

Archives Management in the Information Age: Practical Exploration of Computer Technology Integration

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Abstract: With the advent of the information age, the explosive growth of information has brought great opportunities and challenges to hospitals. It is a very difficult problem to solve the problems of huge information and small storage capacity of paper files, huge space required and slow data query in traditional file management. How to screen out the data suitable for hospital development through huge information to support the suggestions and improve work efficiency is a very important role of archives management in the new era. This paper will discuss the application of file management in hospital and analyze its actual effect, so as to provide data support for related work.

Keywords: Hospital archives; Archives management; Data support.

1. Introduction

Hospital archives occupy an important position in hospital management, such as medical records, personnel files, equipment units, infrastructure files, bidding files, document files and so on. At present, many hospitals still adhere to the traditional file management [1][2], and there are many problems such as huge storage space for paper files, slow query efficiency and low file utilization rate, which seriously affect the operation efficiency of hospitals, reduce patient experience and medical quality. Therefore, how to strengthen the management of hospital archives, improve the retrieval rate of archives, provide strong data support for doctors' diagnosis and treatment, and improve the utilization rate of archives resources is of great significance, thus providing the direction for further reform and optimization of hospitals [3]. Hospital file management needs to be further optimized according to the needs of clinical frontline workers and the new requirements of laws and regulations, so as to improve medical quality, reduce tedious and ineffective work and improve work efficiency.

2. The main functions of hospital archives management

Hospital file management is a necessary means for hospitals to carry out scientific research management, administrative management, and provide patient service experience. By improving the management rules and regulations of file management, medical quality can be improved, patient experience can be enhanced, and patients' health and safety can be guaranteed [4].

2.1. Protect the privacy of patients, improve the experience of patients.

The patient's medical records contain information such as the patient's name, age, illness, residence address and contact information, which involves the patient's privacy. Once leaked, it will affect the patient's daily life and cause great trouble to the patient. How to protect the patient's privacy and make good use of the patient's medical records is an extremely important work [5]. The existence information of medical records can ensure that patients can provide doctors with

auxiliary diagnosis and judgment when they see a doctor again, such as whether the patient's condition is aggravated, improved, and whether there is a certificate, so as to improve the therapeutic effect and reduce the treatment cycle.

2.2. Improve the efficiency of hospital management.

Hospital files include personnel files, equipment files, infrastructure files, honorary medals, etc. The existence of these files enables relevant staff to obtain corresponding information in their work, such as the payment of salaries after the rating of professional titles; The equipment file can refer to the working cycle of the equipment. Do you want to update it? Infrastructure files can refer to the strong and weak electricity information, oxygen channels and the location of equipment belts in wards or equipment rooms, which is convenient for repair. Making good use of these archives information can not only greatly improve the management and operation efficiency of the hospital, but also reduce costs and increase efficiency, reduce invalid expenditures, and plan ahead for the healthy and beneficial development of the hospital [6][7].

2.3. Provide a wide range of samples to improve the level of scientific research.

The medical records of the same type and same genus can provide extensive data for medical workers, provide strong data support in scientific research, and can be directly cited in the subsequent treatment of the same patients, providing a powerful treatment plan, reducing the burden on patients, improving medical treatment and shortening the treatment cycle [8][9].

2.4. Legal basis and reimbursement credentials

The patient's electronic medical record can improve the patient's basic personal information, illness, treatment methods, results and other information. The composition of these information can form a complete evidence basis, provide data for patients when they take medical insurance, and facilitate the judgment of whether they meet the medical reimbursement standards and improve the efficiency of medical reimbursement.

3. The new requirements for the development of hospital archives management

3.1. The overall process of hospital archives management

The process of hospital file management is divided into the following steps: firstly, receiving and collecting files; firstly, converting the original paper files into electronic files for easy query. Receive and analyze the submitted data packets online or offline, or receive their paper files [9]. When receiving, it is necessary to carry out "four-character detection" on files, which is to ensure the authenticity, integrity, availability and security of electronic files. In the process of collection and long-term preservation, electronic files and electronic files need to be tested to ensure the complete unity of electronic files and paper files.

Secondly, it is necessary to classify and catalog the archives: this is mainly to classify, catalog, name and store the archives, and complete the archiving and preservation of the archives.

Then archive storage: assign file numbers to paper files and electronic files according to their file classification and cataloging results, and complete the archiving process. The filing process is shown in Figure 1.

Then file retrieval can be carried out: it is mainly to set query search conditions to query the required files.

Finally, file utilization: after downloading the search file,

data statistics.

