

KaleidaCare Solutions

Document Storage and Retrieval

Agencies can use Document Storage and Retrieval to manage their files electronically. Any file types, including Word Documents, PDFs and photographs are accessible from any place and at any time through Solutions. Agencies have access to a HIPAA compliant audit trail of who accessed which document.

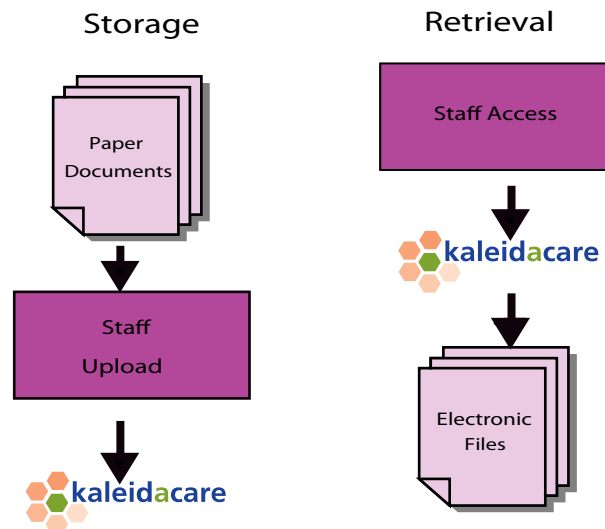
With Document Storage and Retrieval your organization chooses which users have access to the Documents stored in Solutions, based on their determined menus and client assignments. Once the files have been stored electronically, they may be accessed or printed out later if necessary. You can determine the amount of storage space your agency wants based on your needs. If your space runs out, it is easy to add more. Start with 10GB of storage and you can add increments of 5GB.

How does this translate in terms of how much you can store?

Kilobyte: 1,000 bytes, two kilobytes is one typed page.
 Megabyte: 1 million bytes, a small novel
 Gigabyte: 1 billion bytes, a pickup truck filled with paper documents
 Terabyte: 1 trillion bytes, a research library is ~2 terabytes.

Agencies have many different items that they want to upload into their database. Documents that can be uploaded include:

- Medical Records
- Photographs
- Court Papers
- External Assessments
- Consent Forms
- Birth Certificates



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