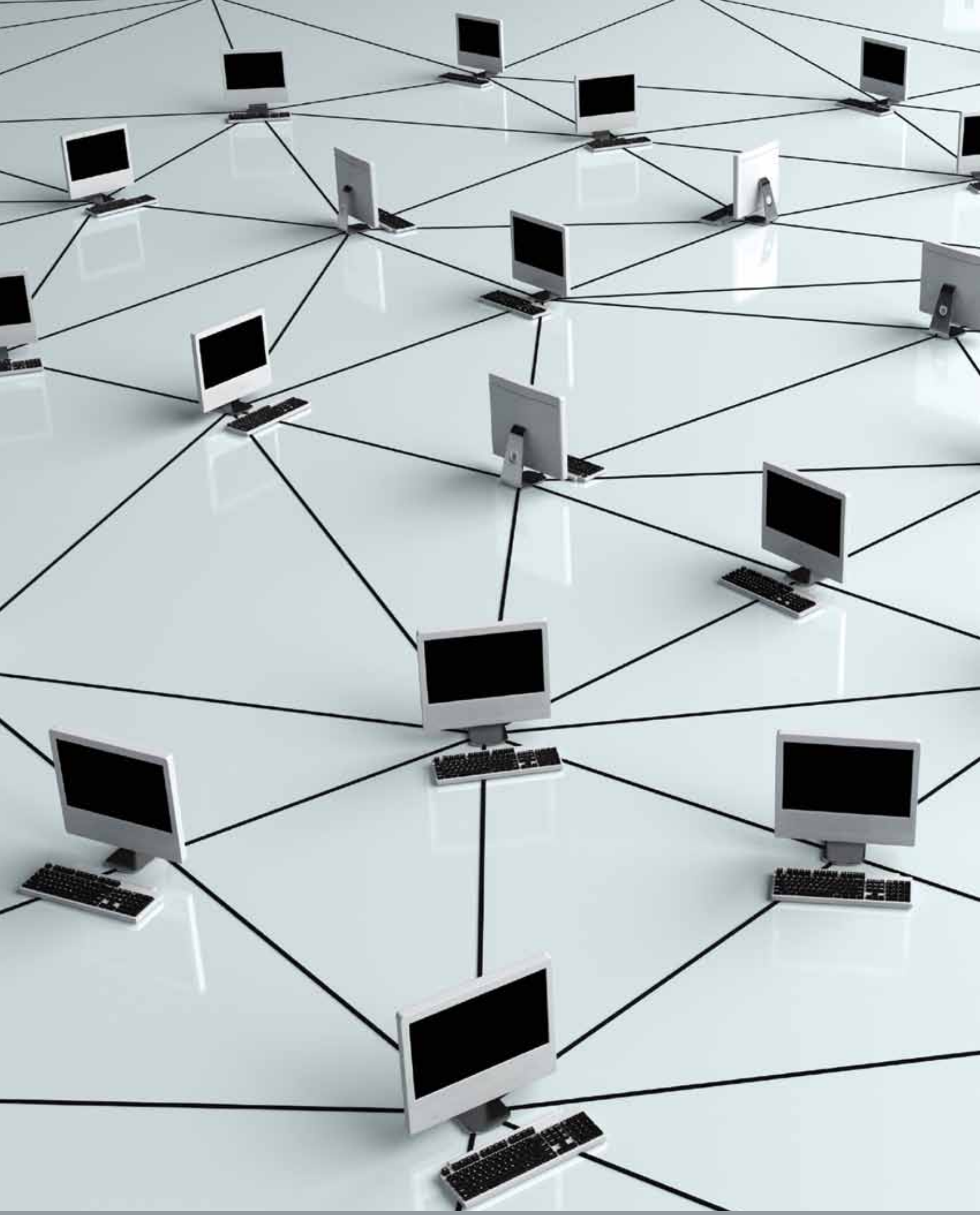
Enterprise Records Management System for Health & Human Services

TAB fusionRMS

Managing physical and electronic records together.™

TAB Technology Solutions



Enterprise Records Management System for Health & Human Services

People are counting on you. Health and Human Services personnel spend their days working to help society's most vulnerable members live more productive lives. The records you keep and the data you gather carry serious consequences and responsibilities.

