

How Barcode Tracking and Inventory Management Technology Work

When your records are stored in a commercial records center, barcode tracking and inventory management technology are used together to expertly manage, accurately retrieve, and deliver your information on time.

Before being transferred to a commercial records center, a barcode is placed on each of your boxes of records. You complete forms indicating the contents of each box, and at the time of pickup, the records center representative scans every barcode with a handheld scanner to get a box count for inventory purposes.

When your boxes arrive at the records center, the barcode data stored on the handheld scanning device is uploaded into an inventory management database. The information you recorded on the form for each box is then entered into the system and associated with each unique bar code, including:

- Department
- Client or patient number
- Retention period
- Destruction date

Each box is then assigned a specific shelf location—with its own unique barcode—within the records center. Both the box and shelf barcode are scanned and associated with each other in the inventory management system.

After shelving, the location data for each box containing your records is also uploaded into the system. Each time a box is retrieved, delivered or returned, that action is logged in the system. In this way, a comprehensive audit trail for your information is created. Secure online web access lets you view exactly what records you have stored offsite, you can manage your records inventory, and you can even request pickups and deliveries as necessary.

When barcode tracking and inventory management technology is used in a commercial records center, you know your records are properly organized, protected and accessible.

Thoughts from Pat

DeVries Information Management was founded by myself and my lovely wife Susan in 1994, beginning as a commercial moving and storage company. While still experts in moving services throughout Eastern Washington and North Idaho, the company has diversified over the years to include Records Management, Document Imaging and Document Shredding.



Though our company has grown considerably, DeVries Information Management is still a family-run business, something we are very proud of. With over 20 years in business behind us, we are thrilled to not only celebrate our new success as a team of over 35 employees, but also as a family. Whether you are preparing to move or trying to keep your business organized and in compliance, we are here to help.

DeVries Information Management offers records management and shredding services to fit a variety of your needs.



Quick Tips: Cars

While everyone seems to have GPS these days, nothing beats a good old-fashioned map for a long road trip with kids. Before heading out, plot your route on the map and identify landmarks. During the car ride, have the kids follow along and find navigation points and interesting things along the way. Not only does it keep them more engaged with the trip, it can help pass the long and sometimes boring hours in your vehicle.

Have A Question For Us?

We love to hear from all our good friends and clients who enjoy reading our monthly newsletter. If you have a question related to off-site document storage, shredding, media vaulting, or document imaging, please feel free to give us a call or send us an email:

(866) 433-4691

CustomerService@Devriesinc.com

THREE MONTHS FREE STORAGE!

Sign up for a new hard copy account in *July* and get 3 months of storage FREE with mention of this coupon! Email MattD@devriesinc.com for more information.



RANDY'S ROUNDUP

The Future of Document Destruction

Some people have many reservations about the future. For others, the future represents potential for positive things to unfold. When we're looking at the future of document destruction, advancements in technology and standards for record keeping can make it something to be both excited and also cautious about. Are you prepared for the future of document destruction?

One of the most important reasons a business needs to pay attention to professional certified document destruction is because criminals can and will use business documents to aid them in carrying out a host of different crimes like identify theft or cybercrimes.

Looking back just over the last few decades, we've seen crime evolve dramatically, becoming more and more sophisticated right in line with the evolution of technology. It seems every time technology is developed to make things more secure, criminals are already at work finding ways around it. As we look to the future, it only makes sense to believe this trend will continue. Criminals will continue to adapt their methods and tools to get the information and material they need to succeed.

Quick Tips: Home

It can be a challenge to keep your home cool during the hot summer months. Your best bet is to keep doors and windows closed during the day to keep the cool air inside. If you are struggling to keep your home cool, however, you can place a window fan on the downwind side of the house facing out. With this technique, there should be a window open in each room and all interior doors should be open to allow air flow. This added ventilation can help cool your home.

"The privilege of a lifetime is being who you are." — Joseph Campbell

July Holidays and Events

- 3 Compliment Your Mirror Day
- 3 Stay Out of the Sun Day
- 4 Independence Day
- 4 International Day of Cooperatives
- 5-11 National Farrier's Week
- 6 Take Your Webmaster to Lunch Day
- 7 Father-Daughter Take a Walk Together Day
- 7 Tell the Truth Day
- 10 Cow Appreciation Day
- 11 Bald Is In Day
- 11 World Population Day
- 12-18 Sports Cliché Week
- 13 Embrace Your Geekness Day
- 13 Gruntled Workers Day
- 13 International Town Criers Day
- 18 National Woodie Wagon Day
- 18-26 National Moth Week
- 19 Lake Superior Day
- 19 National Ice Cream Day
- 19-25 Captive Nations Week
- 20 National Get Out of the Doghouse Day
- 21 No Pet Store Puppies Day
- 22 Rat-Catchers Day
- 23 Hot Enough For Ya Day
- 24 National Drive-Thru Day
- 24 National Tell an Old Joke Day
- 25 National Day of the Cowboy
- 26 Aunties Day
- 26 Parents Day
- 27 National Korean War Veterans Armistice Day
- 27 Take Your Houseplants for a Walk Day
- 27 Walk on Stilts Day
- 30 National Chili Dog Day
- 30 International Day of Friendship

July is also . . .

