



**OPTICAL ARCHIVES**  
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## **I. CLOUD BASED SHARED IMAGING TECHNOLOGY SERVICES FOR HOSPITAL FINANCE DEPARTMENTS**

### **A. MANAGING ACCOUNTS PAYABLES**

Every two weeks Optical Archives picks up the checks, purchase orders and related checks and invoices from a numbers of hospitals. The documents are scanned and uploaded to a website cloud which the clients can access from any location.

Multiple levels of passwords are required for authority and access to the site. The documents are indexed by check number, vendor number and name. No IT department personnel is required since the software runs directly from the Internet website. No faxing is necessary since all the images can be emailed as Adobe Acrobat files.

After scanning the documents all the files are processed with Adobe Optical Character Recognition(OCR) software with the result that any word in a document can be found in a few seconds. For example, instead of reading a fifty page invoice in search of a particular line item, the user just enters the word in a box and the software will find it immediately. In a few seconds you can email the entire fifty page document instead of faxing it.

Officers of the company can be given access to the documents without the need of calling someone in the accounts payable department to find a document they need. They can access the documents any hour of the day from any location in the country. Since the images of all the documents are converted into text, any misfiled documents, such as a purchase order placed behind the wrong check, can now be located by the Adobe optical character search engine.

Current users include NY Downtown Hospital, Sound Shore Hospital (New Rochelle, NY), Northern Westchester Hospital (Mt. Kisco, NY), South Nassau Communities Hospital (Oceanside, NY), Mt Vernon Hospital, Lutheran Care (New Rochelle, NY), Interfaith Medical Center (Brooklyn, NY) and Lawrence Hospital (Bronxville, NY).



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### **B. PATIENT ACCOUNTING DAILY CASH SHEETS**

The daily cash sheets are picked up weekly and scanned. They are indexed into the following categories: cash log, patient payments, General Ledger, checks received, CPU remittance reports and Empire Blue Cross. The files are processed into Adobe OCR readable PDF format. More than 16 employees use our software in one hospital to discuss payment/reimbursement issues with insurance carriers.

The recovery rate and efficiency of the employees improved dramatically since they could email instantly the requisite files to the insurance carrier. In the past they had to call back to a new agent to discuss the same issue all over again since they were missing certain requested document.

Users include Northern Westchester Hospital(Armonk, NY), Mt Vernon Hospital, Sound Shore Medical Center(New Rochelle,NY), and Lawrence Hospital (Bronxville,NY)

## **II. NON CLOUD IMAGING TECHNOLOGY SERVICES FOR HOSPITAL HUMAN RESOURCE, PAYROLL, RESIDENCY, CREDENTIALS AND MEDICAL RECORDS**

### **A. STAFF CREDENTIALS, HUMAN RESOURCE AND RESIDENCY DOCUMENTS**

#### **Weill Cornell Medical College, Office of Faculty Affairs.**

We scan the paper documents of the new residents each year. We have also supervised the conversion of over 400,000 microfiche records to Adobe PDF images on CD.

#### **Northern Westchester Hospital**

The credential files of all staff members are kept current each year. Tabs include the following categories: Initial Appointment, Reappointment, Quality, General, and Miscellaneous.

#### **New York Downtown Hospital**

We have scanned the human resource records of all former and now terminated employees.



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### **B. MEDICAL RECORDS**

Medical records include physical therapy charts, EKG charts, stress tests, Echo cardiograms, pulmonary charts, laboratory records, and emergency room charts.

New York Downtown Hospital; St. Johns Riverside Hospital(Yonkers, NY);Sound Shore Hospital; Dobbs Ferry Hospital (Dobbs Ferry,NY);Yonkers General Yonkers,NY); and Northern Westchester Hospital(Mt. Kisco,NY).

### **C. EMPLOYEE PAYROLL RECORDS**

The payroll history with the associated tax information have been scanned and the data assembled into a master database for calculating pension of hospital employees. Over twenty five years of data was required by one hospital.

Beth Israel Hospital(NYC, NY); Sound Shore Hospital;South Nassau Communities Hospital(Oceanside,NY); and New York Queens Medical College(Queens,NY).

## **III. RFID TECHNOLOGY - TAGS TO CONTROL EXPIRATION DATES ON MEDICINES**

This system was developed by Eugene Singer for the needs of the pathology department at Northern Westchester Hospital, Mt. Kisco, NY. The system is presently being tested with RFID labels with expiration dates preprinted on labels and encoded into the chips in the tag. The tags cost 25 cents a piece and can easily be stuck onto the top of a cap of a plastic container for reagents other chemicals supplies. Unlike barcodes the radio frequency in the chips can be read at a distance of three feet and the expiration date verified in a few minutes for an entire store room ten feet by ten feet.

This product is distributed by Optical Archives and A.C.C. Systems from Bohemia, NY. ACC Systems recently supplied NASA with RFID readers for use by the astronauts on the space shuttle.



### III. RFID TECHNOLOGY - TAGS TO CONTROL EXPIRATION DATES ON CHEMICALS AND MEDICINES (Continued)

## Safe Medicine Monitor System (SMMS)

The SMMS automatically identifies expired meds and other items with expiration dates from store room shelves thereby eliminating the dire consequences to patients and hospital administration.

The SMMS is quickly and easily installed and integrated into any existing hospital system. The only components in this simple system are the radio frequency date labels which are the size of a postage stamp, and a handheld label sensor also known as an RFID scanner. Once per month or at any other designated period, the dates on the labels are read by the scanner and compared with the current date (or any other desired date) and identified as either expired or not expired.

And because the meds are tagged with RFID labels and not barcodes, an entire store room can be scanned and verified in just a few minutes saving precious time and eliminating the chance of human error.



RFID Label Printer



RFID Label with computer chip



RFID Scanner