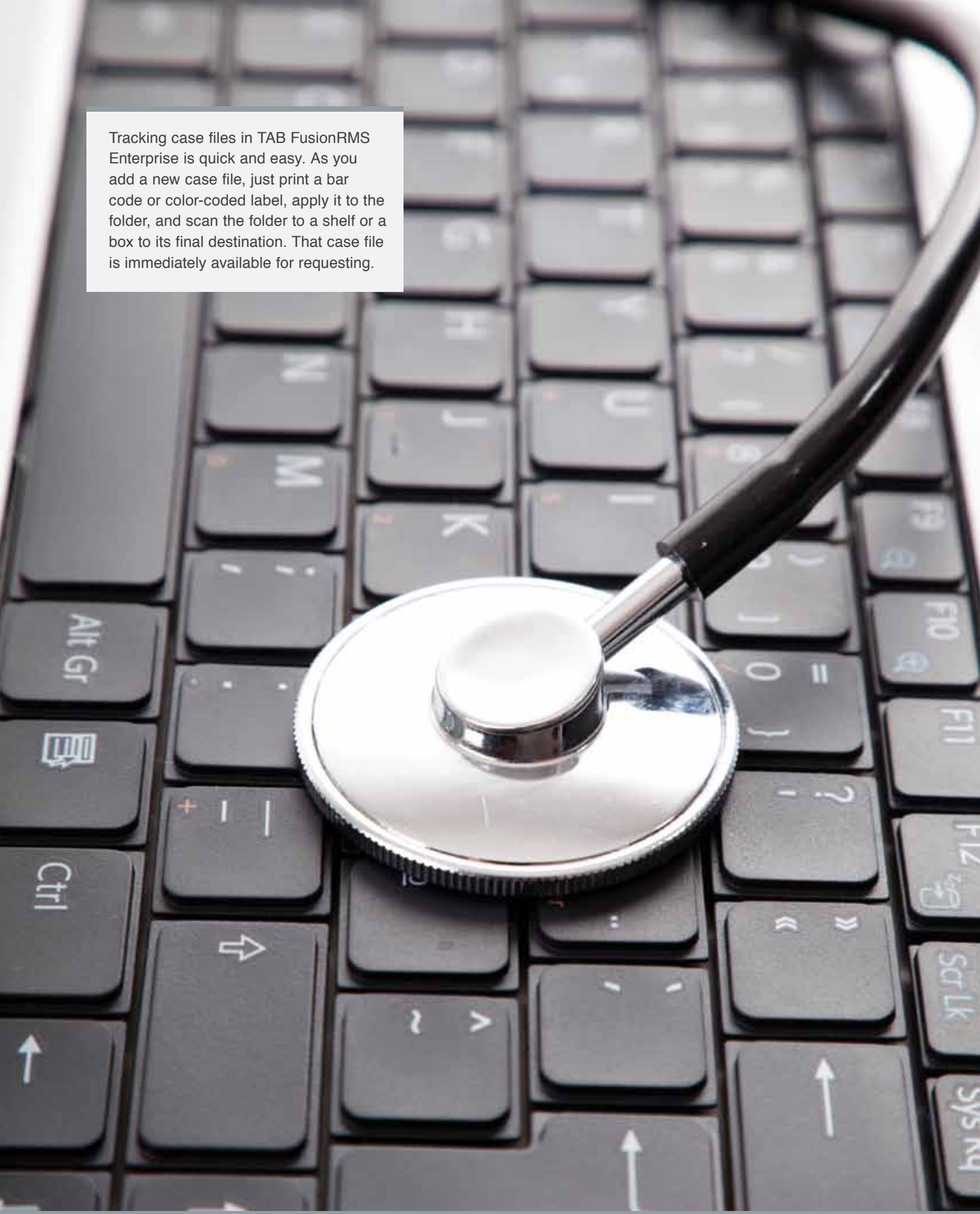
And every day you are faced with the daunting task of preserving these records, while improving public access to records, reducing costs, and improving the efficiencies in the management of your information. Not to mention the fact that the amount of information collected by your office or department can overwhelm even the most efficient organizations.

You need a system that handles case files from case initiation to disposition while maintaining necessary standards for tracking. You need improved, electronic access to information that makes retrieval and viewing of case folders and documents easy and secure. You need file transfer functionality that will guarantee lost or misplaced files will be eliminated with real-time reporting.

What's the answer?

Introducing TAB FusionRMS Enterprise for Health and Human Services, designed to help manage all records in a consolidated system. This product starts with the industry's premier technology for tracking and maintaining records in any form, either physical or electronic, and customizes it specifically to meet the unique needs of the Health and Human Services Professional.

