# disco®
## digital secure copy

## Data Distributing
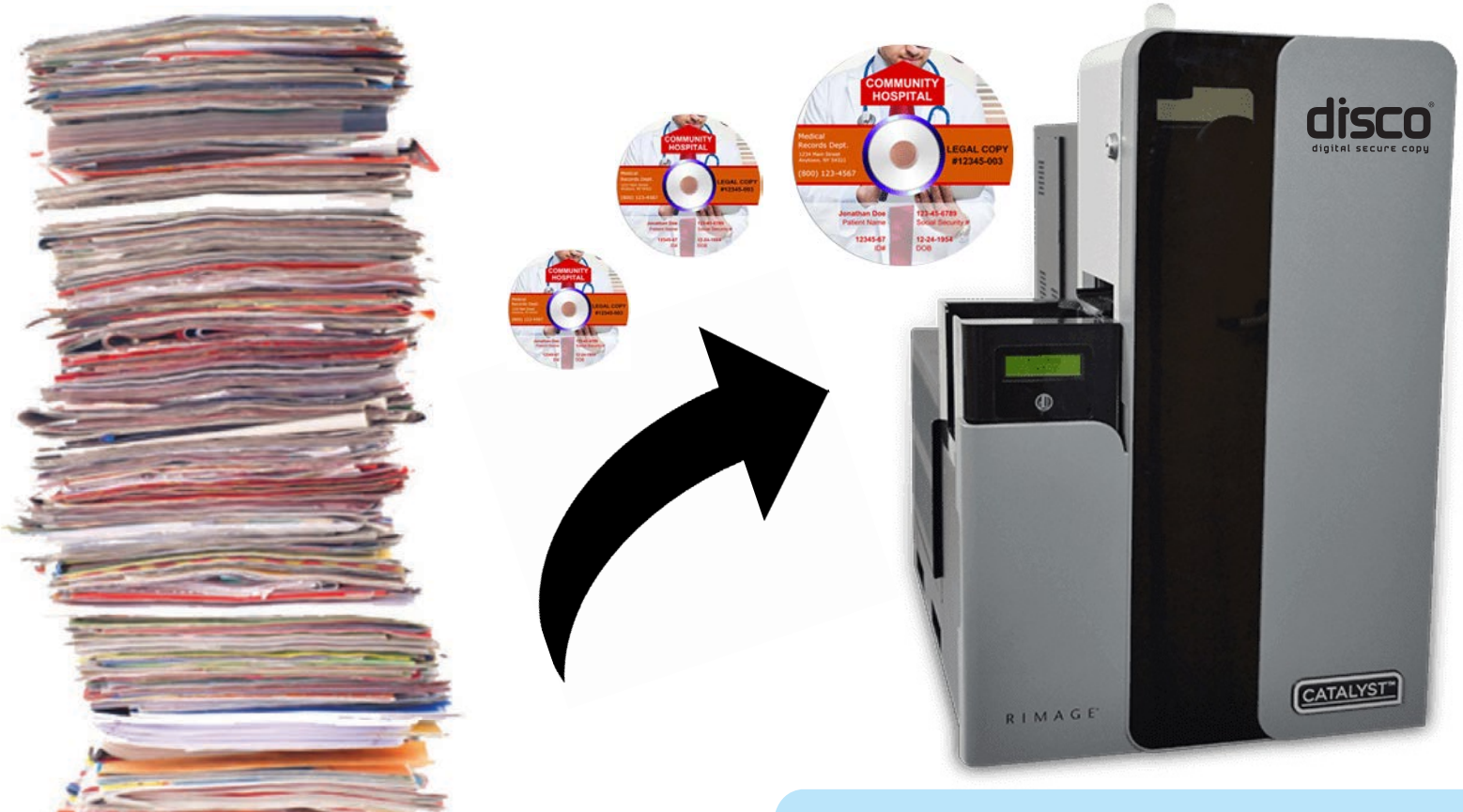### the Image Distribution People

The Revolutionary, Automated Solution to Produce
ROI and RAC Copies on **256 bit encryption Discs**

