

Legislation Text

File #: 24-0206, **Version:** 1

Digitizing of Paper Charts Request for Proposals #23147 - \$273,942.70 - Nordstrom

Lake County Health Department and Community Health Center (LCHD/CHC) is seeking a qualified firm to provide services for the digitizing of paper client charts. LCHD/CHC must manage these paper documents consistent with state and federal regulations. Currently, we are allowed to dispose of newly acquired documents within three months of receipt.

Since the implementation of the electronic health record (EHR) system, there have been ongoing efforts to have staff manually scan and appropriately dispose of paper client charts but the volume to manage outpaced the ability of LCHD/CHC staff to complete the manual scanning process. Staff determined it would be most efficient to engage an expert outside party to complete the process of digitizing the charts stored at the Belvidere Medical Building (BMB) and Zion Health Center. There are approximately 590 banker boxes of charts, 14,000+ charts at BMB and 8,000+ charts at Zion. The majority of funding for this project is coming from budgeted Medicaid match funds.

The digitizing and disposal of these paper client charts will limit the risk for release of protected health information (PHI), improve access to the electronic copies of stored information, and provide space in which to develop centralized inventory management or otherwise repurpose.

On November 2, 2023, a legal notice was published in The News Sun soliciting Requests for Proposals (RFP 23147), and the RFP was also posted to the LCHD/CHC website. Seven suppliers submitted sealed proposals in the Materials Management office on November 29, 2023.

An evaluation committee comprised of LCHD/CHC staff reviewed and evaluated all proposals. This committee determined that STAT Informatic Solutions of Green Bay, Wisconsin, best meets the needs of LCHD/CHC.

To approve the award of RFP #23174, Digitizing of Paper Charts for the Lake County Health Department, in the amount of \$273,942.70 to STAT Informatic Solutions of Green Bay, Wisconsin, and authorize the Executive Director or designee to execute the necessary negotiated documents.