



## Records Management

### Re-engineered Records Center Operations

An automated records inventory tracking system facilitates location of stored records by box rather than file, record number, or date. First-year savings was an estimated \$25,206 and the number of back-log records requested was zero. For more information, please contact Stephanie Pittman at (904) 259-6211 ext. 1663 or [stephanie\\_pittman@dcf.state.fl.us](mailto:stephanie_pittman@dcf.state.fl.us). 2007 DCF-043

### Document Scanning, Imaging and Viewing System

A document viewing system automates storing, tracking, and retrieving Economic Self Sufficiency case Information. This application can be adapted by other agencies to reduce time spent searching for and filling paper case records. For more information, please contact David Brey at (850) 921-0059 or [David\\_Brey@dcf.state.fl.us](mailto:David_Brey@dcf.state.fl.us). 2007 DCF-096

### Computerized School Health Record Management System

A computer program maintains records on all students seen daily by school health nurses. It keeps track of medical conditions and treatment, maintains health records, health outcomes, and referrals. It also processes data on diseases and chronic diseases such as asthma among students that is used to prepare an annual report. For more information, please contact Kerry Hunt at (850) 872-4455 ext. 1191 or [Kerry\\_Hunt@doh.state.fl.us](mailto:Kerry_Hunt@doh.state.fl.us). 2007 DOH-019