

## Digitech's Solution for HIPAA-Enabling Functionality

PaperVision Enterprise and ImageSilo are flexible document and content management solutions that will significantly assist any healthcare organization in attaining HIPAA compliance. With their powerful feature sets, PaperVision and ImageSilo address the specific concerns brought to the forefront by the Privacy Rule changes in the healthcare industry. The table matches key features and benefits provided by PaperVision Enterprise and ImageSilo with the specific HIPAA concerns they help to address.

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**HIPPA Concern:** Disclosure Tracking

**PaperVision Enterprise/Image Silo Feature:** Enhanced Auditing

**Advantage/Benefit:** Force user to track critical information about every disclosure including a general purpose disclosure reason.

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**HIPPA Concern:** Disclosure Tracking

**PaperVision Enterprise/Image Silo Feature:** Manual Disclosures

**Advantage/Benefit:** Patient data released during a phone call or in office consultation can be tracked quickly and easily

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**HIPPA Concern:** Disclosure Tracking

**PaperVision Enterprise/Image Silo Feature:** Document Grants

**Advantage/Benefit:** Documents can be posted to a secure, web-accessible location combined with password security for disclosure to out-of-office parties.

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**HIPPA Concern:** Protected Disclosure

**PaperVision Enterprise/Image Silo Feature:** E-mail Auditing

**Advantage/Benefit:** E-mails sent from the system are recorded in the system reports and the system can be configured to force a disclosure reason to be entered prior to sending the e-mail.

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**HIPPA Concern:** Protected Disclosure

**PaperVision Enterprise/Image Silo Feature:** WorkFlow

**Advantage/Benefit:** Can restrict security levels to allow individuals to see only the portions of a patient's information that they need to perform their function.

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**HIPPA Concern:** Protected Disclosure

**PaperVision Enterprise/Image Silo Feature:** Document-level Security

**Advantage/Benefit:** Specific records can be filtered for viewing by specific individuals only.

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**HIPPA Concern:** De-identification

**PaperVision Enterprise/Image Silo Feature:**Redaction

**Advantage/Benefit:** User-level settings control whether or not a user can turn off redactions to reveal PHI.

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**HIPPA Concern:** De-identification

**PaperVision Enterprise/Image Silo Feature:** Redaction

**Advantage/Benefit:** Set redaction colors and styles so de-identified portions of a document blend seamlessly into the background.

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**HIPPA Concern:** De-identification

**PaperVision Enterprise/Image Silo Feature:** WYSIWG E-mail and Printing

**Advantage/Benefit:** Redactions remain in place when e-mailing and printing

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**HIPPA Concern:** Patient Authorizations

**PaperVision Enterprise/Image Silo Feature:** Imaging and Retrieval

**Advantage/Benefit:** Scan and store every copy of a patient's disclosure authorization form in a readily accessible format from any location, anytime, anywhere.

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**HIPPA Concern:**Security

**PaperVision Enterprise/Image Silo Feature:**Systems Operations/Queries and Utilization Reports

**Advantage/Benefit:** Tracks each activity performed by any user accessing the system. See this information displayed by user or by date/time.

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**HIPPA Concern:**Security

**PaperVision Enterprise/Image Silo Feature:**Systems Operations/Queries

**Advantage/Benefit:** Tracks not only activities successfully completed by the user, but all activities they tried to perform such as looking up a patient record. Allows the administrator to audit individual user activity for anything that is suspicious.

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**HIPPA Concern:**Security

**PaperVision Enterprise/Image Silo Feature:** User-level Security

**Advantage/Benefit:** Set up user accounts to restrict the functions users have access to, such as email, printing, or annotations.

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**HIPPA Concern:**Security

**PaperVision Enterprise/Image Silo Feature:** Document-level Security Audits

**Advantage/Benefit:** Perform security audits for individual documents. Provide a full listing of every access to and operation performed on the document.

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**HIPPA Concern:**Security

**PaperVision Enterprise/Image Silo Feature:** Back-end Patient Data

**Advantage/Benefit:** Secure, airtight document storage can easily be configured to allow access to the database and electronic document storage only through 128-bit encrypted caching technologies, so your database and document storage are never fully exposed to an end-user.

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In addressing the Security Rule, both systems provide tools that protect personally identifiable health information during electronic transmissions. These include e-mail and document grants which speed up the exchange of healthcare information while ensuring the security and privacy of the document. For example, a doctor's office can e-mail an insurance company using a "document grant," which would contain a URL web link to a specific document, with a pre-determined automatic expiration date and password. Since all online document distribution takes place over secure 128 bit encrypted (SSL) technology, full HIPAA compliance is achieved while also enabling fast, secure and effective communication with the insurance company.

### **Feature-Rich Document Management**

In addition to these HIPAA-specific features, PaperVision Enterprise and ImageSilo are robust, scalable, feature-rich document and content management systems that will simplify document management needs in any organization while saving them money. In addition to traditional, scanned paper documents, the system can automatically import electronic files from an identified directory through the Directory Manager component. These files are then available for retrieval using all of the features and functionality of the full document and content management system, and can even be opened in their native file format for editing. Powerful search and retrieval capabilities allow a user to access any document in the system, from any workstation, at anytime. All types of standard business processes can be automated using the optional workflow component. Processes are easy to set up using the graphical interface, and items will automatically appear on a user's desktop. An Application Programming Interface (API) toolkit, included at no extra cost, allows the system to easily integrate

with other business-critical systems already in place. Additionally, the basic system can be deployed in a matter of hours—not days or weeks like many other electronic document and content management systems. PaperVision Enterprise and ImageSilo not only enable HIPAA compliance, but also save healthcare organizations time and money.

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Digitech Systems, Inc. is a recognized leader in the development of software and services in the document and content management industry. We are committed to bringing the prospect of any document, anywhere, anytime™ to an affordable reality. Digitech Systems, Inc. is headquartered in suburban Denver, CO. The software products provide affordable document and content management to organizations of any size. Three primary products include PaperFlow™ for image capture, PaperVision Enterprise for document and content management, and ImageSilo for secure off-site electronic document and content storage and retrieval. The line can be purchased as a fully integrated suite, or as process-specific components. Ease-of-installation, extensive functionality, architectural flexibility, low price points and legendary toll free customer and technical support distinguish Digitech in the marketplace. For more information, or to obtain a free software demo CD, visit [Digitech Systems](#).

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