

Scan Dental Record Project

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BACKGROUND

SHP dental clinics face the problem of having insufficient space to store the physical dental medical records of patients, even though culling is done periodically.



AIM

This project involves the conversion of the physical dental medical records into digital images in line with Electronic Medical Records guideline. The imaging processes are Evidence Act Certified whereby the stringent requirements under the certification criterion ensure that the images provide an accurate representation of the original documents.

METHODOLOGY

SingHealth Polyclinics have about 300,000 dental records from the dental clinics. The Clinic Operations team evaluated the feasibility of digitisation and SHP Senior Management decided to digitise these records.

A project team was formed to see through the planning and execution of the project. The digitisation project was awarded to a scan record vendor, Trusted Hub.

The team worked with the vendor on scan record criteria, guidelines and documents scan format. The project team refers to the documentation guideline used by National Dental Centre as reference source to mark and tag the various documents.

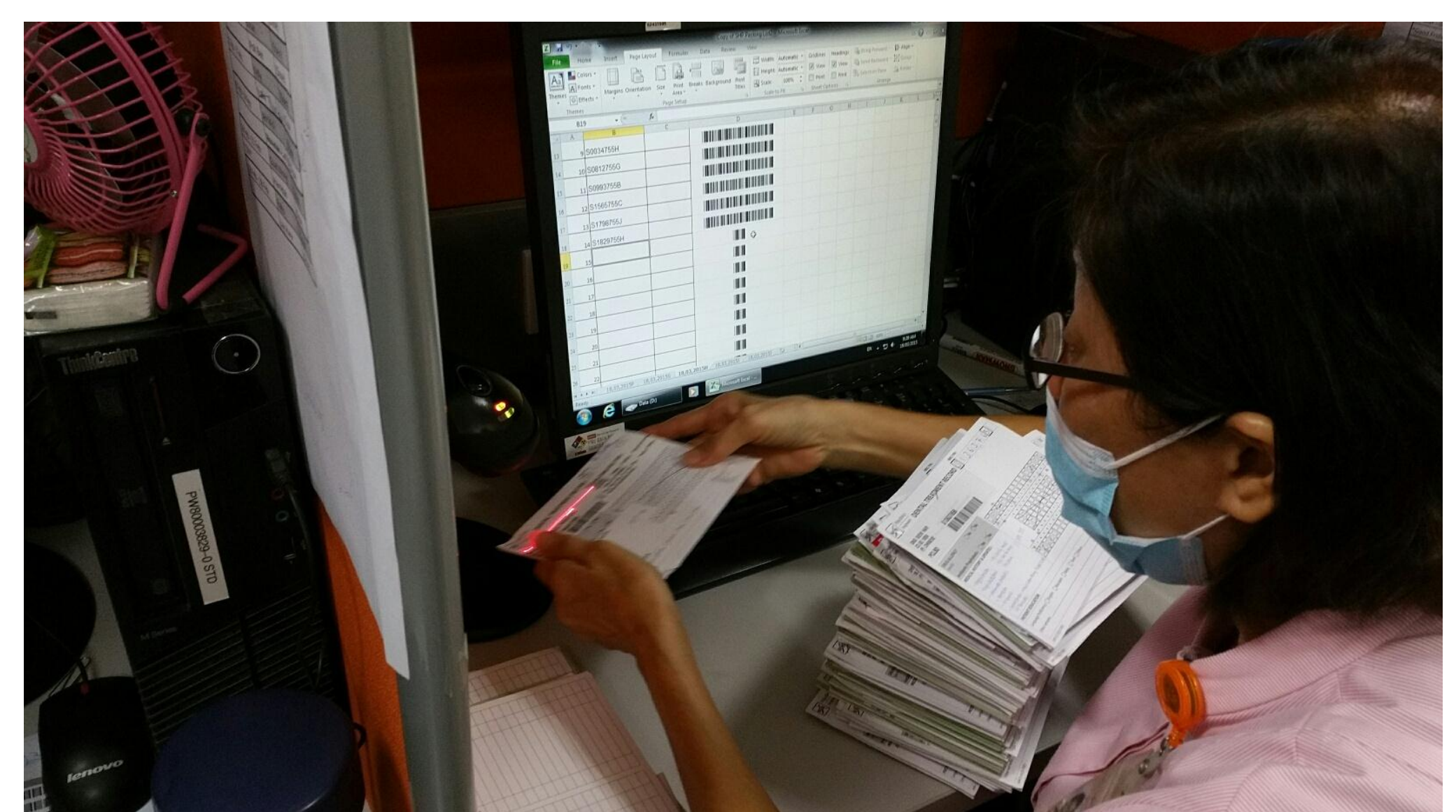
This reference also allows SHP to be in-line with SingHealth Cluster medical record project format in Sunrise Clinical Manager.

RESULTS

All the dental clinics have completed the scan records in May 2015.

SHP has achieved

- 100% scan dental records.
- No tracing of medical records from Medical Record Office.
- Dental Officers can view the records online.
- MRO staff, now not required to trace records, are assigned to perform other duties.
- Minimal lost medical record cases and patient identity error.



CONCLUSION

The Scan Dental Document project transformed how the Medical Record Office operates at Polyclinics. It has become more effective and efficient in Medical Record Management.