Meets HIPAA/HITECH Act mandates

- Greatly Streamlines Workflow
- Eliminates All Manual Processes
- Loads, Burns, Encrypts, Tracks
- Indelibly Labels Discs
- Centralized Tracking for HIPAA
- Works with any EMR

# Save Time, Save Money!

DISCO® is an intelligent, digital (ROI) chart copy solution that completely automates the process of fulfilling Release of Information and Audit Requests on an encrypted, fully labeled CD or DVD; complying with HIPAA and HL7 standards. DISCO® has been adopted as the ROI solution of choice for VA and Department of Defense Hospitals, along with many high-profile hospital chains such as Kaiser Permanente, Sutter Health, St. Jude's Children's Research and many others.

## A powerful tool with a small footprint

Composed of a robotic disc publishing device, CPU, and multi-disc recorder – DISCO® acts as a network printer, working with any EMR without special permissions or configurations. The DISCO® Software resides on the disc publisher itself, so nothing is installed on your hospital's EMR, HIS, or RIS system. Access to DISCO® can be set up to an unlimited number of client PC's on your network, so multiple staff and locations can be enabled to publish ROI and Audit CD's on the same system.

The benefits of DISCO® go far beyond saving time in the process of searching, organizing, and copying patient information. DISCO® also complies with HIPAA regulations by producing legal copies on CD in a digital and secure format.

Other benefits include:

## Cost Savings

- Reduces the cost of copying/printing patient charts and records (toner, paper, copier service contract, postage, courier costs, etc).
- Qualifies for Meaningful Use Incentives.
- Frees staff time for more important tasks.

## Centralized, Automated Tracking and Security

Increase security with:

- Centralized and automated Encryption capabilities.
- A database that logs all info regarding disc creation.
- A report feature that keeps YOU in control & aware of all the CD burning activity & productivity in your department.

## Automate – To Avoid Human Error

Avoid common mistakes like:

- Mislabeling CD's.
- Forgetting to encrypt the discs.
- Not logging the encryption codes in the database.
- Not logging that multiple discs were created, or who the requestor or recipient was.

*"DISCO® allowed us to centralize and automate our Release of Information process. We increased staff productivity, reduced copying costs, increased PHI security, and reduced staff errors."*

Karen H., Director of HIM

# DISCO® digital secure copy Workflow



EMR

| Unlimited Users | Patient Records | Shared Folder | Disc Publisher | Fully-labeled, encrypted Discs |

## It only takes a few minutes and few steps to produce a completed ROI Disc!

1. From your EMR, send the files, or PDF, to a network share folder, on the DISCO® CD publisher.
2. Select the file(s) to copy to disc, select encryption or password protection.
3. Click "Copy to CD".

DISCO® will send the encryption code to the requester via email or will print it to paper. A fully labeled encrypted disc is ready in the output bin.

DISCO® is the standard solution for ROI & Audit copies chosen by important health systems such as:

- Kaiser Permanente Corporate, and its sites nationwide
- Sutter Health
- Veterans Affairs Health System, sites nationwide, including the entire VISN 20
- DOD, with validation done at Fort Gordon Army Hospital
- University of California sites, University of Louisville, etc.
- Children's Hospitals such as St Jude's, Harvard Children's, Children's Wisconsin

## Hardware to meet your specific needs and budget

All DISCO® Systems include the CD Publishing Hardware, DISCO® Software, onsite installation & training, and 1 year of service and support with next business day replacement on defective hardware. There are 3 sizes of hardware (publishers), all with a very small footprint. Your choice of publisher is dependent on your estimated daily volume of disc production. Each publisher includes an embedded PC (where the DISCO® software processes ROI requests); the drives (for recording and encrypting the discs), the disc printer (which thermally prints to the surface of the disc), the robotics (which places the discs where they need to go). The system works intelligently with the DISCO® software to multi-task, processing multiple ROI requests at the same time, always ensuring that correct label is printed to the correct patient's disc.

## Ease the burden of RAC/Audit Requests

Hospitals have been hit hard by RAC, MIC, and MAC and are required to produce multi-patient records to 3rd party establishments. DISCO® provides a module which specifically produces discs for those audit organizations. Systems can be configured to run audit requests at night or during off hours, freeing the system to produce regular ROI requests during busier periods.

