

Medi-System:

# THE INFORMATION MANAGEMENT CONCEPT FOR HEALTHCARE

INSIGHT THROUGH ORDER



The Medi-System from Jalema –the specialists in filing and information solutions for more than 50 years – provides an integrated, cost-saving system for a complete overview and optimal accessibility of all types of documents, files and information flows in hospitals and other healthcare related institutes. Jalema’s Medi-System is based on a conceptual approach to all information processes within the healthcare sector. A total solution where the provision of high quality service, advanced software and efficient storage solutions for physical documents form the foundation of truly comprehensive information management.



**“A SINGLE JALEMA FILE IS SUFFICIENT FOR THE MAJORITY OF OUR PATIENTS’ LIFETIMES.”**

“ During the merger between the Brunssum, Kerkrade and Heerlen hospitals, whether or not we would continue working with Jalema - a single system for both the static and dynamic archives - was never under discussion in the Cardiology Outpatients’ Clinic. The Jalema Medi-System offers a complete overview and a considerable savings of time and space compared to other systems. ”

*Cardiology Outpatients’ Clinic at the Atrium Medical Centre in Heerlen (NL)*

# Medi-System: an effective total concept for medical information management



**“OUR ARCHIVE IS A LOT MORE EFFICIENT THANKS TO MEDI-SYSTEM FROM JALEMA.”**

“ Since we switched over to Medi-System from Jalema more than ten years ago, our archive has become much more efficient. Medi-System files hang on the profile from a single suspension point, keeping them neatly in place and providing more oversight. The colour coding system makes sure that you almost never get hold of the wrong file. Files are also seldom inserted improperly. If that does happen nonetheless, it’s immediately noticeable because the colour pattern is interrupted. ”

*Martin Huisman, Head of Medical Registration at the Ikazia Hospital in Rotterdam (NL)*

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Jalema has occupied the leading position in the Dutch and Belgian healthcare markets for years, in addition to being a major player in other European countries, by providing efficient space and time saving filing systems for storage and management of physical documents. This brochure details our range of harmonising files, filing racks, mobile cupboards, colour coding systems, attachment mechanisms, accessories and transport and office trolleys. Full information about our powerful, user friendly software for physical and digital information management is also contained. Plus the J-F-M (Jalema File Management) service, our secure solution for outsourcing physical information that forms a cost effective bridge from physical to digital filing. Excellent external archive management, security, legal responsibility and digital availability are the fundamental aspects.

## A PRACTICAL APPROACH TO INTEGRATED INFORMATION MANAGEMENT

The ingenious combination of our physical and digital filing solutions create perfectly organised files and information, accessible from any workplace, at any moment of the day. Our solutions are also component parts of the revolutionary EPR/DIS-concept, which is fully explained on page 5 of this brochure.



**“JALEMA OFFERS A COMPLETE SOLUTION AND, IN PARTICULAR, A UNIQUE FILING CONCEPT.”**

“ Jalema offers a complete solution - racks and files - though primarily a unique concept perfectly tailored to our needs. Jalema’s filing consultants speak not only with the management of the hospital’s purchase department, but they also talk to the people here on the floor. Mostly they just want to make sure that everything is running smoothly. But should any problems or new needs arise, they also provide us with an appropriate solution. After all, they know our filing system through and through. ”

*Ingrid Rimbaut, responsible for the archive at the Onze-Lieve-Vrouw hospital in Aalst (B)*





**“WE’VE BEEN USING A JALEMA FILING SYSTEM SINCE 1994. EACH PATIENT HAS HIS OWN FILE WITH ALL HIS DATA. THESE FILES ARE STORED IN A SINGLE CENTRAL ARCHIVE.”**

“ A legal provision was imposed in France in 1992 on the filing of patient records, which stipulated that all data must be kept in a single folder. In 1994, when we moved into the newly built Centre Hospitalier de Bourges, we had 4,000 running metres of documents needing to be filed. After studying various options in-depth, we decided to go with the Jalema system. Now every department uses this unique, space-saving suspension system on a daily basis. ”

Central Archive at the Centre Hospitalier in Bourges (F)



**“EVEN COLLEAGUES WHO HAVE SWITCHED OVER TO THE COMPUTER COMPLETELY HAVE FOUND THAT YOU CAN’T DO WITHOUT A PHYSICAL ARCHIVE.”**

“ Nowadays, I come across colleagues who had switched over to the computer completely, but changed their minds once they realised that you simply can’t do without a physical archive. An archive needs to be practical and easy to use and not take up any more space than is strictly necessary. Jalema offers such a system. ”

P.J. Luyendijk, general practitioner in Deventer (NL)



**“JALEMA’S X-RAY FILES - FOR EASY FILING AND RETRIEVAL OF ALL X-RAYS.”**

“ The x-ray archive at the Mesos Medical Centre in Utrecht has been using the Jalema system specifically developed for x-rays for years. The Jalema x-ray files have a special format, making it possible to file nearly all types of x-rays. The clear imprint on the files and Jalema’s colour coding system make it easy to store and retrieve x-rays. ”

X-ray archive at the Mesos Medical Centre in Utrecht (NL)

Considerations surrounding the introduction of a healthcare EPR (Electronic Patient Record) or a DIS (Document Information System) more often concern the packaging than the content. The role these systems play in relation to total information management within an organisation is also often underestimated or overlooked. In the past great emphasis was placed on actually translating physical information into a digital form, but our concept takes a far more practical approach.

There is always the risk that an organisation pays too much attention to possible future developments, without finding a solution for the paper problem. But keeping physical information accessible is vital. The process of transferring all physically stored information to a completely digital environment will be a lengthy one involving years of work.

