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FOR IMMEDIATE RELEASE

A STITCH IN TIME SAVES NINE AT LEEDS MENTAL HEALTH TRUST

Time is a valuable commodity for any organisation, but when that time is used to look after people with special requirements, then it is doubly valuable. So when finding files takes longer than it should and reduces the time dedicated to patients' wellbeing, then action needed to be taken.

In the Occupational Health Department (OHD) of Leeds Mental Health Trust, this was exactly the situation they had found themselves in - too much time was being spent when it came to locating their Leavers files. The problem was not only was that of space but that the files were also often stored at one of the other 50 sites that the Leeds MHT operates from across Yorkshire.

A solution to this problem needed to be found which would allow quick and easy access to the information from any of the sites. Fortunately, Leeds Mental Health had had a very positive experience with their HR records, they knew that scanning and indexing the documents would be the perfect answer for their Leavers files as well. In addition, there would be the space and time saving, as well as improving efficiency.

As you might imagine in such a sensitive area, there were certain special requirements. Security was a high priority and concern, both when collecting and transporting the files as well as during the scanning process. They also needed to be individually found, collected and sorted before scanning could take place and the scanned documents then needed to be returned in a specific format which could be uploaded into their system. Fortunately, Preview who had carried out the HR Records scanning previously, was asked to return to take on the task. Since Preview have security vetted staff, the confidentiality and security element was never going to be a problem.

As the work got underway, Preview staff travelled to each of the sites where the records were kept in order to find and pull the files that were to be scanned. The scanning itself was then done in conjunction with an indexing programme - this was to ensure that they could be instantly located, and a number of different filing tags were incorporated. The records were then returned in the digital format required to allow them to be safely introduced into the Trust's computer systems.

The full service that Preview offered made the whole process easy and painless with little disruption and now the staff can locate files in an instant online through their secure network.



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About Preview Services

Preview Services Limited (www.previewservices.com) is a specialist provider of outsourced document management services to businesses and public organisations of all sizes. Clients include major sales and leasing companies, airlines, engineering firms and government agencies.

Based in Hanworth, Middlesex the Company operates one of the UK's leading document scanning bureaux and is developing innovative and cost saving solutions for document management.

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