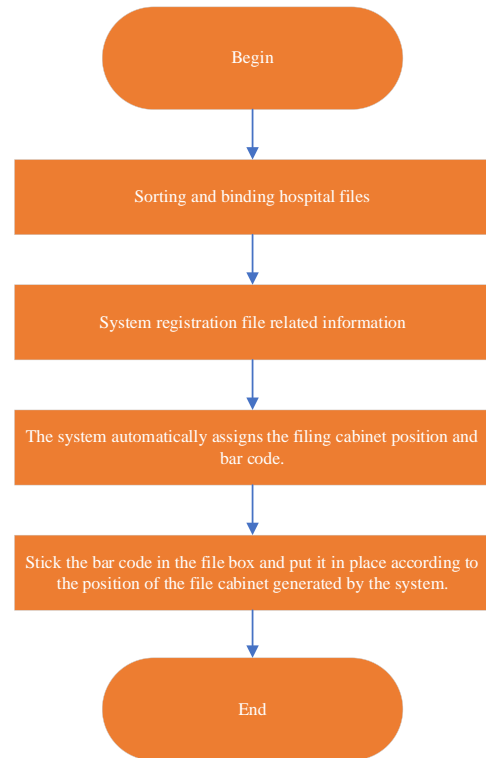


Fig. 1 Archiving process

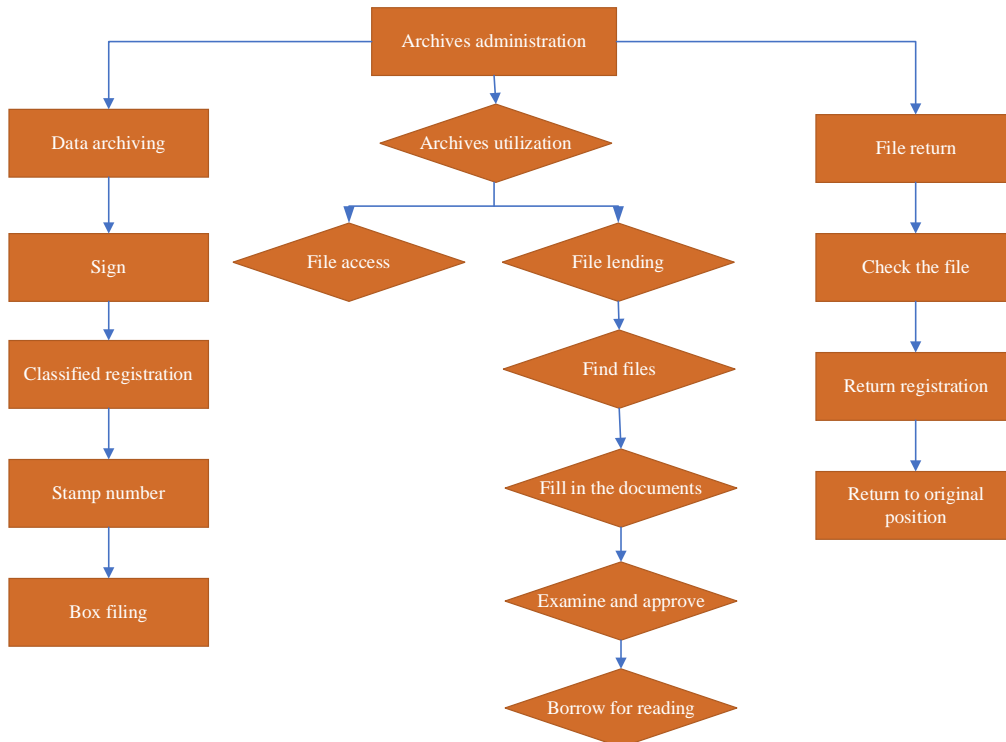


Fig. 2 File management process

The whole process of file management can reduce the tedious work of staff [10] [11], improve the efficiency of file work, standardize the file management process, and provide strong data support and decision analysis for medical staff or managers. The completion process is shown in Figure 2.

3.2. The digital process of archives

The electronization of archives is mainly to adapt to the

development of the new era, and transform the original paper archives or newly-generated paper archives into electronic archives through technical means. Because of its texture, paper archives are prone to damage such as moisture, moth-eaten, fire, etc., and long-term frequent access to the original paper archives will also shorten their life, and there are many problems such as huge storage space, slow query efficiency and low utilization rate of archives. These problems have

seriously affected the operation efficiency of hospitals, reduced patient experience and medical quality.

Archives can be searched, shared and managed quickly through the digitalization of archives, which can not only reduce the storage and management costs of paper archives, but also connect electronic archives data with other systems through reasonable technical means, providing strong data support or decision support for medical staff or managers. The

flow chart is shown in Figure 3.