With Jalema’s concept, all information remains accessible within an organisation, as the physical information is digitally integrated, irrespective of whether the data is filed internally or externally (for example using J-F-M). A revolutionary new EPR/DIS-concept, where Jalema operates with a number of specialised partners.

The new EPR/DIS-concept rests on four pillars (see picture): Document Management System (DMS), Jalema Information Manager software (JIM), J-F-M (the Jalema service for optimal external archive management) and your Hospital Information System (HIS).

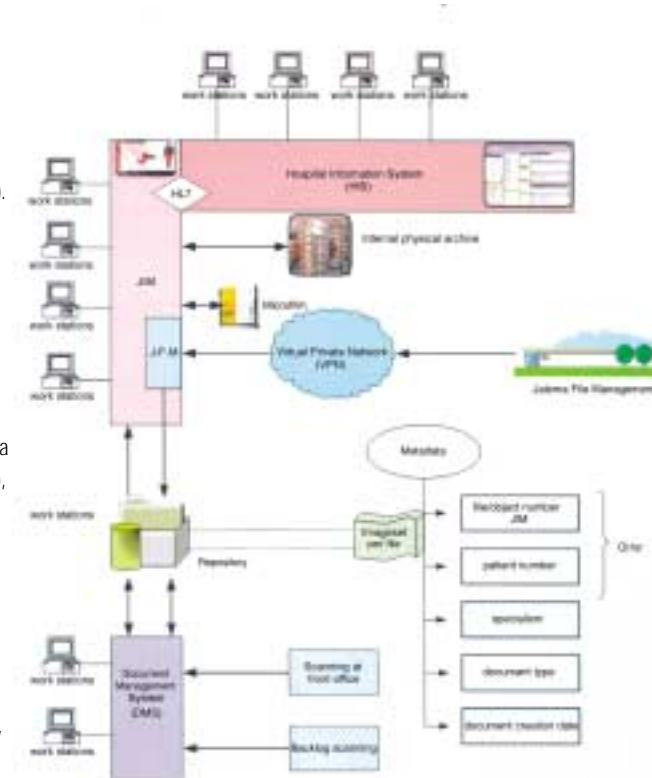
**The Document Management System** is an environment that combines data and document entry with digital filing. This places all digital information (digital documents, e-mails, reports, letters and images) in a single document management environment and in a single repository (digital archive).

**JIM** is an information management system for organisations where information management operates as a process supporting activity. In the Jalema information management concept JIM acts as a records management

system and as an information broker that ultimately ensures all information flows are digitally accessible for all users in an organisation (see page 19).

**J-F-M** is the system for outsourcing physical information (high quality external archive management) and forms a bridge from physical to electronic filing as the files requested are offered digitally (see page 18).

## Jalema Medi-System a component of the revolutionary EPR/DIS-concept



Users can request, reserve, borrow, lend to others and return files.

JIM generates a wealth of statistical user data which is an excellent information management tool, and has numerous functions ranging from creating submission lists to pruning files in preparation for external file management, backlog scanning or document destruction.

The communication module (JIM communicator) achieves integration of the Hospital Information System (in ASCII, HL7 and in the future with XML).

As soon as a user requests a file, JIM checks if the file is physically stored in the organisation, externally via J-F-M or electronically available in the Document Management System. Depending on the status, the information is released immediately or automatically requested at J-F-M, where the file is subsequently automatically made available in digital form via the Document Management System.

This Document Management System manages the central repository which holds all the digital documents available (irrespective of type or content).

### HIS INTEGRATION

For the healthcare sector your HIS participates in this unique concept. Depending on the context where the information is required JIM can provide it directly on request of the HIS. HIS-users are able to consult files at the same time as data from the HIS, so all relevant patient information is accessible from a single environment. Giving you a fully integrated information management system that actually communicates with electronic and physical patient files.

### THE LATEST INFORMATION AUTOMATICALLY

Central information management of all your paper and scanned files is handled by JIM, a system also responsible for the management of your internal physical archives, micro-film files, externally archived files and all your digital documents in the Document Management System.





# M E D I C A L F I L E S

Jalema supplies a wide range of standard medical files. The total programme meets every need - whether you want to file attached or loose-leaf documents, store singly or collectively or use thin or thick files. The files are made of sturdy brown Kraftliner, colourful Colorkraft cardboard or a special easily writable and crease-resistant type of cardboard. The edges of the files are folded over double, a result of which is that the file is less likely to become damaged in vital areas. All standard files have the same imprint (unless stated otherwise). This makes it extremely easy to file based on date of birth, the most commonly used system in many healthcare fields.

Documents can also just as easily be filed by name or patient number (or anything else) using the functional, self-adhesive and laminated Codetabs (see page 10 for details). There is plenty of space on the files for other relevant data or codes. Special boxes have also been printed on the files for entering the patient's name, date of birth or other information. Code in One on Demand lets you print out all patient data on a label (see page 11 for more details).



## Medical file with JalemaClip

This medical file is equipped with the flexible JalemaClip attachment mechanism. This clip lets you leaf through your file as you would a book and helps prevent the perforated holes from getting torn. The JalemaClip also makes it possible to copy each of the documents without having to remove them from the file. The complete sheet remains legible. Inserting and removing documents is also a cinch with the JalemaClip. Another major advantage is that the file is only as thick as the number of documents in it. In other words, the JalemaClip won't make the file bulky! This medical file also comes with an extra pocket for storing loose sheets. The medical files with JalemaClip are the perfect solution if you work with dividers or frequently insert documents in different places in the file. The file is made of reject cardboard. The maximum filing capacity is 20 mm.

