Quicktrace

The simplest

and most

cost-effective

file tracking

software for

GP practices.

"QuickTrace saves staff time and stress in locating notes and helps improve the quality of service to patients."

Dr Jim Campbell
Townhead Surgery, Irvine.

QuickTrace is an award-winning medical records tracing system designed specifically for use in GP practices. It employs simple bar code technology to provide an efficient and effective solution to the challenge of managing files for many thousands of patients. It can help to find mislaid files and to improve the quality of service being provided to individual patients. In short, QuickTrace can help you to save time, money and stress.

The 1999 winner in the Primary Care category of the Health Care IT Effectiveness Awards, QuickTrace was developed by QuickTrace Ltd in conjunction with a Scottish GP practice handling over 18,000 files. This has ensured that QuickTrace is able to deliver real ease of use combined with cost effectiveness. The result is a system now widely recognised as providing a benchmark in healthcare information management.

1999

HEALTHCARE
IT EFFECTIVENESS
Awards

Recognising excellence in healthcare information management

"Scanning the bar code every time a file is moved, helps to track files and gives us a lot of valuable management information."

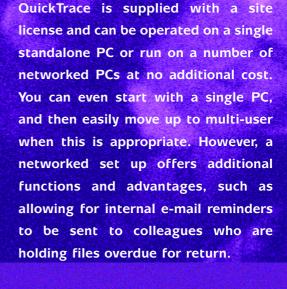**Dr David Matthewson,**
Racecourse Road Surgery, Ayr

QuickTrace is a powerful tool, purpose designed to help with the general management of medical records. Simple bar code labels provide a low cost labelling solution which can be easily applied using label handling equipment provided for this purpose.

Each time a file is removed from or returned to the records office (or moved between users), the file label is swiped by a bar code reader attached to a PC. The new location of each file is then instantly recorded in the database. A portable scanner may also be used. The system saves valuable staff time by avoiding long searches for missing files, by generating and issuing reminders and by being significantly quicker to operate than manual tracer systems. Furthermore, since the system also records the reason for moving a file, a series of valuable management reports can be produced on demand.

"It is important that QuickTrace can be run on everyone's PC, because that means we all get something out of it."

Irene Gunn,
Practice Manager,
Dr Gordon Martin and Partners,
Maryhill

QuickTrace is supplied with a site license and can be operated on a single standalone PC or run on a number of networked PCs at no additional cost. You can even start with a single PC, and then easily move up to multi-user when this is appropriate. However, a networked set up offers additional functions and advantages, such as allowing for internal e-mail reminders to be sent to colleagues who are holding files overdue for return.

There is also no limit to the number of files the system can handle and you may define multiple records offices to cater for branch surgeries. Furthermore, to ensure ease of set up, the initial information for each patient's record within QuickTrace will normally be generated from your clinical system such as GPASS, EMIS or Vision. Integration with clinical systems minimises administration requirements while providing maximum benefit to users. QuickTrace is fully accredited by GPASS and highly integrated with it.

"Being able to print colour tabs for new patients keeps our filing system right up to date"

Jean Plowright,
Practice Manager, Ashgrove Group Practice, Blackburn

If you also wish to be able to colour code files, then ColourTrace is a colour tab printing system which can be integrated with QuickTrace to provide an additional means of tracing misplaced files. It makes the production of colour-coded tabs for files as easy as printing simple bar code labels. ColourTrace is normally available as an add-on module to be used in conjunction with QuickTrace, but it can also be utilised in standalone mode.

ColourTrace provides an efficient method of producing colour tabs for new patients as they are required. Colour bands representing the first three letters of a surname form continuous runs of colour ensuring that misplaced files can easily be seen. In addition, male/female colour tabs makes finding specific files even quicker. The software handles part–used sheets of labels to avoid wastage of the colour tab stationery.

"We normally use the portable bar code scanners – but it's good to have the flexibility to choose."

Dr Ewen Harley,
Keppoch Medical Practice,
Possilpark Health Centre,
Glasgow

QuickTrace can be installed on existing surgery PCs. The only additional hardware required is the appropriate set of bar code scanners and label printers. A thermal transfer printer will normally be supplied with QuickTrace for printing the file labels. This will ensure that labels can be scanned for years to come. Low cost direct thermal printers can also be supplied for printing address and specimen labels. A colour ink jet printer may be supplied for printing colour tabs if ColourTrace is being used.

There are two main options for scanning - although these may be used at the same time. The first is a scanner connected directly to the PC - this is used where most of the file movements are usually recorded. The second optional unit is a portable bar code scanner. It is possible to use several of these to log transfers anywhere in the surgery and subsequently for the data to be transferred to a PC via a single transfer unit.

"Installation was all handled for us – and the training of staff to use QuickTrace took no time at all."

Helen Mullen,
Accounts / IT Manager,
Dr Scott & Partners,
Westgate Health Centre, Dundee

Installation of QuickTrace and most of the system set up is included in the purchase cost. However, as well as installing the live system, the package also includes installation of a separate training version. This enables staff training to take place free from any worries about losing or corrupting data on the live system. It also provides an ideal opportunity to decide on suitable names and categories for the various practice 'locations' (the places that files are transferred to) and the 'reasons' (what the file is to be used for when transferred).

Significantly, because ease of use has been the design foundation of QuickTrace, staff can be trained to use the system in minutes rather than days. Initial on-site training is included in the purchase package – and all staff will be completely confident in using QuickTrace before they begin to work on the live system.

"We suggested a new feature to make the system easier for us - and we had it implemented a week later."

Bob Faulks,
Practice Manager,
Bourtreehill Medical Practice, Irvine

QuickTrace comes complete with 12 months telephone and on-site support plus free upgrades. After this initial period, a low cost annual support contract includes on-site support and upgrades to QuickTrace as they are released.

The system itself has a comprehensive help file which explains how to carry out all the routine activities. It also has a section of 'Frequently Asked Questions' (FAQs) which may help to answer any queries. In addition, the latest version of the FAQs will always be readily available via the company's web site at www.quicktrace.co.uk.

Finally, QuickTrace has been developed entirely on the basis of what has been asked for by medical records staff and doctors. If, as a new user, you have any ideas for additional features, then these will seriously be considered for inclusion in subsequent versions.

Contact Us

If you would like to arrange for a demonstration of QuickTrace in your surgery, then please do give us a call. We'd be delighted to show you how QuickTrace can help to save time, money and stress. You can contact us today on :

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