Hospital Case Study

CASPER CORPORATION, A SYSTEC PARTNER MERGES, CONVERTS HR RECORDS WHEN HOSPITAL JOINS NATIONAL HEALTHCARE SYSTEM.

Integrated Solution

Records management consulting
Numeric labeling system design
High-density mobile storage
Filing supplies and labeling software
Staffing for conversion, interfiling and back shifting

More Satisfied Customers

Kaiser Permanente
Froedtert Memorial Lutheran Hospital
Duke Medical Center
Kettering Medical Center
VA Hospital, Cleveland, Ohio

CHALLENGE • When Michigan-based Mercy Health Services merged with Indiana-based Holy Cross Health System to form Trinity Health, the country's fourth largest Catholic health system, the Corporate Retirement Plans area needed a way to merge confidential employee records. Moving 39 cartons of records between the two states and combining them into the corporate office's central files was a big task, but that was only part of the challenge. Holy Cross Health System had more than 6,000 alphabetized records spanning 40 years that had to be integrated into Trinity Health's numeric filing system.

SOLUTION • A Michigan-based SYSTEC representative provided total project management including consulting services, supplies, additional equipment, and even onsite, short-term staffing, to integrate the two filing systems. Alphabetized files were shipped from Holy Cross Resources in South Bend, Indiana to Farmington Hills, Michigan, for conversion into numeric files that matched Trinity Health's current file system design. Using Holy Cross Resources' database of employee records, a new six-digit numeric identifier was created for each alpha file based on the employee's social security number. The 6,150 documents were then transferred to numeric, color-coded folders, and carefully interfiled into Trinity Health's central file system. The entire system was then back-shifted to allow for proper spacing. To meet ongoing filing needs, software was provided to create color-coded strip labels on-site. A high-density mobile storage system located at Trinity Health was expanded to allow for the increased capacity requirements.

"I am amazed how seamlessly the transfer was handled by your staff. The numeric system truly saves time in filing and identifying misfiles."

– Sharon Barnum, Retirement Plan
  Coordinator