



## A Polar Imaging Case Study:

**Client:** Hospital in Ontario

**Product:** Data Analysis Scanning Services

**Industry:** Healthcare

**Usage:** Medical Records

### Background

Open in 1954, the hospital had been continuously accumulating paper files, and had finally decided they wanted to have it all scanned and digitized.

### Situation

The hospital had a very large volume of records (upwards of 400 banker boxes). Many of those records were past retention or approaching retention, but they were filed all together with the records that had to be scanned. The hospital had limited resources and was not able to go through the files and sort out what needed to be scanned and what needed to be destroyed.

### Solution

In order to maximize their budget and clear out their file room, the client used our Data Analysis services to take care of their files. They gave us all of their files and we sorted them into 3 separate categories.

Our client had a 15 year retention rate and did not want to keep any files that were older than that. We collected all of their files

that were past retention, made a report of all those files and then destroyed them.

When we pull records to be destroyed, we documented each file and provided the client back with an audit report for their records.

Our client did not want to scan any documents with only 3 years of retention left. We took all of those files and put them away to be stored until retention was met and the files could be destroyed.

We then took all of the rest of the files and scanned them for the client to be available in a digital format. From 400 banker boxes, only around 200 boxes had to be scanned.

### Benefits

By using our Data Analysis services, our client was able to save an enormous amount of time by not having to dedicate their own staff and resources to sorting through their files themselves. They just sent us their files, and our staff did all of the sorting for them.

By using having us sort through their files, our client was also able to save a significant amount of money since they only ended up scanning half of the files they provided us.

Our clients were able clear out a large amount of space in their facility since they are no longer storing files they don't need and they are having documents they use be scanned and made available electronically.

### About Polar Imaging Inc.

Started in 2001, Polar Imaging is a leader in document management and scanning,

delivering a broad spectrum of electronic content management solutions, fully customized to fit the needs of our customers. Polar Imaging also specializes in cloud backup and recovery, unlike any other provider in the region. Its unique services offer a customer experience that surpasses all others.

Capture. Manage. Automate.™