

Document Management for Healthcare

A Total Solution from iGuana

Healthcare providers are under constant pressure to provide top-quality patient care. They also have to manage ever more sophisticated healthcare systems, such as HIS, LIS, etc. In addition, they have to process a growing number of documents on a daily basis. These documents can be in paper or electronic format and reside either inside or outside of their IT systems. How can healthcare professionals, working in such complex environments, take control and stay in control of all these documents?

Our Total Solution

The iGuana Document Management for Healthcare Solution covers all aspects of a healthcare provider's daily document-intensive processes. Digitize and centrally archive all your documents (invoices, lab forms, medical records, HR files, supplier contracts, etc.) and integrate them into your existing IT systems and workflows. Let your physicians and administrators have real-time access to key clinical and non-clinical information to make timely and informed decisions.



Why iGuana

With 30+ years of experience in electronic document management and unrivaled expertise in scanning and indexing huge volumes of documents, we are a market leader in the Healthcare sector.

We use our own proprietary software, iGuana iDM, integrate with key healthcare IT systems and provide, install and maintain all the required hardware as part of our total solution package.

We serve as one central point of contact for all your needs.

Solution Overview

With our total solution for healthcare you will be able to:

- Eliminate your dependence on paper – go paperless on Day 1
- Process and approve daily incoming invoices; capture data
- Archive purchase orders and manage contracts with suppliers
- Organize your human resource files for easy access and retrieval
- Digitize your entire archive of patient records; create EMRs
- Scan and process your lab test requests and other forms
- Access all documents through your HIS or other systems
- Have daily incoming mail scanned and routed to appropriate staff
- Scan X-ray and other films; make them available electronically
- Outsource your scanning to us, your experienced partner

Solution Components

Medical Records Scanning
Intelligent Lab Form Processing
Invoice Processing & Approval
Human Resource Document Management
Supplier Contracts & Purchase Orders

Services Included

Integration Services
Document Scanning Services
Installation & Maintenance Services
Security & Legal Compliance Assurance

iGuana

Key Solution Components & Services

Below is a brief description of the key components and services included in our total solution package.

Medical Records Scanning

Digitize your entire medical records archive and create electronic medical records (EMRs) for each patient. Through integration with your appointment scheduling system, you always know which patient files need to be scanned first. This means you can go paperless on Day 1.

Intelligent Lab Form Processing

Design lab test forms, create new versions of forms, scan, archive and post forms online for advanced ordering of clinical analyses. 100% error-free data are submitted to your LIS. Our solution is fully scalable and works even in fully automated, high-volume laboratory environments.

Invoice Processing & Approval

Scan all your invoices, extract data (e.g. invoice number, date, amount, VAT), and initiate an automated invoice approval process. Substantially shorten your invoice processing and approval times, never miss early payment discounts and execute proper liquidity planning.

Human Resource Document Management

Digitize and archive all your tax, sick leave and medical insurance forms, employee contracts, CVs, e-mails, and other HR documents. Capture data from these documents and archive them centrally. Obtain a unified view of your employees and create a complete electronic file for each.

Supplier Contracts & Purchase Orders

Centrally archive all supplier contracts, purchase orders and related documents in paper or electronic format, including e-mails, MS Office documents, etc. Create an electronic file for each supplier, accessible directly from your ERP's interface with a click of a button.

Integration Services

We have developed standard connectors to major healthcare IT systems. Obtain a unified, document-centric view of each patient, supplier, employee, or partner and easily integrate archived documents into your existing workflows and processes. View documents through your ERP's interface.

Installation & Maintenance Services

As part of our total solution package, we provide you with all the hardware (e.g. scanners) required to scan your documents and technical staff to install, maintain and repair it. We serve as one central point of contact for you for all your scanning and archiving needs.

Document Scanning Services

Outsource your document scanning to iGuaa ScanFactory. We can provide anything from high-volume, high-speed scanning (e.g. to digitize your entire patient file archive) to daily invoice and mailroom scanning services. Free up your time, save money and focus on your core business.

Security & Legal Compliance Assurance

Legal and contractual compliance is automatically maintained, whether the specific requirements involve revision-proof archiving, protection of sensitive data from unauthorized access, compliance with retention policies, or controlled destruction of data according to privacy rules.

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