HEALTHCARE INFORMATION GOVERNANCE

QUICK REFERENCE CARD

Don't just uncover the gaps in your IG program. Solve for them!

Successful value-based care transformation requires that healthcare providers manage information deliberately and strategically. Sound information governance (IG) is foundational, but for many under-resourced, overburdened HIM leaders, it's difficult to free up the resources, budget and bandwidth necessary to build, maintain and advance an information governance program. This is why our IGAM™ – certified IG consultants leverage a propriety process that works in partnership with AHIMA's IG Healthrate™ model to provide a clear path to IG – including tactical guidance on how to elevate IG as a strategic priority and fund the program within the constraints of your budget and resource limitations. The result is a manageable road map that strategically addresses uncovered risk and cost inefficiencies, prioritizes IG initiatives, and identifies solutions that can help you accelerate and advance your journey to information governance.

In addition, for those who have already identified IG program gaps, we've mapped our extensive suite of services to the AHIMA IGAM™ competencies to help you quickly identify solutions that can be plugged in as needed, to meet identified requirements and advance your IG program. For more details on the services listed in the table below, simply click on the link or scroll down to the Solutions Overview.

SOLUTIONS MAPPED TO THE AHIMA IGAM™ COMPETENCIES

IRON MOUNTAIN® SOLUTION	STRATEGIC ALIGNMENT	ENTERPRISE INFORMATION MANAGEMENT									DATA GOVERNANCE			IT GOVERNANCE			PRIVACY AND SECURITY					LEGAL AND REGULATORY		
	IG Aligned with Organizational Structure	Records Classification	Asset Inventory	Appropriateness & Transparency of Information Use	Enterprise-wide Storage	Retention & Disposition	Information Architecture	Long-Term Digital Preservation	Identity Management	Patient Information Request	Data Classification	Metadata Management	Master Data Management	Business Continuity	Disaster Recovery	Mobile Device Management	Physical Safeguards	Technical Safeguards	Administrative Safeguards	Information Access Management	Information Sharing & Protections	Legal Discovery	Regulatory Audit	Chain of Custody
Information Governance Assessments »	✓																							
File Indexing »		✓	✓																					
Secure Storage »			✓		✓												✓			✓				✓
Iron Mountain Connect™ »			✓	✓	✓							✓	✓						✓	✓				✓
Content Classification »		✓									✓	✓	✓											
Retention Schedule Consulting Services »						✓																		
Policy Center »						✓																		
Secure Shredding »						✓																		✓
Enterprise Master Patient Analytics and Cleanup »									✓															
Release of Information »										✓											✓		✓	✓
Records Custodial Solution »					✓	✓				✓														✓
Imaging (Scanning) Services »								✓														✓		✓
Cloud Data Management »					✓		✓							✓	✓			✓	✓	✓				
Cloud Archive »					✓		✓	✓							✓			✓	✓	✓				
Cloud Data Replication »								✓						✓	✓									
Cloud Storage for Medical Images »					✓		✓	✓							✓			✓	✓	✓				
Cloud Backup »								✓						✓	✓									
Cloud Disaster Recovery »							✓	✓							✓									
Cloud Critical Protection and Recovery »															✓									
Data Restoration and Migration »														✓	✓							✓		
Restoration Assurance »														✓								✓	✓	
Secure e-Waste and IT Asset Disposition (SITAD) »						✓										✓								✓

SOLUTIONS OVERVIEW

To learn more simply click on the solution name.

Information Governance Assessments
With Iron Mountain Information Governance Assessment service, you can identify program gaps and develop a road map with prioritized workstreams, resource requirements and expected results tied to your key strategic objectives.

File Indexing
Leverage Iron Mountain File Indexing services to capture file-specific descriptions that enable you to manage your inventory at the file level.

Secure Storage
Securely store your physical records, electronic data, media tapes, vital records, and other assets, offsite – with access when needed. With Iron Mountain Secure Storage services, you'll have confidence that your assets are protected in facilities with intrusion detection and alarm systems, physical access controls, fire detection and suppression and 24/7 central monitoring.

Iron Mountain Connect
Manage your records inventory – from inception through disposition – wherever your records reside. Place orders, run activity reports and access your inventory data – anytime from anywhere – with Iron Mountain Connect.

Content Classification
The Iron Mountain Content Classification service ensures that your metadata is applied to legacy information already in storage.