TAB has long been the gold standard for tracking and maintaining records. This latest solution helps manage all of the key areas covered by Health and Human Services, including environmental and consumer health protection, children and youth, families and adults, elderly care and much more.



Tracking case files in TAB FusionRMS Enterprise is quick and easy. As you add a new case file, just print a bar code or color-coded label, apply it to the folder, and scan the folder to a shelf or a box to its final destination. That case file is immediately available for requesting.

TAB FusionRMS Enterprise for Health and Human Services is easy to deploy, learn and use. Here's how it can help you:

Provides a single solution for all your records

TAB FusionRMS Enterprise tracks records in any form, physical or electronic, giving departments a method to unify the entire spectrum of records in a single, comprehensive and easy-to-use system.

Reduces lost or delayed files

Real-time tracking information is available on all case files all the time, letting employees and team leaders know exactly where case files are located at any given time.

Court cases won't be compromised by missing or mishandled case files

Improves efficiency, effectiveness and reduces risk of mismanaged case file records through automation of the process that supports the workflow.

More flexibility

Helps case file workers, supervisors and administrators maintain control of case loads in all areas:

It's easy to request files from your desktop with TAB's Request tool. Just indicate the priority level, the date you need the case file and any additional request instructions for the records clerk.

Children and Youth

Adoption, Child Care, Child Protection, Child Support, Education, Family Support, Mental Health, Nutrition, Special Needs and Developmental Disabilities, Teen and Young Adult

Families and Adults

Adoption, Child Care, Child Protection, Child Support, Education Services, Employment Services, Family Planning Services, Health and Insurance Services, Housing and Homeless-ness, Income Support Services, Pregnancy and Maternity Services, Safety Services, WIC, Food Stamps, Vital Records Services

Elderly

Family Support Services, Care in Facilities, Community Services, Health Services for Older Adults, Housing Services, Income Support Services, Living at Home Support, Senior Rights Protections

Health

Child Health, Insurance Services, Nutrition, Diseases and Conditions, Mental Health, Personal Health, Prevention and Wellness, Pregnancy and Women's Health, Public Health Records, Substance Abuse Services, Medicaid, Medicare.

TAB FusionRMS prevents lost case files. Employees are required to acknowledge receipt of a case file by scanning the bar code. If the case file is not scanned within a predetermined timeframe, an email notification is sent to the employee and supervisor, ensuring compliance and reducing lost files.

Industry-Leading Functionality

Here are some of the key functionalities of TAB FusionRMS Enterprise for Health and Human Services:

Identify and track the location and status of case files with real-time reporting from case initiation to disposition while maintaining necessary standards for tracking case files. The product is set up to contain cases: physical files, transfer status and locations (places or employees).

Create formatted reports containing specific information, such as case files not received, cases in transit or case files overdue.

Configure the system to the needs of each office, rather than the employees having to adapt to the restrictions of a static application. Each time a user logs on, he or she sees the task list, which acts as a reminder to keep employees and team leaders from encountering any potential backlog problems.

Case Tracking, a team leader can monitor and manage case files by assigning them to specific employees.

Finding case files requires only a few key words or a case file number. After a user enters the desired search criteria in the find field, such as case file number or case description, the find function will automatically scroll to the record, which lists the exact location of the case file.

Labels can be printed for case files without having to enter additional information. With just a few clicks, an employee can **find, transfer or request a case file**; view and print the documents within that case file; and manage workloads. Another way that the team leader can manage the circulation of case files is by adjusting the number of days case files can remain in a location or with a team member.

Express scanning and document imaging enables users to access documents directly from their workstation. In an imaging application, the user is able to find and use documents on their own and the re-file process is completely eliminated. When images are scanned with a bar code header sheet, the images are indexed in the correct folder by document type and are ready for immediate use.To protect against electronic documents being accidentally or intentionally altered, **all modified documents are saved as new documents**. Therefore, an original electronic document cannot be altered or modified. This protects the department and its critical documentation.

Additional features include: On-demand color labeling, snapshot, FB/OCR and web access thin content provider.

Our team of professional and accredited support and service personnel provide a complete suite of support services designed to help you implement at your pace. From accessible tech support, to developing completely customized solutions, the TAB team is ready to help you meet your goals.

Ready to Take the Next Step?

The Industry's Leading Solution Combined With the Industry's Best Service.

Imagine finding the solution designed to help you quickly and easily meet your needs. Imagine a complete support and training infrastructure standing by to help you meet your needs. Call TAB today to explore the ways we can bring your records management vision to reality.

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