- Worldwide Bereaved Parents Awareness Month
- International Alopecia Month for Women
- International Zine Month
- Cell Phone Courtesy Month
- Bioterrorism/Disaster Education and Awareness Month
- Herbal/Prescription Interaction Awareness Month
- Smart Irrigation Month
- Women's Motorcycle Month
- National "Doghouse Repairs" Month
- National Grilling Month
- National Hog Dog Month
- National Horseradish Month
- National Ice Cream Month
- National Make a Difference to Children Month
- National Minority Mental Health Awareness Month

Security and Compliance with Matt

Secure Document Storage and Management Tips for Hospitals



Document storage and management can be challenging to carry out in any industry. When it comes to healthcare, information management is particularly complex. Because strict guidelines associated with laws like HIPAA carry high penalties for violations and noncompliance (in some cases over \$1,000,000 in fines),

document management systems must balance between being secure and accessible at the same time.

Given the sensitive nature of the healthcare industry, hospitals are often required to maintain a secure environment for patient files and important documents. To perform improved information management, security is a must. A hospital's information is only as secure as the records management company that manages it. Hospitals must take measures to work with a complaint and certified records management company. At DeVries Information Management, we ensure that only people who are approved to have access are permitted to retrieve patient files - no exceptions!

Is your hospital in need of document management services? At DeVries Information Management, our secure storage facility and shredding services keep confidential information safe throughout its lifecycle.

Do You Want To Win A \$25 Starbucks Gift Card?



Each month we'll give you a new challenge of some type. All those who reply with a correct answer are eligible to win. At the end of the month we'll draw a lucky name.

Here is this month's challenge:

Balloons fear what type of music?

Last Month's Answer to: *What farm animal keeps the best time?*

"A Watchdog."

Last Month's Winner

LIZA SPRINGER

NORTHLAND COMMUNICATIONS

Email your answer to MattD@devriesinc.com

By the Numbers: Summer Vacations

- Just over 45 percent of Americans take a summer vacation each year.
- The average American travels about 560 miles round trip on their vacation each summer.
- About 91 percent of summer vacations are made in personal vehicles, and only 7 percent are taken by air travel.
- The top travel destinations are Florida (19 percent), California (15 percent), New York (10 percent), and North Carolina (9 percent).
- The beach is visited by 45 percent of travelers in the summer, making it the most popular type of destination each year.

Sources: Equation Research, Harris Interactive

"Your time is limited, so don't waste it living someone else's life."

— Steve Jobs

Quick Tips: Green Living

Keeping under the speed limit will help you burn less gas and increase your miles per gallon. Your gas mileage will be better if you avoid sudden starts and stops. You should also avoid revving your engine. Not only is this more energy efficient, but it is also safer for you and the drivers around you.



You must pinky-swear to never reveal our company secrets. That's the cornerstone of our new information security program.

JULY SPECIAL: THREE MONTHS FREE SHREDDING

Sign up for a new Secure Destruction account in **July** and get 3 months of FREE shredding with mention of this coupon! Email MattD@devriesinc.com for more information.

BINTips

is a free monthly newsletter
from your friends at DeVries Business Services, Inc



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July OFFERS!

Shasky's Recipe of the Month: SUMMER SHRIMP SCAMPI



Instructions:

In a large pot of boiling salted water, cook pasta according to package instructions; drain well.

Melt butter in a large skillet over medium high heat. Add shrimp, garlic and red pepper flakes. Cook, stirring occasionally,

until pink, about 2-3 minutes. Stir in wine and lemon juice; season with salt and pepper, to taste. Bring to a simmer; remove from heat and stir in pasta, lemon zest and parsley.

Ingredients:

8 ounces linguine
2 tablespoons butter
1 pound medium shrimp, peeled and deveined

3 cloves garlic, minced
1/2 teaspoon red pepper flakes, or more, to taste
1/4 cup white wine
1/4 cup freshly squeezed lemon juice
Kosher salt and freshly ground black pepper, to taste
Zest of 1 lemon
2 tablespoons
chopped fresh parsley leaves
1/4 cup freshly
grated Parmesan

