

SYSTEC MERGES,
CONVERTS HR RECORDS
WHEN HOSPITAL JOINS
NATIONAL HEALTHCARE
SYSTEM.

HEALTHCARE

Integrated Solution

- ◆ Records management consulting
- ◆ Numeric labeling system design
- ◆ High-density mobile storage
- ◆ Filing supplies and labeling software
- ◆ Staffing for conversion, interfiling and back shifting

More Satisfied Customers

- ◆ Kaiser Permanente
- ◆ Froedtert Memorial Lutheran Hospital
- ◆ Duke Medical Center
- ◆ Kettering Medical Center
- ◆ VA Hospital, Cleveland, Ohio



CHALLENGE ◆ When Michigan-based Mercy Health Services merged with Indiana-based Holy Cross Health System to form Trinity Health, the country's fourth largest Catholic health system, the Corporate Retirement Plans area needed a way to merge confidential employee records. Moving 39 cartons of records between the two states and incorporating them into the corporate office's central files was a big task, but that was only part of the challenge. Holy Cross Health System had more than 6,000 alphabetized records spanning 40 years that had to be integrated into Trinity Health's numeric filing system.

SOLUTION ◆ A Michigan-based SYSTEC representative provided total project management including consulting services, supplies, additional equipment, and even onsite, short-term staffing, to integrate the two filing systems. Alphabetized files were shipped from Holy Cross Resources in South Bend, Indiana to Farmington Hills, Michigan, for conversion into numeric files that matched Trinity's current file system design. Using Holy Cross Resources' database of employee records, a new six-digit numeric identifier was created for each alpha file based on the employee's social security number. The 6,150 documents were then transferred to numeric, color-coded folders, and carefully interfiled into Trinity's central file system. The entire system was then back-shifted to allow for proper spacing. To meet ongoing filing needs, software was provided to create color-coded strip labels on-site. A high-density mobile storage system located at Trinity was expanded to allow for the increased capacity requirements.

"I am amazed how seamlessly the transfer was handled by your staff. The numeric system truly saves time in filing and identifying misfiles."

— Sharon Barnum, Retirement Plan Coordinator
Trinity Health

SYSTEC representatives managed each step of the process, minimizing interruption to Trinity Health's work flow. The HR staff was delighted. "I am amazed how seamlessly the transfer was handled by the SYSTEC staff," said Sharon Barnum, retirement plan coordinator. "The numeric filing system truly saves time in filing and identifying misfiles!"

SYSTEC is a national organization expert in the design and delivery of fully integrated or individualized information and materials management solutions, offering our customers decades of experience in professional business solutions and product expertise - all from a single source. From storage and space-saving products to a full range of document management solutions, SYSTEC professionals provide total-systems solutions and top-notch service and support all on a local level.

TOTAL SOLUTIONS

Professional Services

- consulting
- conversions
- relocations
- audits
- interfiling
- database development
- purges

Filing Systems/Technology

- filng supplies
- labeling
- tracking
- imaging
- document management

Storage Solutions

- mobile
- rotary
- linear/lateral
- cabinets
- multi-media
- shelving
- heavy-duty

Furniture Systems and Museum Storage

- mailroom
- library
- computer
- museum