

## 3M™ ChartReserve™ Software

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

### **Request. Reserve. Respond.**

**3M ChartReserve Software helps you identify, track and manage 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 challenge**

In paper and hybrid paper/electronic environments, the patient's record must be shared with many individuals in order to document care, make care decisions and complete administrative tasks. HIM departments often receive multiple requests for the same record both during and after the care encounter has occurred. They must track where the physical record is located and who needs access to the record next in order to complete their duties.

### **The 3M solution**

With 3M ChartReserve Software, individuals who need access to the chart don't have to return to HIM to make multiple requests for unavailable records. Now, they can place reservations on the record. When the record becomes available, requestors are immediately notified so they can retrieve the chart. The reservation process saves staff time, resulting in labor cost savings.

3M ChartReserve is a software tool for identifying and reserving charts that different locations in the facility have requested in advance. This software is designed not only to reduce the time spent pulling groups of records for a requestor location, but also to show request priority by location. With 3M ChartReserve, you can print reservation slips and reservation reports to assist staff in locating and retrieving charts.

3M ChartReserve works with the **3M™ ChartLocator™ Software** and is not available without it. With 3M ChartReserve, you can track which charts should be pulled for patient appointments and you can see which location or provider needs the patient chart next. When chart requests are charged out in 3M ChartLocator, a notification appears when a reservation conflicts with a chart's current location.

# 3M™ ChartReserve™ Software

## The 3M advantage

3M ChartReserve Software helps you identify and handle patient chart reservations requested by providers, departments or affiliated facilities.

The software:

- Manages requests for charts within a facility or an enterprise
- Interfaces with your appointment scheduling system—giving fast and accurate responses to chart reservations
- Reduces response times and request backlogs
- Manages conflicting or overlapping chart requests
- Serves as a reservation priority system to handle both routine and “STAT” requests

## Benefits

- **Improved patient care and customer service:** The built-in priority system helps you deliver patient charts to the right location at the right time.
- **Reduced request backlogs:** Streamlines the entire request process so you fill chart requests accurately and on time.
- **Enhanced productivity:** Because 3M ChartReserve works with 3M™ ChartLocator™ Software, you spend less time manually searching for charts to satisfy reservation requests.

## Integration

- Tracks and manages chart requests, including reservations for volume folders or specific encounters
- Shows 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

## Secure technology

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

- **3M™ ChartFact™ Software/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 and track requests for release of information purposes.
- **3M™ ChartLinc Software**—Interfaces with automated appointment scheduling system.

## Reporting

3M ChartReserve provides a number of reports designed to help you keep your chart reservations process efficient. Available reports include:

- Chart reservation pull-lists generated on demand by user-defined options, such as dates, specific location or groups of locations and priorities
- Management reports for reviews and audits
- Standard reports include active requests summary graph, purged reservations, required return chart list, reservation slips, and turnaround time statistics
- Custom reports created with the application’s ad hoc report generator

## Call today

For more information on how 3M solutions can assist your organization, contact your 3M sales representative, call us toll-free at **800-367-2447**, or visit us online at **[www.3m.com/his](http://www.3m.com/his)**.



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