

Medical Legal Scanning

Background

Informa have been providing services to the medical and general health sector for almost 15 years. Over this time we have completed scanning and document listing services in the following areas:

- Adoption Agencies, over 80,000 case files scanned across multiple agencies
- HSE Hospitals covering Accident & Emergency charts, Patient Files, Occupational Therapy & ICU charts, (thousands of charts & files annually)
- Private Consultants – Patient & Medical Legal files covering all specialty areas, Cardiology, Gastroenterology, Orthopedics, Plastics, Neurology etc (for over 120 Consultants nationwide)

The Process

A typical batch might consist of 10 boxes, containing 15-20,000 pages. The boxes, once collected, are registered into the Bureau and manually prepped with document identification and classification. They are then indexed or listed based on the Document Date, Document Type, Names (Author & Recipient) as shown below. Typically end to end it will take 5 working days to complete 10 boxes.

ItemID	26
Source	Dublin Medical Centre
DocType	Letter
DocDescription	Referral regarding: Mr X
DocDate	03 June 2009
Author	Dr Julie Smith (Dublin Health Centre)
Recipient	Prof. John Smith (Urologist, X General Hospital)
No of Pages	1
DocID	L0000RJY_0003

Legal Production

Once scanned and listed Informa will run an OCR process to make all documents 'text searchable' as PDFs or TIFFs, we can also produce the images paginated with the ItemID or DocID and linked to the main index ready for legal print and binding.

Item	Source	DocType	DocDescription	DocDate	Author	Recipient	Pages	DocID
1	X Hospital	Letter	Re: Copy of Medical Records of	26 November 2012	John Smith (Medical Records Officer)	Solicitor Y	2	L0000RJX_0001
2	X Hospital	Letter	Re: Referral Letter	29 November 2012	Mary Smith (Control Section)		3	L0000RJX_0002
3	X Hospital	Fax	Blood report of John Barry	07 February 2013	Solicitor Y	Solicitor M	1	L0000RJX_0003

