

MedFORCE Scan Conversion Procedures

MedFORCE Technologies recommends the following procedure for converting from paper filing to our paperless filing system. Every office operates differently, so you may choose your own method.



Stop filing your paper documents!



Convert as you go! Start using MedFORCE Scan the first day you install it.



Archive your original papers. Once scanned, archive or shred all original documents.



Never re-file documents. When done with a paper file previously pulled for use by any department, scan the patient file and don't re-file the papers. This eliminates having data in both the paper and digital file.

Conversion Tips

Have someone prep the paper files first by removing all paper clips and staples.
No need to convert all patient files at once - scan patient files as you use them.

NEW Documents for NEW Patients:

Scan all documents directly into MedFORCE Scan

NEW Documents For EXISTING Patients:

Pull the patient file and scan complete file along with the new documents into MedFORCE Scan

BACKLOG of Patients With No Current Activity:

Pull patient file and scan as extra time permits. Use of MedFORCE Scan will cut employee filing time by 40-50%. This time can be used to scan any backlog of patients.