Item no.	Description	Dim./mm	Stand. packaging
5405200	Medical file with JalemaClip	320x260	100
5405500	Medical file with JalemaClip	350x260	100

## Medical file with strip and cover

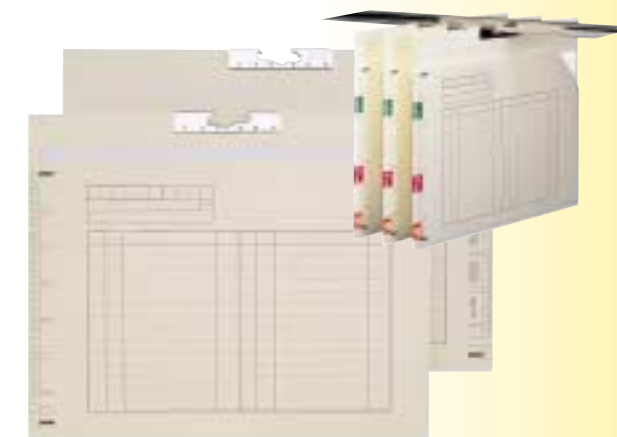
This file is the same as the one described above with the exception of the addition of a strip and cover as the attachment mechanism. The lacquered white metal strip and white plastic cover are convenient for filing medical documents numerically or chronologically, or if you only seldom insert additional documents. This file also comes with a convenient pocket. The medical file with strip and cover is made of reject cardboard. The maximum filing capacity is 20 mm.

Item no.	Description	Dim./mm	Stand. packaging
5403200	Medical file with strip and cover	320x260	200
5403500	Medical file with strip and cover	350x260	200

## Medical insert file

If you only require a thin file because you file only a few documents per patient, the medical insert file is the ideal solution, as it takes up very little space. It is made of reject cardboard and has a maximum filing capacity of 5 mm.

Item no.	Description	Dim./mm	Stand. packaging
5409200	Medical insert file	320x260	300
5410200	Medical insert file	350x260	300



## Medical collective file

The collective file has 2 suspension points and a black linen gusset closure on the front. The file is highly convenient because it lets you file a large number of documents separately or in one or more inner folders. Medical documents or inner folders can be inserted or removed easily on the front without having to remove the folder from the profile. The collective file is made of Kraftliner cardboard and has perforation holes for the Jalema Jockey (label holder). The maximum filing capacity is 30 mm.

Item no.	Description	Dim./mm	Stand. packaging
5408100	Medical collective file	350x265	150



## Nursing file

The nursing file is made of durable PVC and comes in the colour red. This file is especially suitable for use in hospital units where patients are being nursed. The front has a window for the patient's name and for storing the patient's punchcard. The file has two attachment mechanisms and two folding, transparent pockets on the inside. The attachment mechanisms let you file such things as nursing details and appointment sheets. The pockets also offer space for temperature lists, nursing plans or guidelines for daily care. This file does not have a suspension point.

Item no.	Description	Dim./mm	Stand. packaging
4510015	Nursing file	310x230	15



## Otanra collective file

The Otanra collective file with two suspension points is ideal for filing thick inner folders. Made of 0.5 mm plastic (polypropylene), it comes with a gusset on the rear side. The file also has perforation holes for the Jalema Jockey (label holder) and is printed with boxes and lines for jotting down necessary information. Filing capacity: 50 mm.

Item no.	Description	Dim./mm	Stand. packaging
5680002	Otanra collective file with 1 gusset in blue PP, A4	320x250	25
5682002	Otanra collective file with 1 gusset in blue PP, folio	350x250	25



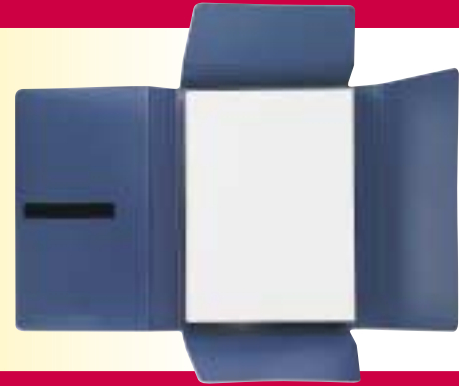
Otanra inner file with JalemaClipex



For storing large numbers of documents with a fastener. Documents can be leafed through easily with this file, which comes with the document-protecting JalemaClipex attachment mechanism, making it highly suited for permanent storage. This inner file is made of 0.5 mm plastic (polypropylene) and comes with a flap on the right side. There is a text window on the front (90 x 55 mm). The folder has a Velcro closure and is unprinted. Filing capacity: 50 mm.

Item no.	Description	Dim./mm	Stand. packaging
6080002	Otanra inner file with JalemaClipex in blue PP, A4	318x230	25
6082002	Otanra inner file with JalemaClipex in blue PP, folio	348x230	25

Otanra inner file with 3 flaps



For storing large numbers of loose-leaf documents and suitable for permanent storage. Made of 0.5 mm plastic (polypropylene), this folding file has 3 flaps on the right-hand side when opened. There is also a text window on the front (90 x 55 mm). The folder has a Velcro closure and is unprinted. Filing capacity: 50 mm.

Item no.	Description	Dim./mm	Stand. packaging
6080502	Otanra inner file with 3 flaps in blue PP, A4	318x230	25
6082502	Otanra inner file with 3 flaps in blue PP, folio	348x230	25

Special medical files



Contact Jalema if you have special requirements regarding the design and/or imprint of various types of files. Our filing consultants are more than happy to meet with you to provide detailed advice on the most ideal medical file for your organisation.

