



## Securely Manage Medical Records and Reduce Costs

### Key Features and Benefits

#### FEATURES

- Permissions and passwords secure records to the minimum-necessary requirements
- Access records from multiple locations
- Logs track record access and activity
- Documents maintained in native file format
- Disaster-recovery management

#### BENEFITS

- Lower operating costs
- Improved staff efficiency
- Access records faster
- Reduce risk of HIPAA violations
- Increased competitive advantage with better patient care

**Medical records are one of the largest costs of healthcare administration, and are also one of the largest risks to patient privacy. Creating, maintaining, and retrieving medical records is expensive in staff time, office space, and office supplies. Paper-based records can also be a HIPAA-compliance risk, as it is difficult to protect them from being changed or viewed without proper authority. Canon's digital office devices and software solutions help medical providers, clinics, and hospitals simplify records management, and assist HIPAA compliance officers in meeting privacy requirements.**

### Minimizing Business Risk with Electronic Files

Canon imageWARE™ scanning and document management software transforms vulnerable paper medical records into secure electronic files. Documents stored in imageWARE are accessible only to authorized personnel, with proper security rights. To ensure HIPAA-compliant security, imageWARE offers the following:

- User Name and Password verification
- Varying levels of permission to access data files based on individual need
- Authenticated network and Internet access to documents
- Audit trail and document-versioning capability to verify appropriate authorization
- Activity log monitoring to ensure non-repudiation
- Backup to your choice of storage to guarantee disaster recovery

### Optimize Your Records Management

Canon imageWARE is user-friendly. Simply use Scan Manager to OCR-scan existing patient records, complete with bar codes, and it will generate fully indexed, searchable records. Then view and update patient records with Document Manager. When documents such as lab results, prescription forms, handwritten notes, or billing statements need to be added, simply scan them into the electronic patient folder. Benefits include:

- Reduced costs for storage by storing millions of records in a small area
- Improved efficiency by allowing staff concurrent access to medical files
- Improved patient care with faster access to patient records
- Older records are instantly available, reducing time-consuming manual searches and retrieval from archives
- Patient records are complete—never worry about lost pages or files
- Reduce risk of accidental disclosures with high levels of document security

### imageWARE is a Long-term Solution

With storage capacities at a minimum of ten million pages for the Workgroup Edition,\* to a minimum of one hundred million pages for the Enterprise Edition,\* imageWARE is a long-term solution. Unlike some document management systems, imageWARE doesn't lock you into a proprietary file format—your files are stored in the original format. With over 250 recognized formats, you can easily integrate imageWARE with existing medical and business applications.

### Maximize Your Investment

With imageWARE, infrastructure and office equipment investments are optimized. imageWARE allows authorized personnel to access records securely from multiple locations—over the office network and the Internet. You can mark up documents with comments and then print, E-mail, or fax directly from imageWARE, securely and confidently. When you use Canon imageRUNNER™ digital office systems with imageWARE software, you have a complete office solution with advanced output and distribution capabilities.

\* imageWARE Document Manager 2002 version