a professional scanning solution include:

1 \ Reduced Human Error

Lab results can be improperly filed or lost during transfer from one source to another. By digitising your medical documents, you're ensuring they're readily available on your connected platform

2 \ Increased Cross-Department Visibility

Digitisation provides easy collaboration between healthcare professionals and lab technicians, who can access, update and interpret patient data in real-time

3 \ Enforced Regulatory Compliance

Document management systems ensure compliance with industry privacy regulations by limiting unauthorised access to critical patient information

4 \ Security and Organisation

Reduce your paper trail and save on storage room by hosting data securely on a connected platform

\ The risks of paper-based processes

While efficient in the past, traditional methods of relying on paper-based processes in the laboratory present challenges and vulnerabilities that can be overcome by deploying a digital solution.

Limitations, issues and risks attributed to paper-based lab procedures include:

1. Inaccessibility: If a doctor or healthcare provider outside of your on-site location requests access to a record, the time spent finding and transferring the information can slow productivity and the efficiency of patient care. This could result in critical medical information or test results being delayed, potentially to the detriment of health or administrative outcomes

2. Limited storage capacity: Paper documents require filing cabinets and storage that can scale to unwieldy proportions relatively quickly. After a few years of operation, many labs face storage issues, with entire rooms dedicated to old paper records

3. Data breach, damage or loss: Paper documents are more vulnerable to damage, loss or access from unauthorised or unwarranted parties

4. Misinterpretation: Paper-based documents can depend on the legible handwriting of the professional who completed them and there is no way to guarantee that the writing will be universally readable. This can become problematic if critical data is misread

5. Data processing: The efficiency of transcribing or processing pertinent documentation is greatly reduced when contrasted against a digitally-scanned solution. The time and effort your workforce spends processing paperwork could be freed for more important tasks

brother

ADS-4900W

9:00 AM 01.01.2022

to PC   to Network   to FTP/SFTP   to Workflow

Settings   to Email Server   to SharePoint   +

Basic 1   Basic 2   Custom 1   Custom 2

\ 3 things you need to streamline documentation

Given the heightened efficiencies attributed to a document management solution, you may be looking to adopt one for your clinic. Here are three crucial tools you can deploy to safely and securely store your laboratory documents once they've been received:

1 \ A Scanner or Multi-Function Centre (MFC)

Critical for transferring your lab results and paper-based documents into a digital version, today's scanning technologies improve efficiency by providing fast, secure scanning of your critical data

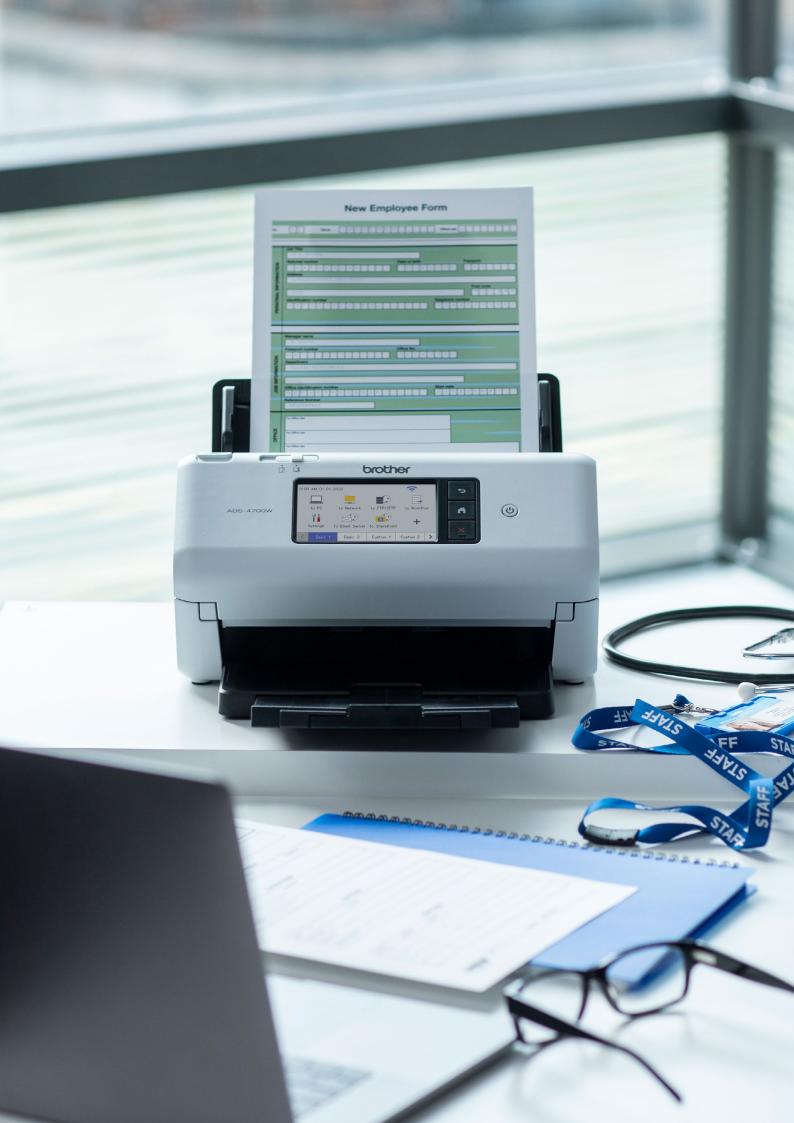**2 \ Optical Character Recognition (OCR)**