A T T A C H M E N T M E C H A N I S M S

JalemaClip / JalemaClipex / Stripper-Stickup



The convenient JalemaClip and JalemaClipex can also be purchased separately. The JalemaClipex has the added advantage of being free of softening agents and therefore suitable for permanent storage. Both mechanisms are convenient for bundling loose documents. Jalema also supplies the JalemaClip as a self-adhesive attachment mechanism called JalemaClip-Stickup, an easy way to add an extra attachment mechanism to your file. The JalemaClip-Stickup is also handy in folding files, document files, etc. In addition to the self-adhesive JalemaClip, Jalema also has a self-adhesive Stripper. This lacquered white strip with plastic cover adheres to paper, cardboard, plastic, metal, etc

Item no.	Description	Stand. packaging
5710000	JalemaClip in yellow/yellow/white, box of 100 pcs.	1
5710041	JalemaClip in yellow/black/white, box of 100 pcs.	1
5710045	JalemaClip in black/yellow/black, box of 100 pcs.	1
5710046	JalemaClip in black/black/black, box of 100 pcs.	1
5720049	JalemaClipex in petrol/petrol/white, box of 100 pcs.	1
5715500	JalemaClip-Stickup in yellow/yellow/white, box of 100 pcs.	1
5712525	JalemaClip Plus, box of 100 pcs.	1
7170007	Stripper-Stickup, box of 100 pcs.	1

These files are specially made for putting together a well-organised, easily accessible and space-saving x-ray archive. The files are specially sized so that nearly all size x-rays can be filed easily and quickly. And because the files hang from a profile, the x-rays do not become damaged. The files may also be coded, by date of birth for example, for which an easy-to-read imprint has been printed on the folder. Lengthy searches for that one x-ray folder are now a thing of the past. Jalema x-ray files are made of sturdy brown 230 gram Whitekraft. This cardboard is 100% free of metal, has a high degree of rigidity, natural resistance to moisture and grease, and is recyclable and unbleached. The folders have a white liner on the inside, making it easy to slide x-rays and inner folders in and out. This white liner is also free of optical whiteners. The x-ray files are equipped with an extra sturdy suspension point. There are three standard designs available, one for nearly every filing problem.

If you are looking for an unusual design and/or imprint, contact Jalema. Our filing consultants can advise you on the most suitable x-ray file for your requirements.

X-ray insert file with flap

This file has a special reinforced flap above the compartment to keep the x-rays dust-free. The cardboard is folded double around a reinforcement strip on the bottom of the flap, as a result of which the edge of the cardboard does not feel sharp when opening the file. The file has 1 suspension point and a maximum filing capacity of 5 mm. When hanging (laterally) on the profile, the compartment is on the left side.

Item no.	Description	Dim./mm	Stand. packaging
5350075	X-ray insert file with flap	460x395	100

X-ray file with 2 compartments

This x-ray file is the same as the one described above, except that it comes with a second compartment (310 mm high) in which you can store notes, file recent x-rays or separate recent x-rays from older ones. The flap measures 120 mm and provides dust-free closure for both compartments.

Item no.	Description	Dim./mm	Stand. packaging
5350675	X-ray file with 2 compartments	460x395	80

X-ray collective file

This file has two suspension points and a black linen gusset closure on the rear side halfway between the bottom and top. This prevents any inner folders, x-ray envelopes or x-rays from falling out the back. This collective file can be used with or without inner folders. There is a crease halfway across the file which can be folded outwards, making it even easier to access the contents. The collective file has a maximum filing capacity of 30 mm. The same version is available in strong plastic (polypropylene) with a capacity of 60 mm. Both files have perforation holes for the Jalema Jockey (label holder).

Item no.	Description	Dim./mm	Stand. packaging
5305000	X-ray collective file	460x400	70 ▶▶
5675932	X-ray cassette, in transparent anthracite polypropylene	460x400	25 ▶▶▶





# COLOUR CODING

Filing entails not only storing, but also being able to retrieve documents quickly and easily. A good coding system is therefore essential. Jalema offers a number of practical visual coding possibilities to prevent misfiling. This system saves you 40% of the time you would normally spend searching. In the healthcare field, documents are often filed according to the date of birth, though they can also be filed consecutively by number, alphabetically (by name), by insurance number, or otherwise. Jalema has a number of functional products for creating an effective coding system.



Misfiling stands out immediately



## Codetabs

Coloured, self-adhesive Codetabs are available with numbers, letters, dates or blank. These Codetabs make it possible to develop your own customised coding system. Whether you file by date of birth, patient number, insurance number or otherwise, Codetabs are the answer. The use of Codetabs on the document folders rules out the possibility of misfiling. If a file is hung incorrectly, it stands out immediately because the colour pattern is interrupted.

### Self-adhesive Codetabs

62800**	0-9; 500 pcs. per number, per roll	1
62810**	0-9; 100 pcs. per number, per package	1
6280525	0-9; 10 rolls of 500 pcs., per number, in display	1
62820**	A-M; 100 pcs. per letter, per bag	1
62830**	N-Z; 100 pcs. per letter, per bag	1
6283200	A-Z; set of 26 x 100 pcs. per letter	1
6283525	A-Z; 4,000 pcs. assortment, in box	1
62850**	Blanc; 500 pcs. per colour, per roll	1
6286***	Year stickers; 1,000 pcs. per year, per roll	1
4152500	Barcode labels; 2,500 per roll	1

See below for the exact colour codes for the various types of tabs.

### Blank Codetabs

Colour	Colour code	Colour	Colour code
dark blue	02	orange	13
brown	03	purple	14
yellow	06	red	15
grey	07	white	18
dark green	08	black	19
light blue	09	pink	21
light green	10	gold	28



### Year stickers

The complete item numbers are shown.

