



MedLegal document processing, sorting & indexing related to Workers Comp Personal Injury Life Care Plans Trial Prep

for Physicians IMEs/QMEs Insurers TPAs Attorneys Risk Managers

Over 2 decades of experience as a leading medlegal subcontractor serving satisfied customers worldwide

© 2020 Rapid Care

Document Processing

Medical • Legal • Business • Financial • Research

With a dedicated experienced workforce of 800+ and growing, including 250 clinical professionals, Rapid Care handles all types of document processing accurately and efficiently, accommodating your exact specifications and timeframe. ***Our work is HIPAA-compliant, performed in ISO 27001:2013 certified production facilities.***

Sorting & Indexing

Rapid Care performs all types of document sorting from small to high-volume and complex jobs according to your unique specifications. Please contact us for a customized quote.

- Sorting/Categorizing Source Records**
1. When we receive your source documents, we categorize them by type of record, providers, facility, etc. We record the date & type of each report, and its page range.
 2. We further categorize record types into sections and subsections according to client request (customized).
 3. Duplicate records are removed.

- Indexing & Pagination**
- Once the records have been sorted, they can be indexed and paginated.
- Page numbers are referenced in the index and *bi-directionally* hyperlinked for ease of navigation through the records.

- Common sorting protocols include:**
1. Sorting by date.
 2. Chronological order by provider.
 3. Chronological order by type.

Many different variations are possible, according to client needs: simple sorting (no index), indexing alone, indexing and pagination, indexing and pagination with hyperlinking, with tabs/without tabs, etc. Depending on complexity, typical turnaround for sorting with indexing and hyperlinking is 5-7 days (rush available).

GET SAMPLES AND A CUSTOMIZED QUOTE.

Contact: Kevin Ross, VP Sales & Marketing

www.rapidcare.net 203-767-5803 kevin.ross@rapidcare.net
 Offices: Arizona, California, Connecticut, Florida, Chennai