

# STARTUP Checklist

## Document Solutions for Managing Medical Records

You need fast accurate access to a high volume of stored material, and better control of records circulation. Space-saving solutions that can recover as much as 70% of the floor space you now devote to records storage. These are just a few of the benefits the Performance team can bring to your new practice.

We specialize in bringing increased efficiency and productivity to hospitals and private practices all over the country. The experience of Performance Document Solutions along with the wide range and advanced technology of our products can provide a solution to any records handling need.

## THINGS TO CONSIDER before starting your practice...

### Chart Management & Filing Products

- What type of patient chart will work best for you — end tab or top tab?
- Do you know the advantages of using colored folders?
- Will you need dividers, filebacks, and fasteners to help organize your folders?
- Have you seen our new on-demand label printing system to speed labeling your charts?
- Are you considering the benefits of an electronic or paperless system?

### Chart Storage and Space Planning

- What type of filing equipment will be most efficient for your office?
- How much floor space will you have to store records?
- Vertical open shelving systems could double your capacity; do you have room for them?
- Movable systems save 70% of the space of file cabinets; will they work for you?
- Do you plan to store paper records or convert them to digital files for instant retrieval?

### Forms & Printed Materials

- Do you have or need to design a company logo?
- Have you determined exactly which office forms your practice will need?
- Does your practice use any promotional items?

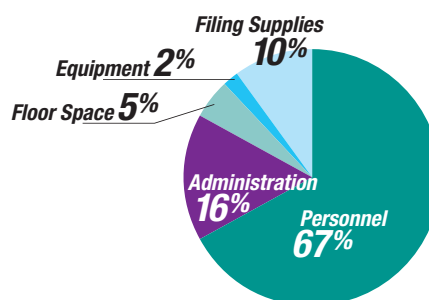
- Are you aware of the discounts we can provide by combining certain items?
- Would an On-line inventory system help you manage your forms inventory?
- Do you want to take advantage of free warehousing with next day delivery?
- What HIPAA compliance issues are of concern to you?
- Are you considering any type of an e-forms (electronic forms) printing system?

## A WORD ABOUT folders...

### A folder is a folder, or is it?

When starting your new practice, trying to save a few dollars on filing supplies could result in greater operating costs, and a decline in office efficiencies.

### Industry surveys indicate that 83% of managing your filing cost is labor:



It's critical that to begin your practice with the most efficient filing system available. Your Performance consultant can work with you to determine which system will work best for your operation.

The experience of the Performance Document Solutions team along with the wide range and advanced technology of our products can provide a solution to any records handling need.

**Contact your Performance Group filing consultant today to find out which system will work best for your new practice.**