## Stay HIPAA-Compliant with Encryption

DISCO® uses AES 256-bit Hash Algorithm encryption, based on the requirements of the HITECH Act. Additionally DISCO® is FIPS 140-2 compliant and allows users to set permissions for the content; to determine if recipients can Copy, Modify or Print the contents of the encrypted or password protected disc. For sites that do not wish to encrypt discs, there is an option to protect discs with a simple password, or create discs without a password. All of these features and permissions are configurable and can be managed by the administrator.

## No more manual tracking and reporting

All details regarding the discs created with DISCO® are logged and tracked in the DISCO® database to comply with HIPAA. DISCO® gives administrators the ability to run productivity reports per staff person, time period, requestor type, disc creation turnaround time, etc. Reports can be saved in a variety of standard formats. Authorized users can quickly see who created a certain ROI or RAC disc, for the requestor, the date, time, how many, etc. The DISCO® database also tracks all encryption code or password generated for each disc and can resend it to the requestor, if necessary.

## Provide more convenience to your patients with PACS/RIS Connectivity

DISCO® has the option of burning a second CD of images from the medical imaging department, providing a one-stop shop for patients who can pick up their imaging discs and medical record discs at the same location.

## Installation, Training, Support, all Inclusive!

Data Distributing provides complete onsite installation, training and ongoing support. Systems are customized to your preferred workflow. We work with you to designate proper field tags, label designs and user-level permissions. We also train your staff thoroughly on how to use the system and make sure everyone is up and running immediately. Data Distributing provides ongoing technical support after the installation is completed, so you only deal with one company before and after the installation.

**We are already burning CD's with our EMR, why would we need DISCO®?**

While most EMRs have the ability to manually burn and some can encrypt individual CD's, nothing is automated. Users must load, burn, encrypt and label discs by hand – creating potential liability due to human error Additionally, there is no central database that tracks all of the discs created (who processed, when, how many, etc.) – also a potential liability. DISCO® does all of the burning, encrypting, HIPAA tracking, and logging of each disc created, within its own database.

**Will DISCO® work with my EMR?**

DISCO® resides on your hospital network as a "network printer." DISCO® will work with any EMR that has the ability to print files.

**We get a lot of RAC Audit Requests. How does DISCO® handle these types of requests?**

Users simply select multiple patient files to be burned to DISCO®. There is no limit to the number or size of files that can be burned to an encrypted CD. For very large files, DISCO® has the option to burn to DVD.

**We use paper because most of our patients are seniors; they are not tech-savvy enough to use a CD?**

Though many patients that request medical records are seniors, it is usually the care-giver that handles these issues with a senior patient. Recent census studies show that over 90% of households in the US own a computer. Caregivers will appreciate receiving all the records in one compact disc and being able to get multiple copies inexpensively.

**Does patient information reside on this system? Is it secure?**

DISCO® acts just like your department's paper printer on the hospital network. Thus, no confidential patient records are saved, nor accessible on the DISCO® system, after CD production is completed.

**Is there any flexibility when assigning encryption codes and passwords?**

DISCO® has the option of creating discs using a simple password, or no password at all. Preferences and permissions can be set up system-wide, or for an individual user or administrator.

**How does the encryption code get to the recipient?**

Passwords/encryption codes are sent to the recipient of the disc either by printing & mailing or e-mailing via Outlook. Triggers to print/e-mail the password are activated during the process of burning the CD.

**What happens if the patient forgets or loses the encryption code?**

All encryption codes are tracked in the DISCO® database. A very simple query can pull up the encryption code for a previously burned CD and re-e-mailed or printed for a recipient.

**Does the software need to be installed on my EMR? On my network?**

DISCO® is simply another network printer, and operates completely independent from your hospital EMR, HIS, or RIS System.

**How do I justify the cost of this system?**

Not only does DISCO® save money in printing and paper costs, but it streamlines your workflow, so your staff's time can be allocated to other tasks. By automating the process, DISCO® takes away potential liability by eliminating human error.

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