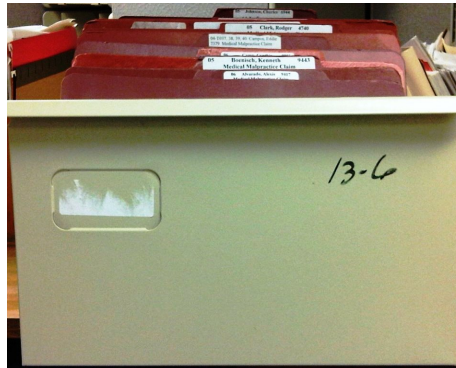


QUALITY MANAGEMENT DEPARTMENT OF A MILITARY MEDICAL FACILITY EXECUTES A COLOR-CODED, INDEXED, HIGH-DENSITY MOBILE FILING SYSTEM

Integrated Solution

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



CHALLENGE

A prominent military medical facility in San Antonio, TX was undergoing renovations which required the Quality Management Department to move their offices to a new building. Because of the move, they were

forced to re-evaluate their records management system. Their current filing system was outdated and inadequate with the use of a vertical carousel filing system. Retrieving and filing a record was time consuming and inefficient. The records housed in the carousel were filed by four different record types, and due to growth and space constraints, not all record types were filed together; which lead to excessive time required to find the needed records. The department definitely needed an updated Records Management System.

SOLUTION

Southwest Solutions Group's Records Management Specialists were contacted to evaluate the department's records management system. From the evaluation came the following solution – a centralized, space-efficient high-density mobile filing system that is color-coded and indexed.

One of SSG's Records Managers worked with each manager in charge of the different record types to design a custom color-coded indexed label for each record type. Once all the label designs were complete a team of conversion specialists performed turnkey services by relocating, converting, and auditing the files.

By using Best Practices, the end result is a cost effective, accessible, compliant, and space-efficient records management system.