Retention Schedule Consulting Services
Iron Mountain Healthcare Consultants help you create policies that address the ever-changing federal and state regulatory requirements. As a result, you will be able to deliver a legally credible retention and disposition program that reduces costs and risks enterprise-wide.

Policy Center
The Iron Mountain Policy Center solution provides automated, up-to-date retention guidelines from around the world. These guidelines are researched, curated and vetted by legal experts within individual industries and geographies. You will be able to provide visibility into the latest version of your retention schedule throughout all of your locations, helping to ensure program consistency.

Secure Shredding
Iron Mountain Secure Shredding is NAID certified for document destruction. All materials are thoroughly shredded and recycled in accordance with our rigorous Secure Shredding workflow, and a Certificate of Destruction is provided upon completion. Onsite and Offsite versions are available.

Enterprise Master Patient Index Analytics and Cleanup Solution
Iron Mountain Enterprise Master Patient Index Analytics and Cleanup Solution enables you to detect, reconcile and prevent duplicate patient records across multiple sites, locations and systems.

Release of Information
The Iron Mountain Release of Information solution enables you to efficiently manage the ROI process across the enterprise. With this service, you can standardize the protected health information (PHI) disclosure processes, increase policy enforcement, decrease turnaround time and easily document all disclosures.

Records Custodial Solution
The Iron Mountain Records Custodial Solution provides a complete, end-to-end solution for your closing practice or hospital – including hardcopy and electronic records storage, release of information and secure file destruction. By leveraging our proven capabilities and HIPAA-compliant best practices, you'll have peace of mind knowing your patient records are properly managed and accessible, even after your facility closes.

Imaging (Scanning) Services
With Iron Mountain Imaging services, you can digitize paper records to reduce paper and manual processes and improve agility, accuracy and response times.

Cloud Data Management
Iron Mountain Iron Cloud provides secure, scalable storage to protect and preserve your data. The Iron Cloud is situated in our own data centers and features built-in geographic resiliency to ensure data is protected and accessible when you need it.

Cloud Archive
Iron Mountain Iron Cloud Archive is a secure repository for data that you need to preserve. This offsite, pay-as-you-use archival cloud storage solution offers the enterprise-class SLAs, stringent security protocols and near-infinite scalability required to ensure data remains intact and easily accessible.

Cloud Data Replication
Iron Mountain Iron Cloud Data Replication provides cost-effective, fully managed cloud-based data replication target to an Iron Mountain secure data center. This solution utilizes secure, high-speed and reliable connectivity to replicate data offsite so that it is protected yet available for fast and efficient recovery, while reducing costs associated with legacy backup systems.

Cloud Storage for Medical Images
Iron Mountain Iron Cloud Storage for Medical Images provides secure, cloud-based storage for protecting, preserving and accessing medical images. The solution enables healthcare organizations to easily manage and scale storage capacity for increasing amounts of medical image data at a predictable cost, while providing routine access for clinical studies and meeting HIPAA requirements for disaster recovery.

Cloud Backup
Iron Mountain Iron Cloud Backup services provide best-in-class protection of data while delivering a resilient, secure environment that will keep your business up and running - at a predictable cost. You can have a flexible solution that manages the backup and recovery processes for your mission-critical data and systems, allowing your staff to focus on the business.

Cloud Disaster Recovery
Iron Mountain Iron Cloud Disaster Recovery solution enables you to quickly and easily recover business-critical information in a matter of hours with guaranteed SLAs, keeping the organization up and running and employees productive.

Cloud Critical Protection and Recovery
Iron Mountain Iron Cloud CPR is a managed data protection solution to safeguard and restore critical data, providing confidence in recovery in the event of a destructive cyberattack.

Data Restoration and Migration
Iron Mountain Data Restoration and Migration services help you restore archived data regardless of the software and equipment used to place that data on the tape or the format of the media. You can be confident that each request to locate information from your backed-up data will be handled with precision by our skilled experts.

Restoration Assurance
Iron Mountain Restoration Assurance provides a defensible, reliable and predictable data recovery process that will stand up to an audit or in court, if needed.

Secure e-Waste and IT Asset Disposition (SITAD)
Iron Mountain Secure e-Waste and IT Asset Disposition (SITAD) service helps you reduce e-waste by destroying and recycling or redeploying a wide variety of IT assets. Plus, with services that include secure logistics with rigorous chain-of-custody processes, you can rest assured that the entire process will be managed securely and conveniently.