The Complete Guide

Human Resources
Records Scanning

Introduction

For human resources departments, effective document management can be the difference between streamlined efficiency and administrative mayhem.

From employee contracts, performance reviews, and timesheets to policy manuals, benefits information, and confidential correspondences, HR departments are responsible for managing a large variety of documents, many of which contain sensitive personal information.

Properly handling, organizing, and storing these records while staying compliant with various state and federal data privacy protection laws can be a challenge, especially for smaller, under-staffed departments..

For this reason, many HR departments are abandoning paper processes in favor of electronic records management, balancing traditional methods with modern demands. However, compliance requirements also add layers of complexity to the digitization process that make the transition from paper to digital difficult to navigate.

In this guide, we'll explore the advantages of paperless HR and explain how SecureScan's HR scanning service makes the digitization process seamless, worry-free, and cost-effective.

Records Management Problems and Their Impact on HR Departments

Records management is a core function of any organization, but in the human resources sector, the stakes are especially high.

Many of the most common records management issues are magnified in human resources where the volume and sensitivity of documents requires meticulous attention to detail and exceptional organization.

The impact of improper records management in HR can be far-reaching, posing serious threats to the organization's legal standing and employee well-being.

11% of all physical paperwork is either lost or misfiled. This results in 28 lost hours a week for small firms and over $2000 per employee in wasted revenue.

Records Management Problems and Their Impact on HR Departments

Poor Data Accessibility

HR records are regularly needed for decision-making, audits, and employee engagement activities. Poor accessibility can result in delays that may affect everything from payroll processing to legal compliance.

Security Risks

With the responsibility of storing personal and often confidential information, improper records management can expose the organization to significant security risks, including data breaches that may lead to legal repercussions.

Compliance Issues

HR departments are subject to a multitude of regulations regarding the storage and sharing of employee data, including the The Fair Labor Standards Act which lays out stringent employer recordkeeping requirements.

Poor records management can lead to non-compliance, risking fines, and damage to the company's reputation.

Increased Operational Costs

Maintaining and retrieving paper records consumes resources and time, driving up operational costs. This is particularly problematic in HR, where budgets are often tight and efficiency is key.

Limited Disaster Recovery Options

Physical paper records are vulnerable to damage from environmental factors and catastrophic events such as fires or floods. Without a digital backup, recovering from such disasters can be tedious and sometimes impossible.

Administrative Burden

Inefficient records management requires additional administrative efforts to sort, file, and retrieve documents, diverting HR professionals from strategic tasks that could better serve the organization.

Delays accessing employment contracts, benefits information, or performance reviews can negatively impact the employee experience, eroding trust between employees and the HR department.

What Are The Benefits of Digitizing Medical Records?

The transition from paper to digital recordkeeping offers a number of benefits for HR departments and employees. From improving the accuracy and accessibility of employee data to ensuring regulatory compliance and reducing operational costs, digital records are a cornerstone of efficient and effective records management.

Accessibility

Digitized records can be accessed remotely and shared easily with authorized personnel across different departments

Cost Savings

The elimination of physical storage costs and increased operational efficiencies result in considerable cost savings over time.

Scalability

Transitioning to digital records reduces the organization's carbon footprint by cutting down on paper consumption and energy use related to document storage.

Regulatory Compliance

Digital records can be tagged and indexed for quick retrieval during audits or legal proceedings, taking the hassle out of maintaining compliance.

Improved Data Accuracy

Minimize the risk of human errors like illegible handwriting or misfiled documents, increasing the reliability and accuracy of patient data.

Data Security

Digital recordkeeping allows you to implement robust security features like encryption and user-level access control, ensuring that confidential employee data remains protected against unauthorized access.

Outsourced Scanning vs. Scanning In-House: Which is Best?

When it comes time to decide whether to manage the scanning process in-house or to outsource it to a professional scanning company, the best choice often depends on your organization's unique needs, available resources, and long-term objectives.

Scanning In-House Pros:

- Keeping the scanning process in-house means you have complete control over your documents at all times.
- You'll have immediate access to scanned documents throughout the process, as everything is done on-site.

Cons:

- Without specialized knowledge, you may overlook important compliance requirements.
- Scanning documents in-house can be labor-intensive, taking staff away from more strategic HR tasks.
- You'll need to purchase and maintain your own scanning equipment and software, which can be much more expensive in the long run.

Outsourced Scanning

When you partner with a professional scanning company like SecureScan, we handle the entire process from collection to scanning, indexing, and secure data delivery.