Year	Colour	Item number
97	dark blue	6286702
98	orange	6286813
99	black	6286919
00	yellow	6286006
01	light blue	6286109
02	red	6286215
03	light green	6286310
04	grey	6286407
05	gold	6286528
06	darkgreen	6286608

No.	Colour	Colour code
0	yellow	06
1	light blue	09
2	red	15
3	light green	10
4	grey	07
5	gold	28
6	dark green	08
7	dark blue	02
8	orange	13
9	black	19

Letter	Colour	Colour code	Letter
A	light blue	09	N
B	red	15	O
C	light green	10	P
D	grey	07	Q
E	gold	28	R
F	dark green	08	S
G	dark blue	02	T
H	orange	13	U
I	black	19	V
J	brown	03	W
K	pink	21	X
L	purple	14	Y
M	yellow	06	Z

## Code in One

Apart from the Codetabs, there is also Code in One. Code in One is a total solution on a single label. It is not a standard system for arranging your archive because any combination of numbers, letters, logos and dates can be used.

You determine the system for coding your files. Jalema then puts the complete coding on the files in a single label. In this way, you do not need spend time coding or adhering the labels, thus preventing coding errors.

It is also possible to order Code in One labels separately (that is, not adhered to files), which you can adhere to existing files on top of the old coding, saving you from having to buy new files.

Item no.	Description	Dim./mm	Stand. packaging
4310000	4 or 7-cell personalised Code in One service labels, delivered on files	195x30	2500
4312500	4 or 7-cell personalised Code in One labels, delivered on sheets	195x30	2500



## Code in One on Demand software package

The Code in One on Demand software package enables you to customise and print out colour coding labels, tabs and Jockey indication strips for your files and folders right at home. You determine the dimensions, contents and colour scheme of the labels. There are no limitations with Code in One on Demand as far as size, number of colours and field positions. The fields can be used in any order for letters, numbers, barcodes, pictures, symbols, texts, etc.

The program is extremely user-friendly and guides you step by step in logical order through the entire process until you end up with the perfect label design. You then link this design to your database, generator or manual input device and you'll have customised colour coding labels for coding your entire archive in less than no time. Code in One on Demand: printing colour coding labels quickly and easily. Code in One on Demand runs under Windows 95, 98, 2000, ME, NT and XP. The software package is very attractively priced. Every field used (i.e. cell containing a colour, picture, barcode, etc.) is equal to 1 credit.

The package consists of a CD-Rom containing the program and a number of ready-to-use default settings, an instruction booklet, a few Jalema Jockeys including indication strips and self-adhesive label sheets (1, 2, 4 and 7-cells) to test Code in One on Demand. A generator has been built into the programme for series (such as 0000-0999), a barcode generator and a programme for calibrating the colours on your printer.

Jalema also offers a handy label positioner for adhering the self-adhesive labels to files quickly and easily.

Item no.	Description	Stand. packaging
4315100	Software package	1
4316500	Credits (2,500 min.)	1
4317000	Label design	1
4321100	Label sheet paper, blank, 1-cell, 100 sheets per box	1
4321200	Label sheet paper, blank, 2-cells, 100 sheets per box	1
4321400	Label sheet paper, blank, 4-cells, 100 sheets per box	1
4321700	Label sheet paper, blank, 7-cells, 100 sheets per box	1
4355200	Label positioner	1



### Free demo version

Ask for free demo version, or download the demo version on [www.jalema.com](http://www.jalema.com)

### Helpdesk

Jalema has its own helpdesk to help you with any questions or problems you may have with the software.

## Color Sign

The Color Sign labels measure 24 x 8 mm and come in 12 different colours. The labels come in packages of 100 sheets of 60 labels or 3,000 per roll. There is also an assorted package available. The labels offer you a variety of coding possibilities, including several methods for the frequently used system of coding by date of birth.

Enter the desired colour numbers on the dotted line following the item number:

02 = dark blue	09 = light blue	19 = black
03 = brown	13 = orange	21 = pink
06 = yellow	14 = purple	25 = assorted
07 = grey	15 = red	
08 = green	18 = white	

Item no.	Description	Stand. packaging
62600..	Color Sign labels, 100 sheets of 60 labels per colour, per roll	1
62700..	Color Sign labels, 3,000 pcs. per colour, per roll	1
6275002	Dispenser for 3 rolls of Colour Sign labels	1





# D I V I D E R S



## Dividers

Making a subdivision within a file is very handy. If the documents are arranged by subject, this makes it easier to find individual documents within a single file. Jalema's dividers (made of cardboard) are a simple and inexpensive way to provide well-organised subdivision.

Jalema supplies white Index cards with lines that are subdivided into five sections in which you can adhere convenient self-adhesive tabs. In this way you create your own divider. You can write on the tabs by hand or you can use a typewriter. There are 30 self-adhesive tabs to a sheet, available in 12 different colours. Jalema also has dividers with 5 or 10 coloured tabs (grey, blue, red, green and yellow), strengthened with Mylar (a synthetic material). As a result the tabs do not become dirty and dog-eared so quickly. The special front sheet with writing lines is grey and the sheets with the coloured tabs are white. All dividers have 4 reinforced perforation holes. Next to the other dividers Jalema has dividers with 5 or 10 blanc tabs. The tabs of these dividers can be labeled with our Codetabs (0-9, A-Z and coloured). It's also possible to print your own text in colour on the tabs with our Code in One on Demand software program.

### Colour codes of self-adhesive coloured tabs:

blue	02	yellow	06	light red	11	red	15
brown	03	grey	07	orange	13	turquoise	22
light yellow	05	green	08	purple	14	dark green	23

Item no.	Description	Dim./mm	Stand. packaging
4902500	Index card, box of 250 pcs.	297x210	1
49100..	Self-adhesive coloured tabs, 30 pcs. per sheet, 10 sheets per package	58x10	1
3400525	Sets of dividers, 5-part, coloured tab	297x210	20
3401025	Sets of dividers, 10-part, coloured tab	297x210	20
4903500	Sets of dividers, 5-part, blanc tab	297x210	25
4904000	Sets of dividers, 10-part, blanc tab	297x210	25

Jalema offers a wide range of special dividers at attractive prices - cardboard, PVC, reinforced, different colours, etc. Inquire about the options.