The digitalization of archives is not only a technical upgrade, but also an innovation of management mode. It can significantly improve the efficiency, security and sustainability of file management, and at the same time provide data analysis and decision support for decision makers.

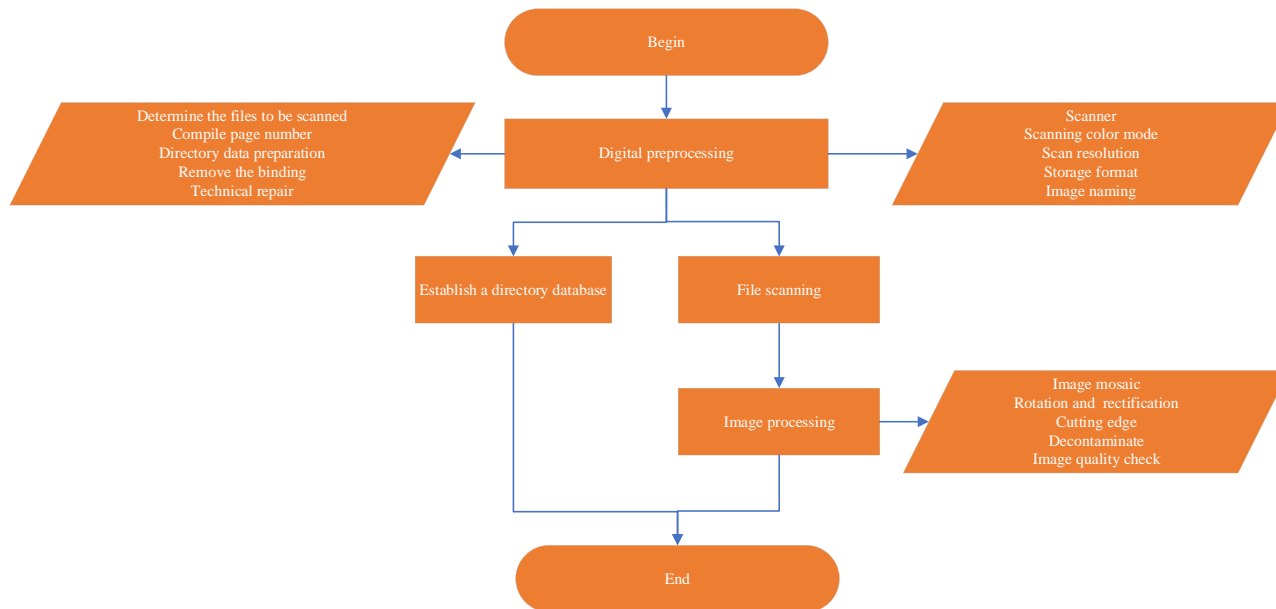


Fig. 3 Archives Digitization Processing Flow

4. The problems existing in hospital archives management

4.1. Responsibility management is not clear

In the process of file management, whether it is paper files or electronic files, it is very important to have a complete closed-loop management, improve management efficiency and reduce unnecessary consumption of resources such as manpower. If the responsibility management is not clear, it will lead to management confusion, which will lead to the management confusion of file managers, and it is difficult to find the required files or the files are lost. Therefore, it is necessary to identify specialized file managers, formulate strict file consulting, receiving and transferring systems, ensure closed-loop operation of file circulation, and reduce the error probability [12].

4.2. Inadequate management tools, inadequate resource allocation

Many file management still stays in the traditional manual operation stage, lacking modern management means and equipment, and unable to realize efficient file retrieval and utilization [13] [14]. Some organizations or enterprises do not pay enough attention to file management, and think that file management is an auxiliary work, which leads to insufficient resource allocation and lack of understanding of the strategic significance of file management. It is necessary to introduce professional archives management system, improve the efficiency of archives retrieval and utilization, invest funds and personnel, increase the storage area of archives, improve the level of archives digitization, and add new electronic equipment to improve archives management.

4.3. The file security and confidentiality issues are not taken seriously

File security measures are not in place, and there is a risk of file loss or damage; The sense of confidentiality is not strong, and the risk of leakage of sensitive files is high. Security measures need to be strengthened. First, a sound security management system needs to be established to ensure the safety and confidentiality of files. Secondly, special file security personnel, secret containers and special secret passwords need to be added to store special files in secret, so as to improve the safety and confidentiality of files.

5. Summary

With the advent of the digital age, the archives management of hospitals is facing opportunities and challenges. How to improve the retrieval and utilization of archives through effective management means, and how to screen out data suitable for hospital development from huge information through big data, AI and other means to improve work efficiency is the key to archives management.

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