

***FOR IMMEDIATE RELEASE – RecordMax Continues Expansion in New Orleans with Completion of Major Healthcare Client Move***

**April 30<sup>th</sup>, 2010 – New Orleans, LA**

**RecordMax New Orleans** announced completion of a major new hospital customer transition into **RecordMax** facilities. The new relationship involves storage of patient charts, radiology film jackets, administrative records and other healthcare information assets as well as related records management and logistics services. Agreements between **RecordMax** and the new hospital client (held in confidence based on sensitivity to storing protected health information) were signed in late 2009, however the migration of records from another competitive facility as well as from the hospital's campus involved significant planning and took several months.

**RecordMax** added new multi-level custom open shelf file and film jacket storage systems including huge climate controlled storage areas. Service expansion required additional staffing and equipment. The move from multiple competitor facilities involved coordinating resources and schedules to relocate nearly four (4) linear miles of open shelf patient files and film jackets plus over ten thousand storage containers. The hospital required separate documented procedures with contacts in over sixty (60) departments spread over a main campus and remote facilities.

The total project involved handling nearly 500,000 separate charts; all of which had to be transported, barcoded, indexed, shelved and scanned to tens of thousands of linear foot shelf locations in the **RecordMax New Orleans** facility. Additional boxed records were similarly moved, cataloged, in many cases opened, indexed and then shelved to container storage areas. New dedicated vehicles were purchased. Customized online searches, screen layouts, security policies and electronic communications were established. And face to face meetings with the majority of hospital department heads occurred with multiple managers at RecordMax.

The significant planning of the project included multi-level auditing during the transition. Large volumes of meta-data (or descriptive information related to each itemized record) had to be captured, scanned, keyed or imported. Open shelf charts associated with library carts used in transition were set up in special locations where transition inventories could be electronically matched against what was placed on shelves to assure the highest levels of accuracy. And data entry results were double checked "screen by screen" for hundreds of thousands of items. Ongoing logistics services involve multiple deliveries and pick-ups Monday thru Friday with after hours services handled on an as-needed basis.

***About The RecordMax Companies***

**RecordMax** is a proven leader in providing secure information storage, retrieval, imaging, shredding & data protection services to law firms, hospitals, businesses, government entities or other professional organizations. Our archival services range from protecting business records, files, computer tapes and other sensitive media to offering digital storage of electronic documents, images, email & web content. Enjoy convenient, professional delivery and retrieval solutions...we treat every item we handle just like the largest of shipping companies; with barcode based tracking technology and portable receipt printing by the drivers that bring information assets right to your door. Convert paper documents to digital using our leveraged resources or buy the software and/or hardware you need direct from **RecordMax**. And enjoy safe and secure document shredding services at competitive prices.

The resources and experience of our management team combined with hiring the best possible leaders for local customers assures confidence, consistency and quality from the people our customers have come to trust. With a growing number of locations around the Southeast, **RecordMax** stands ready to be a trusted part of your information management team.

You'll be glad you chose the people, the facilities and the business solutions at **RecordMax**.