



Records Management & Archiving Services

Dependable and comprehensive, The Quinlan Companies provide a full range of records storage and management services to organizations of all types and sizes.

The Quinlan Companies take pride in providing the following Records Management, Archiving and Retrieval Services:

- *Off-site document storage and inventory monitoring services*
- *Document indexing and retrieval at the box, file or document level*
- *A highly secured, low cost solution for all types of medical, business and legal industries*
- *Fast, 24/7 access to documents via Quinlan Vault, our web based on-line inventory retrieval system.*
- *Expert Records Management Associates available to manage your documents and requests*
- *75 years of committed experience in providing customized, quality record storage and management.*
- *Highly secured customized courier services available 24 hours a day, 365 days a year*



Medical Records

The Quinlan Companies follow all the privacy requirements set forth in the HIPAA Act of 1996. We can assure that your patient's information is held in utmost confidentiality and will be monitored as you request and process these confidential records.

The Quinlan Companies provide a timely on-line request and monitoring service via the Quinlan Vault, our on-line web based inventory system. Our objective is to allow access for you to your records on a 24/7 basis, a rapid request completion and professional delivery and monitoring of the patient's record.

We offer both open shelving and box storage for your medical records, radiology and mammography films. When your records are received they are data entered into our Quinlan Vault. Upon completion of the data entry, your records will be available for retrieval. The Quinlan Vault monitors the inventory requests and can be tracked using inventory downloads or via the lot detail reporting format.

Our team of experts can plan and perform purges, indexing and retrievals at the most reasonable, competitive cost and in the most efficient and effective manner.

Business and Legal Storage

Whether small or large, your business is important to us. The Quinlan Companies has the facility space, technology and experience to manage and protect your paper documents. We manage your records so you can focus on your core business. Our Quinlan Vault on-line web based inventory maintains total record control and instant retrieval for every level of your business. We can store and monitor your operational, legal, payroll and business records. In addition to freeing up storage space and staff, you can use this additional area to expand revenue-generating services.

Release Of Information (ROI)

Release archived information direct from our facility to your requestors. Save valuable staff time and money in retrieval cost. Upon a written authorization signed by a patient or legal representative we can release the records direct to the authorized requestors. The Quinlan Companies can scan or photocopy the patient's paper documents then send copy via email or delivery service. Retired doctor's offices benefit significantly by allowing The Quinlan Companies to provide ROI services for their former patients. Since the doctor's office is no longer open, a patient with a signed authorization permits Quinlan to duplicate the records and send to the requestor's attention for a determined fee.

The Quinlan Companies offer a full range of ROI services to medical facilities. Our librarian will log, track, retrieve, copy and route information to approved person along with generating invoices and collecting payments.