

# OnBase<sup>®</sup>

## REAL SOLUTIONS

### UNIVERSITY OF NEBRASKA MEDICAL CENTER

*From the moment the decision was made, managers at the University of Nebraska Medical Center (UNMC) realized they faced a daunting task. It was time to revamp the center's records management program, and the challenge was to find an electronic information system that would satisfy the wide-ranging demands of the center's many departments—without sacrificing ease of use or functionality.*

The Cardiac Catheterization Lab needed a system that could store images as well as text data. The Grants Department required a system with built-in "destruction date" capabilities. And the Financial Aid Department wanted a system powerful enough to quickly search over a quarter of a million records. Despite the wide-range of demands, UNMC was able to find an electronic document management system that met all of its needs, while offering ample room for future growth.

The software UNMC selected, OnBase by Hyland Software, enables organizations to operate more efficiently by storing, retrieving and routing their documents online. The point and click program includes a number of powerful modules that UNMC was able to mix and match according to the needs of each department.

Technicians at the Cardiac Catheterization Lab are now using OnBase to store, retrieve, view, and print both text-based patient files and ventricular analyses images. "Before we converted to the OnBase system, images were stored on microfiche and microfilm, so the retrieval process was quite cumbersome and static," says Jeff Dybdahl, manager of the lab. Not only did retrieval involve extensive research and manual labor, but because the lab did not have room for the dedicated readers and printers, they were stored in another department. That meant that staffers had to leave their desk for every document retrieval.

"We decided in the fall of 1996 it was time to make a change," Dybdahl says, "and from the start it was clear that PC-based archival was the superior solution." In addition to its lower cost and space-saving ability (the system works on PCs already in place), Dybdahl eagerly anticipated the dynamic search capabilities of the OnBase system.

Dybdahl worked closely with Greg Pauba, an information management expert and president of Digital Information Management, Inc. of Omaha, NE to install the OnBase system. Within the span of a few weeks, Pauba successfully converted old patient records and imported them into the new feature-rich system. The basic medical records were scanned in black and white with the ventricular analyses scanned in 256 shades of gray. The 50,000 pages worth of information filled 6 CDs which are now conveniently stored in the lab. An additional backup set of CDs is stored off-site.

The streamlined OnBase Client interface provides staffers access to all types of information while minimizing the number of steps required to retrieve documents. "All the records are indexed by patient name and number, and cross referenced with the patient files so a doctor or administrator can double-click on any page in the patient

file and bring up the associated ventricular analysis," says Dybdahl. "We can also do wildcard searches, which is very important to us. And if a review copy of the image needs to be printed, we can do it on our department laser printer."

Additionally, the OnBase CD Publishing module allows the electronically stored information to be called up on any PC. "If the physicians need to review images, they can take the CD to their offices and look at it there," says Dybdahl.

Best of all, Dybdahl found that the OnBase System is very easy to reconfigure and even easier to use, which has drastically reduced department training time. "In just a few minutes, workers can learn how to retrieve records," he says. "If they know how to use Windows, they can use this system."

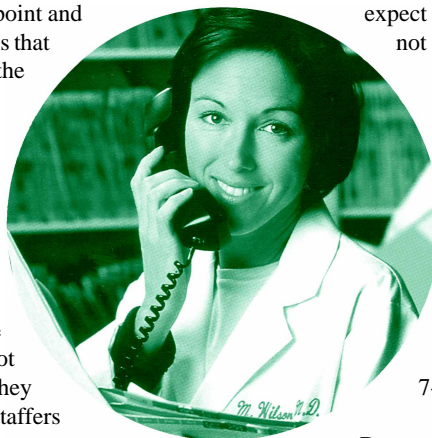
With its reliability, low cost and ease of use, it's no wonder that the Cardiac Catheterization Lab is pleased with the OnBase solution.

Says Dybdahl: "When you're putting records in deep archive, you expect it to be difficult to retrieve, but with this system it's not difficult at all."

Across campus, Pauba configured the OnBase COLD (Computer Output to Laser Disk) module to meet the very different needs of the UNMC Grants Department. The system in this department holds over 315,000 pages of information gleaned from a number of sources and indexed by keywords such as grant number, primary investigator, and project title. Pauba also included a "Destruction Date" field that gives department staffers the capability to retrieve and purge records based on precise criteria and schedules. All the documents are stored on three 7-disk CD changers and accessed via OnBase Clients.

Not far away in the UNMC Human Resources Department, OnBase Document Imaging is used to create two sets of CDs holding critical password-protected employee files and I-9 forms. And, in the Financial Aid Department, over 250,000 pages have been reduced to a set of slender CDs as well.

With OnBase, UNMC has found the leverage to transform the once-cumbersome ordeal of records management into a business advantage. "I have experience with several other imaging and document management products and have found OnBase to be superior because of its power and flexibility," says Pauba. "And the support from Hyland is head and shoulders above other vendors."



**HYLAND<sup>™</sup>**  
SOFTWARE

18500 LAKE ROAD  
ROCKY RIVER, OH 44116  
P. 216.898.3000  
F. 216.898.3001  
[WWW.ONBASE.COM](http://WWW.ONBASE.COM)