

PROFILES OF SUCCESS



Miami Dade Human Resources
Miami, Florida
Monitored Federal Program Files



Problem

Miami Dade Health Services needed a new way to keep control over their multitude of federal program files. Their current system of lateral files proved to be inadequate in many ways. They needed to consolidate more than 10 locations to one centralized, reduce the amount of floor space taken up by filing, and find a way to successfully code their folders to avoid duplicate filings.



Solution

Datum's solution was to provide them with 3 MobileTrak5® Systems equipped with 4Post™ Shelving, reference shelves and tambour doors for security. This successfully reduced their filing locations from 10 to 3 in the building, centralizing their filing area. This also helped with HIPAA compliance as the access to the rooms were more easily monitored and only 2 clerks were needed per location.

The files were then converted to end tab filing and color coded to help with visibility and ease of retrieval and replacement. This virtually eliminated misfiles on the shelves.

Ultimately the new high density systems eliminated a number of issues for the department, freed up valuable floor space for other uses by 80%, and improved their productivity.

Datum utilizes design programs to create 3D color renderings for customers to see exactly what their unique storage system will look like in their facility, from size and scale to color and aesthetic appeal, before the system is purchased.



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