

## RESEARCH DEPARTMENT OF ARMY MEDICAL FACILITY IMPLEMENTS SPACE-EFFICIENT, COLOR- CODED, END TAB FILING SYSTEM

### Integrated Solution

- ◆ Records Management Consulting
- ◆ Space planning and high-density mobile system
- ◆ File conversion
- ◆ Color-coded labeling system

*"Very professional experience. The Project Manager onsite was very knowledgeable and friendly. Thanks for a great job."*



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different file types. A more organized cohesive system was needed.

### **CHALLENGE**

When a research department at a medical center that plays a critical role in patient care of wounded soldiers was forced to relocate to a new building they decided to evaluate their current records management system. Their current system was inefficient and labor intensive. The records were kept in separate areas throughout the department due to space constraints and there was no indexing to help differentiate between the

### **SOLUTION**

Southwest Solutions Group's Records Specialists assessed their current records management system and suggested implementing a centralized, color-coded labeling system with indexing using end tab folders. The client agreed and Southwest Solutions Group provided a team of conversion experts to provide a turnkey service to relocate, convert, and audit their files. Once the files were converted they were moved to the new office and uploaded onto a new Spacesaver High Density Mobile Filing System allowing for growth amongst each file type.

Now instead of having their records spread throughout their department the new records management system is centralized using Best Practices. This drastically has cut down on costs by virtually eliminating any misfiles by the use of color-coding and a more efficient, less labor intensive records management system has been created.

The final result of the entire project is a space saving, cost efficient, and compliant records management system that incorporates Best Practices.