# C A R D S

## Absence card

Medical records are intended for frequent consultation. In order to clearly indicate that a patient's medical file is missing from the archive, Jalema supplies "file unavailable" cards. These cards have a single suspension point and the same format as a file, and are made of red Colour Kraft cardboard. The "file unavailable cards" are filed at the place where the file would normally hang. There is tab that projects above the top of the files as an extra attention-getter. The absence cards are pre-printed with lines for writing information on who removed the file concerned and when.

Item no.	Description	Dim./mm	Stand. packaging
5901600	Absence card	350x250	25

## Separation cards with date labels

Separation cards are ideal for "signposting" an archive. They accelerate the searching and storing of medical files, certainly for those who do not work in the archive on a daily basis! There are cards for A4 and folio files as well as for x-ray files. One set of separation cards with date labels (in colour naturally) consists of 367 cards and 2 x 367 labels (there are 2 clearly legible coloured labels on every card). There are 367 cards because there are 366 possible days of the year plus one extra for patients who do not know their date of birth. A date label can also be placed below the label. The dates are available separately (see Codetabs).

Item no.	Description	Dim./mm	Stand. packaging
4340000	Date labels, 367x2 pcs. per set	112x30	1
5956002	A4/folio separation cards in blue PP, 367 pcs.	365x150	1
5956202	X-ray separation cards in blue PP, 367 pcs.	490x150	1

## Separation cards with label holder

Jalema's separation cards are made of double-sided, grey lacquered 1.2 mm thick suitcase board. These sturdy, stable cards enable you to easily subdivide your archive. The cards have a self-adhesive label holder with a strip and have three rounded corners. The separation cards project 20 mm from the files on the front. Instead of using the window, you can also adhere alphabetical, numerical or other Codetabs to the card. There are separation cards available for A4 (320 mm files), folio (350 mm files) and x-ray files (460 mm).

Item no.	Description	Dim./mm	Stand. packaging
5955007	Separation card for A4 files, grey	340x130	25
5955200	Separation card for folio files, grey	370x130	25
5955400	Separation card for x-ray files, grey	480x130	25

## Self-adhesive pockets and Jalema Jockey

Jalema supplies four different self-adhesive pockets: an A4 pocket, A5 pocket, CD pocket and disk pocket. With the A4 and A5 pocket, order receipts, printing samples, overview lists, etc. are always clearly visible on the file. The CD and disk pockets offer the possibility to add a data carrier to the file. There is room for 1 CD (or CD-Rom) or Zip Disk together with the accompanying booklet or 1 floppy disk. Both pockets have a flap for keeping the contents free from dust. Jalema also supplies the Jalema Jockey. This is a universal label holder which fits on every file, in the holes you can make with the perforator. Most of the Jalema files already have perforation holes for the Jockey.

Item no.	Description	Stand. packaging
6101800	Self-adhesive A4 pocket, 50 pcs. per package	1
6102200	Self-adhesive A5 pocket, 50 pcs. per package	1
6102400	Self-adhesive disk pocket with flap, 50 pcs. per package	1
6102600	Self-adhesive CD-pocket with flap, 50 pcs. per package	1
6100520	Jalema Jockey including indication strips, 50 pcs. per box	1
6200518	Indication strips for Jalema Jockey, 50 sheets of 34 pcs.	1

## Built-in sets

No special furniture is required for the Jalema system in principle. You can use your existing cupboard and/or racks for smaller (departmental) archives. Jalema supplies built-in assembly sets suitable for nearly all types of cupboard or racks. There are sets for wooden furniture (profile holders) as well as metal furniture (profile carriers). Either a Uni or Duo profile is used, depending on the inside width of the cupboard. The Uni profile is suitable for lengths of up to 1000 mm. The sturdier Duo profile is used for lengths greater than 1000 mm. The inside depth of a cupboard does not need to be deeper than the width of the document folder.

The assembly itself is as easy as putting a shelf in a cupboard. The profile support replaces the shelf support and the profile is supplied in any desired length. The assembly kits enable you to put together an efficient Jalema archive quickly and at little cost. The profile carriers (5803300) are used for cupboards with depths of up to 330 mm. Profile carrier 5805000 is needed for cupboards with depths of 330 to 500 mm. The profile carriers and holders are available for both the Uni and Duo profiles.

Item no.	Description	Stand. packaging
5801700	Uni-profile: 500 to 1000 mm	1
5821700	Duo-profile: 500 to 1000 mm	1
5821900	Duo-profile: 1001 to 1195 mm	1
5801900	Profile holder for wooden cupboards: set of 2 pcs.	1
5803300	Profile carrier (230-330 mm): set of 2 pcs.	1
5805000	Profile carrier (330-500 mm): set of 2 pcs.	1

## Arnato cupboards

Attractively designed, these cupboards are ideally suited to lateral filing, thanks to their roll-down shutters. All corners have been rounded off and the roll-down shutter (or blind) is lockable. Jalema supplies the Arnato cabinet in two colour combinations: black and light grey. The cupboards are suitable for built-in assembly kits with Duo-profiles, shelves and/or an extending shelf. It is also possible to combine built-in sets and shelves of course. The cupboard is 2000 mm high, 450 mm deep and 1200 mm wide. Jalema will assemble the extending shelf for you.

