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## Los Angeles Habilitation House

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### **Manage your documents online with Rxchive.**

A password-protected, secure Web site gives authorized users unlimited access to a virtual repository of documents, available at their fingertips 24/7. This online capability enables multiple users to collaborate from different locations, strengthening communications and productivity.

Files created by LAHH&PHCNW's Rxchive can be viewed and downloaded quickly - saving significant amounts of time, space and money.

The biggest advantage of using Rxchive is the ability to view the documents that you currently have stored and convert them to a digitized format only when you need it.

The on-demand Rxchive feature is designed not only to provide an economical, secure records management for physical files, but also to provide the records imaging when you need it. This avoids the digitizing cost during retention period without real demand.

- **Unlimited access in a secure environment**
- **Multiple authorized accounts can view documents**
- **Intuitive search capability**
- **Quick downloads in PDF or Tiff format**
- **Online records requests**
- **No mailing, postage, copying or delivery charges**
- **Never lose a document or a page**
- **Effective communications tool**
- **Individual customer data base with customized forms and policy distribution**
- **Redundant data center for maximum uptime**
- **Ability to attach current Office files to imaged records (always up to date)**
- **Built in retention policy builder manager**
- **Multiple security level setup for users**
- **Applicable across all industries**

Records imaging solutions that works for your business.



## Flexible solutions for your business needs

Imaging is an effective solution for permanent retention requirements of documents as well as aging documents with long-term retention requirements (greater than 5 years). Documents that require frequent access by multiple users from different locations are best candidates for imaging.

### **1. How long do records need to be retained?**

Generally, records that are permanent (retention periods exceeding 5 years) are more cost effective to retain in electronic form.

### **2. How often are records accessed?**

Records that have a high rate of access are easier and faster to retrieve when in electronic format.

### **Records Management Medical records imaging**



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