Pros:

- Benefit from a wealth of experience, highly trained staff, and commercial grade equipment.
- Enjoy faster turnaround times and better project outcomes.
- Free up your staff to concentrate on patient care rather than administrative tasks.
- Adhere to stringent security protocols, ensuring compliance with privacy laws and regulations
- Advanced technologies and experienced staff ensure higher accuracy and quality.
- All equipment and software maintenance is handled by SecureScan, saving you both time and resources.

How Does Our HR Records Scanning Service Work?

1 Packing and Pickup

We will arrive at your location to pick up your documents, packing them for you if needed.

2 Transportation

Your documents will be transported directly to our scanning facility, handled with care from start to finish.

3 Arrival and Inspection

We inspect the delivery against our initial inventory and record the transfer of documents to our scanning team.

4 Document Preparation

We'll prepare your documents by removing staples, paperclips, and creases that could interfere with the scanning process.

5 Document Scanning

Your documents are scanned with one of our high-resolution scanners to ensure optimal quality and readability.

6 Quality Control

Quality control will review each scan manually. Images that fail to meet our high quality standards are rescanned.

7 Indexing

Important identifiers like IDs, names, or invoice numbers will be extracted from your documents, enabling text-search functionality.

8 Share and Store

We deliver your digital files via SFTP, encrypted USB drive, or upload them into an existing document management system in the format of your choice.

Our Capabilities

Our scanning service is designed to comply with all relevant legal and privacy regulations, including the FLSA (Fair Labor Standards Act), FMLA (Family and Medical Leave Act), and EEOC (Equal Employment Opportunity Commission) guidelines..

Equipped with cutting-edge facilities, a team certified in HR records compliance, and significant investments in technology, our HR records scanning services meet the highest standards for quality, security and confidentiality.

Services We Provide

- High resolution scanning and data extraction
- Microfiche, COM fiche, and microfilm digitization
- Optical character recognition (OCR)
- Transportation of documents to and from our facility
- Document preparation and reassembly
- Large format scanning capabilities
- Image enhancement
- Indexing & manual data entry

Why Choose SecureScan?

At SecureScan, the security of your documents is our highest priority. We go far beyond industry standards to ensure that your data is protected throughout the scanning process with continuous vulnerability testing, third party audits, and investments in secure technologies.

Clear and Honest Pricing

With our transparent pricing model, you'll have a clear understanding of your project's final cost from day one, completely free of hidden fees or unexpected expenses.

3 Person, Double Blind Data Entry

Our rigorous double-blind data entry and manual review processes guarantee unmatched precision in data capture.

Dependable

You can count on our team for timely project completion, exceptional one-on-one support, and consistent professionalism throughout the scanning process.

Experienced

Our experience in navigating the complexities of medical records scanning ensures the digitization process is straightforward, effortless, and free of unnecessary complications.

Flexible

We understand that every healthcare organization is unique. That's why we collaborate closely with every client to ensure that the service we provide is tailored to meet their individual needs..

Secure and Compliant

Our HIPAA/HITECH compliant, SOC 2 Type 2 Certified scanning service makes meeting your data privacy requirements easy.

About SecureScan

For over 20 years, SecureScan has been assisting Human Resources departments in streamlining the security, efficiency, and accessibility of crucial employee records. We specialize in the digitization of confidential files, including but not limited to documents containing Personally Identifiable Information (PII), employee evaluations, and other sensitive HR-related data.

Our service makes it easy for human resources departments to eliminate the operational inefficiencies associated with paper record systems quickly and securely, all without causing disruptions to your existing HR workflows.

Our employee records conversion process is tailored to align with strict data privacy guidelines, encompassing regulations like FLSA (Fair Labor Standards Act), FMLA (Family and Medical Leave Act), and EEOC (Equal Employment Opportunity Commission). Utilizing our state-of-the-art secure facilities and a team proficient in HR compliance, we guarantee that our HR document scanning services satisfy and surpass the sector's most stringent data protection and privacy benchmarks.

HIPAA COMPLIANT

SOC 2 TYPE II CERTIFIED

HITECH COMPLIANT

FLSA Compliant

AAA NAID CERTIFIED

SecureScan

Secure. Simple. Affordable.

Contact us online or email us at info@securescan.com to learn more about the process and get an obligation free quote from one of our scanning specialists. We will discuss your needs and work with you to create an approach and timeline that meets your requirements.

Let's Chat About Your Next project.

(877) SCAN-DOC

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