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### **Singapore National Eye Centre Achieves Iras Approved Digital Financial Records In Full Compliance With The Evidence Act**

Singapore National Eye Centre (SNEC), a member of Singapore Health Services (SingHealth) has recently successfully moved onto an electronic document archival platform in managing its financial records.

In addition to the financial records other vital records have also been archived electronically. These electronic records, which include medical and human resource records, are converted from paper records, through a strict imaging process that is fully compliant to the Evidence Act (EA) of Singapore. These electronic images can be used with confidence as substitute for their paper counterparts.

"SNEC and SingHealth are continually looking forward to leverage on technology in an innovative and effective manner, with the aim of reaching higher levels of patient service and quality care. Making our documents electronic and accessible to our healthcare givers is a step in this direction," - Dr Patrick Chia, Manager, Client Services of SingHealth, pointed out.

"It is a bold step and SNEC is now enjoying the fruit of its decision", said Mark Lim - Head, Operations of Trusted Hub Ltd, an EA certified imaging/hosting practitioner which provided the electronic archival solutions.

SNEC achieved approval from IRAS to convert their physical financial records into EA certified digital images and is now reaping the benefits of managing & safekeeping its vital records electronically. This results in increased productivity, as the traditional medium of paper is very difficult to access and safe-keep. The logistical infrastructure needed to store these paper records, as well as the human resources needed to manage them are very high.

SNEC is able to enjoy an effective and efficient healthcare business continuity plan with the outsourcing of records conversion and management to Trusted Hub. With the electronic equivalent of paper records, there is no fear of unintentional destruction or misplacement of paper records. This is critical to the efficacy of a medical institute where swift and easy accessibility of records is important. "Prior to the conversion into electronic records, our Finance Department staff had to retrieve past records manually and this was time consuming. Now we are able to retrieve the archived documents easily and we have more space", commented Ms Grace Lim - Chief Financial Officer, SNEC. "With a proper framework installed in total trusted records management, organizations stand to gain from increased information reliability, record management efficiency and business continuity", said Bryan Wong - President of Trusted Hub.