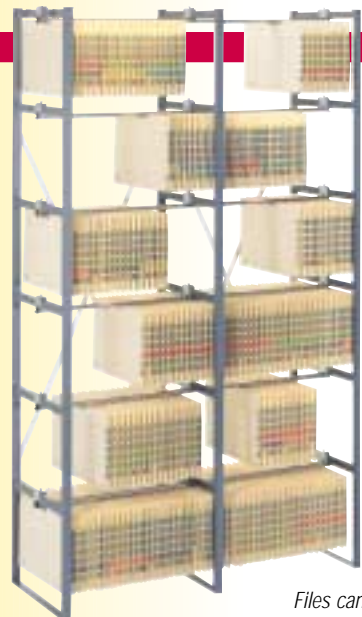


# B U I L T - I N





# FILING RACKS



Files can be slid between the supports

## Continuous filing racks

Continuous filing racks are racks without any obstructive supports, making it possible to slide the files across the entire width of the rack, ideal for large archives in which files are frequently inserted. The continuous filing rack is available as a single (H1, see picture) or double (H2) rack. All widths up to 600 mm are available, in multiple of 100 mm. The continuous filing racks consist of 6 (2015 mm high) or 7 (2345 mm high) Uni profiles stacked on top of one another. The maximum distance between the supports is 1000 mm. The H1 and H2 racks are suitable for folio and A4 medical records and are delivered as a self-assembly kit. Naturally Jalema can assemble them for you for an additional fee. The racks come in the colour grey (RAL 7015).

In addition to continuous filing racks for medical records, there are also continuous racks for x-ray folders. These racks also have no obstructive sidewalls so that the x-ray archive can be expanded easily. The x-ray racks are available as a single (H1) or double (H2) rack and with 4 (1955 mm high) or 5 Uni profiles (2435 mm high) stacked on top of each other. These exceptionally sturdy and functional racks come in the colour grey (RAL 7015).

It goes without saying that Jalema supplies these racks in all desired widths starting at 600 mm and in multiple of 100 mm. The maximum distance between the supports is 800 mm.

### Item no. Description

6862600	H1 rack single, 6 Uni-profiles of 2000 mm, A4/folio
6862700	H1 rack single, 7 Uni-profiles of 2000 mm, A4/folio
6864600	H1 rack single, 6 Uni-profiles of 4000 mm, A4/folio
6864700	H1 rack single, 7 Uni-profiles of 4000 mm, A4/folio
6872600	H2 rack double, 2 x 6 Uni-profiles of 2000 mm, A4/folio
6872700	H2 rack double, 2 x 7 Uni-profiles of 2000 mm, A4/folio
6874600	H2 rack double, 2 x 6 Uni-profiles of 4000 mm, A4/folio
6874700	H2 rack double, 2 x 7 Uni-profiles of 4000 mm, A4/folio
6884400	H1 rack single, 4 Uni-profiles of 4000 mm, x-ray
6884500	H1 rack single, 5 Uni-profiles of 4000 mm, x-ray
6894400	H2 rack double, 2 x 4 Uni-profiles of 4000 mm, x-ray
6894500	H2 rack double, 2 x 5 Uni-profiles of 4000 mm, x-ray

## Side panel

Attractive sidewall panelling is available for the continuous filing rack and provides an aesthetic whole. The two-colour metal plate is made to measure as side panelling (short side) for both filing racks. Extremely solid, it is easy to mount using self-adhesive Velcro. An information window is one of the standard features.

### Item no. Description

6831600	Side panel for H1 rack with 6 Uni-profiles (2020 x 420 mm)
6832600	Side panel for H2 rack with 2 x 6 Uni-profiles (2020 x 800 mm)
6831700	Side panel for H1 rack with 7 Uni-profiles (2350 x 420 mm)
6832700	Side panel for H2 rack with 2 x 7 Uni-profiles (2350 x 800 mm)



# ACCESSORIES

## File box

The Jalema File Box is extremely strong, made of thick, Kraft cardboard (850 gr.) stuck on two sides. The folds of the File Box do not break after repeated use. Information (A4 and folio) stored in the File Box remains absolutely dust-free. Even the grasp hole is provided with a dust seal. The File Box is easy to assemble using metal studs. The slots already punched open mean you do not have to remove any cardboard. The filing capacity is 115 mm. For indicating the contents a frame is provided in blind stamping and a label is supplied as standard. The pH value of the card is neutral, so your old files are optimally protected from the effects of acid.

### Item no. Description Dim./mm Stand. packaging

2303700	Jalema File Box	370x260x115	50
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# ACCESSORIES

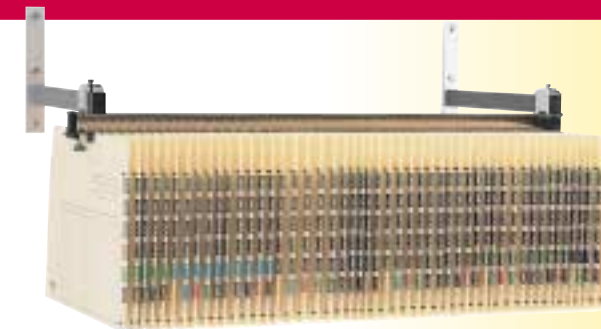
Unless indicated otherwise, all accessories are suitable for A4, folio and x-ray files.

## Wall filing rack

A wall filing rack is the ideal way to have a small-scale archive next to the workplace. It provides you with the files you currently need within easy reach. The wall filing racks are available in lengths of 800 and 1600 mm. Assembly materials included.

### Item no. Description Dim./mm Max. load/kg

5810800	Wall filing rack with assembly kit	800	100
5811600	Wall filing rack with assembly kit	1600	2x75



## Wall unit

A wall unit is particularly handy for the temporary filing of a small number of files directly next to the workplace. This small wall unit does not take up much space, can be mounted on nearly any type of wall and has a profile length of 200 mm.

