

Four Steps to
PEACE OF MIND



Step 1 NOTIFY

Shoreline starts with the most important part of closing a medical practice - notifying patients. We help develop messaging to announce the closing of the practice so you can properly and timely inform patients, the applicable State Medical Board(s), and other key entities. This announcement will address how patients can obtain copies of their charts from Shoreline.



Step 2 COLLECT

Shoreline provides or assists with all the services for preparing files for storage. This includes packing paper charts and transporting them to our storage facility, and working with the appropriate IT professionals to export any Patient Charts that are currently stored in electronic format.



Step 3 STORE

Safe storage requires that the confidentiality of the records be protected. Shoreline ensures records are securely and properly maintained for the necessary length of time. For over 20 years, Shoreline has maintained the confidentiality and protected the most sensitive health, financial and other records for companies both large and small.



Step 4 RELEASE

Requests for Patient Charts from Shoreline are released upon request from patients or an authorized representative. Following HIPAA release and payment, the records are sent electronically to the requester through a secure portal that is password protected.

Shoreline is continually updating and improving its HIPAA and Hi-Tech practices to meet our goal of being the best-in-class provider of medical record custodian services in the industry.