

RECORDS RETRIEVAL, ORGANIZATION AND SUMMERIZATION SERVICES

Why Mangalam For Your Record Retrieval Services?

Mangalam has a team of experienced and trained professionals who are available 24x7x365 to Request, Collect, Verify, Organize, Bookmark, Review, Interpret and Analyze Medical records. Our team processes more than 50,000 pages/day of all types of records such as medical, employment, social security, billing, insurance and other business records.

We also have a dedicated call center with 200+ team members to help you retrieve records from the medical providers. Our team of experienced callers can Verify Medical Providers and Identify other Possible Providers to collect medical records as value-added services for you and your clients.

- Expertise on Record Retrieval databases: MR8, Legacy, WinCopy and Web Based.
- Other Value Added Services: TOC, OCR, Bates Stamping, Redaction, Product Sticker Identification and Bookmarking, Image Rotation and Page Sizing.

NEW ORDER ENTRY

- Validating all elements of HIPAA authorization (dates, signatures, scope etc.).
- Reconfirming the providers details for successfully sending the request in first attempt.
- Preparing record request by inserting the required data and special instructions.

RETRIEVE RECORDS FROM MEDICAL PROVIDERS

- Confirming the receipt of request/prepayment.
- Checking for the additional document/payment.
- Checking the turnaround time and updating call outcome on the client application.
- Acquiring records quickly through provider relationship.

VERIFICATION OF RECORDS

- Verifying each page for Patient Name, DOB, SSN, Cut-off, Blank, Legal, Page Size (8.5 X 11), Rotate, Illegibility, Partially Illegibility and Duplicate pages.
- Verifying received records as per requested scope such as: Date Range and type of records.

RECORDS ORGANIZATION/ CHRONOLOGY

Organizing & Indexing medical records as per each Insurance companies and attorney's requirement such as: Progress note, Laboratory, Radiology, Diagnostic, History & Physical, Physician Orders, Medications, Nurse Notes and Physical Therapy.