This technology provides accurate data capture, ensuring your old records and documents are digitised while retaining the exact information as their paper counterparts. OCR tech allows your scanned documents to be securely stored in order to protect sensitive data

3 \ Document Management Solution

Once digitised, your critical data will be instantly captured on a secure platform that provides end-to-end visibility for intended recipients, while protecting the privacy of your patients. A document management solution can relieve the worry of regulatory compliance by ensuring your medical records are stored with timestamps, and will alert your workforce of any outdated documentation that needs to be disposed

New Employee Form

PERSONAL INFORMATION

JOB INFORMATION

OFFICE

brother
ADS-4700W

9:00 AM 01.01.2022

to PC   to Network   to FTP/SFTP   to Workflow
Settings   to Email Server   to SharePoint

Basic 1   Basic 2   Custom 1   Custom 2

STAFF

\ How to get the most out of your digitisation tools

Scanners and MFCs can be used to accurately capture and manage patient information. Here's how to harness the versatility of today's digitisation tools:

One-touch scanning: High-speed scanners and MFCs allow the digitisation of patient records with the push of a button, saving time while minimising the risk of manual processing errors

Transmit patient information instantly: Integration between scanners and document management platforms means your scanned documents can instantly alert intended recipients, so that the right information is accessible by the right medical professionals

Set security access: Physical device access control can safeguard your critical data and allow you to select who can use your scanning resources. Internet Protocol Security (IPsec) ensures all transmitted data is encrypted, and Secure Print requires your authorised workforce to provide a password or tap an near field communication (NFC) card to release protected documents

\ An automated approach to data capture

Optical Character Recognition (OCR) technology can play a pivotal role in capturing patient data and digitising your paper records. Here's how you can leverage the power of this versatile software to enhance the efficiency[1] of your business processes:

1 \ Editable Text

Eliminate the risk of human input errors and update your records and patient data smoothly with this easy-to-use functionality. OCR technology can digitise your medical records as editable PDFs, so that charting or invoices can be updated when new information becomes available

2 \ Improved Searchability

The ability to tag your documents with a variety of easily-searchable keywords streamlines the retrieval process and helps your lab meet strict regulations

3 \ Virtual Storage

The digitisation of older medical records and invoices helps your lab with more efficient record keeping as well as increased data security

[1]Brother.com "Seeing the benefits of Optical Character Recognition." Retrieved from https://empowers.brother.com.au/2021/12/13/seeing-the-benefits-of-optical-character-recognition/

\ Increasing security and patient privacy

A document and content management solution[2] provides a digital workflow designed to streamline the scanning, sharing and management of your laboratory records, data and documents. This integrated architecture can accelerate your business process while adding additional security features to your critical patient data.

Deploying a document management solution gives you the ability to:

1. Store documents in a centralised location: Housing your critical data in a central platform protects your files from physical risks while keeping them under digital lock and key. Authentication protocols such as password protections and digital encryption ensure your files are protected

2. Improve your visibility: A shared content platform provides an easy audit trail for compliance purposes and allows all authorised healthcare professionals to view the lab results and records that power your business

3. Safeguard your information: By selecting who has access to your data and resources, you'll prevent manipulation and potential breaches. Establish access controls and user permissions with a degree of dexterity and oversight

[2]Brother.com "Document management solutions." Retrieved from Document Management System | Brother Australia

\ Brother supports your digitised business

Brother offers reliable business solutions, products and digital tools for your laboratory or healthcare business. Our continued commitment to furthering the efficiency of your digital solutions is highlighted by our array of resources, including:

1. Scanners: connected to laboratory networks allow your workforce to use a simplified, one-button scanning and archive workflow that will ensure forms are stored in the right digital location. This functionality allows authorised personnel from all departments to find them quickly and effortlessly

2. Multi-Function Centres: provide quick print, scan, copy and fax technologies designed to maximise your workflow with EHR-compatible devices. Configuration interface tools allow users to manage drivers and settings on multiple devices, to ensure universal functionality of all resources within your laboratory setting

3. Managed Document Solutions: consolidate your entire digital architecture into one singular platform. This centralised hub allows your workforce to integrate with the healthcare providers and personnel that drive the critical care outcomes your business relies on

To learn how Brother can provide a digital solution that can drive the efficiency of your business, visit our healthcare resource library. When you're ready to get started with a secure, reliable digital platform, contact us to request a complimentary print assessment.

brother

at your side

Connect with us to find out more

Brother
Empowers