



3M™ ChartReserve™ Software



- Track chart reservations
- Improve customer satisfaction
- Reduce response times
- Manage overlapping requests

Request. Reserve. Respond.

3M ChartReserve Software identifies, tracks and manages chart requests. 3M ChartReserve offers high performance and accuracy in managing the critical steps in your chart reservation process, giving you more time to handle patient needs.

The 3M advantage

- Manages requests for charts within a facility or enterprise
- Interfaces with your appointment scheduling system—giving fast and accurate responses to chart reservations
- Improves service to requesting departments
- Reduces response times and request backlogs
- Manages conflicting or overlapping chart requests

3M ChartReserve at work

Ohio State University Medical Center (OSUMC) was challenged with multiple requests for the same records. “We couldn’t track where the record was located and who needed the record to complete their job duties,” recalls Kaye Vahalik, project manager for the medical information management department at the facility in Columbus, Ohio.

With 3M ChartReserve Software, OSUMC staffers don’t have to return to the information management department to make multiple requests for unavailable records. Now they can place reservations on the record. When the record becomes available, requestors are immediately notified. With 3M applications, Vahalik observes, OSUMC has saved valuable staff time, resulting in demonstrable labor cost savings.

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Features

- Tracks and manages chart requests, including reservations for volume folders or specific encounters
- Details of all pending requests, sorted according to priorities (such as “routine” or “STAT”)
- Highlights conflicting or overlapping requests between patient care or research reviews
- Provides access from any workstation on the network
- Generates pull-lists on demand by user-defined criteria

Integration

3M ChartReserve is designed to integrate with many other 3M products, including:

- **3M™ ChartLocator™ Software**—Permits users to manage conflicting or overlapping requests and to check out records that have been reserved by 3M ChartReserve.
- **3M™ ChartRelease™ Software**—Enables users to reserve medical records for release of information purposes.
- **3M™ ChartLine Software**—Interfaces with automated appointment scheduling system.

Reporting

- Generate chart reservation pull-lists on demand by user-defined options including dates, specific location or group of locations and priorities
- Produce management reports
- Create custom reports with the application’s *ad hoc* report generator

Security

To maintain appropriate access to sensitive data, 3M applications provide user-specific security features:

- Individual user ID and password logon
- Automatic logoff after user-defined period of system inactivity
- Facility-defined access levels
- Audit trail capabilities within the application that provide detailed information about user activity
- Integration with security features of industry-standard servers and databases to capture additional audit data

Technology

Built on platforms designed to enhance current operating environments while remaining open to future technology, 3M solutions are:

- Compatible with industry-standard technology, such as Microsoft® Windows® 2000 and XP
- HIPAA-enabled applications that operate using today’s standard PC and networking technology

Call today

For more information on how our solutions can assist your organization, contact your 3M sales representative, call us toll-free at **800-367-2447**, or visit us online at **www.3Mhis.com**.



Health Information Systems

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