### Item no. Description Dim./mm Max. load/kg

5812500	Wall unit with assembly kit	200	25
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## Table arm

The Jalema table arm is an ideal and functional solution for consulting files from your desk or worktable in a well-organised fashion. Using a solid clamp, the table arm can be mounted to any type of desk or worktable with a thickness of 10 to 80 mm, enabling you to have the files you need within easy reach. The table arm has a filing capacity of 140 mm and is 520 mm high.

### Item no. Description Dim./mm Max. load/kg

6431200	Table arm	140	20
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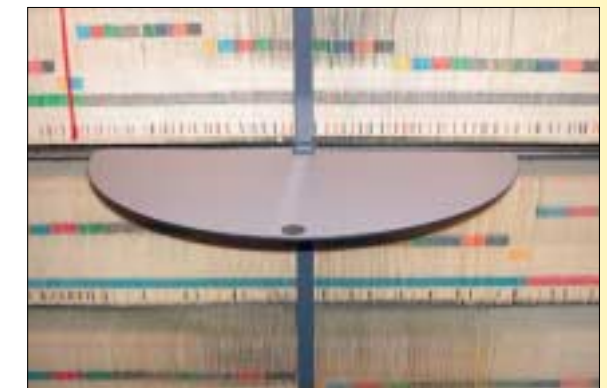


## Info Tray

The new solution is the Info Tray, which is being mounted on the vertical support of the rack and can simply be folded back so there is enough space to walk easily through the passage. The Info Tray is wide so the files can be consulted easily and 2 piles of files fit next to each other. It is made of scratch resistant material, in the colour grey.

### Item no. Description Dim./mm Max. load/kg

6421000	Info Tray	335x695	20
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Transport trolleys

The transport trolleys come in two functional versions. The narrow model has 2 profiles for the temporary storage of medical records and x-ray folders, ideal for frequent internal transport, such as from the central archive to individual departments.

The wide model has 2 profiles and 1 shelf, and offers significant filing capacity. The shelf is convenient for placing files needing to be consulted. The wide version can also be delivered with 1 or 2 lockable cabinets.

There are also special transport trolleys available for storing and transporting CDs. These trolleys have 8 profiles for filing CDs. See page 17 for more information on storing digital storage media.

Dimensions small version: 1120x660x430 mm (hxxxd).

Dimensions wide version: 1120x1030x430 mm (hxxxd).

Item no. Description

64002**	Narrow transport trolley with 2 profiles for x-ray files and medical files
64006**	Narrow transport trolley with shelf and 2 profiles for medical files
64007**	Wide transport trolley with shelf and 2 profiles for medical files
64010**	Narrow transport trolley with 2 x 4 profiles for 8 rows of CD files
64011**	Wide transport trolley with 2 x 4 profiles for 8 rows of CD files
64023**	Wide transport trolley with 1 profile and lockable roll-down shutter cabinet
64025**	Wide transport trolley with 2 lockable roll-down shutter cabinets

\*\* The trolleys are available in the colours blue/anthracite (02) and grey/anthracite (07)

Office trolleys



The office trolleys also come in narrow and wide versions. The narrow office trolley fits perfectly against the end of a desk and the wide version provides considerable extra space next to your desk. It is now possible to have a printer, fax machine, files and storage cassettes within easy reach within giving up any valuable working space. There is also a special office trolley with 4 profiles for storing CDs next to the workplace. See page 17 for more information on CD storage.

Dimensions small version: 730x660x430 mm (hxxxd).

Dimensions wide version: 730x1030x430 mm (hxxxd).

Item no. Description

64000**	Narrow office trolley with 1 profile for x-ray folders and medical files
64008**	Narrow office trolley with 2 x 2 profiles for 4 rows of CD files
64009**	Wide office trolley with 2 x 2 profiles for 4 rows of CD files
64014**	Wide office trolley with 1 profile for x-ray folders and medical files
64020**	Wide office trolley with lockable roll-down shutter cabinet

\*\* The trolleys are available in the colours blue/anthracite (02) and grey/anthracite (07)

Office Trolley Assist



The Office Trolley Assist is available in one version and is very attractively priced. The trolley is made of metal and is equipped with a Jalema profile bar, a base plate and top plate, 4 wheels and a back wall. You can store up to 800 mm files in it. The trolley offers extra space next to the desk. It is available in grey (RAL7016).

Dimensions: 688x845x450mm (hxxxd).

Item no. Description

3240019	Office Trolley Assist
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The advantages of JALEMA transport trolleys:

- Flexible and multifunctional
- Large wheels with very low rolling resistance
- Ideal for areas in which manoeuvring is difficult
- Available in wide and narrow versions, offering a choice between optimal capacity or optimal manoeuvrability
- Equipped with guards on all wheels to protect walls, doorposts and the trolley
- Extremely sturdy construction
- Available with lockable roll-down shutter cabinet
- More than 30 different versions available

ASK FOR A DETAILED BROCHURE FROM JALEMA

Because the trolleys have large wheels with low rolling resistance, cords, thresholds and other minor obstacles no longer pose a problem.



MediaFiles

Order and overview in the digital archive. Jalema MediaFiles allow your digital archive to profit optimally from the years of experience of a filing specialist.

With MediaFiles, your digital archive will be efficient and easily accessible.

There are three functional designs available, all of which can be used with handy, coloured Codetabs or the Jalema Jockey to bring visible structure to your archive. These Codetabs save you 40% of the time you would normally spend searching for your storage media.



MediaFile Insert

MediaFile Insert is constructed of sturdy blue 280-gram Colour Kraft cardboard and can be opened like a book. On the right of this MediaFile is a polypropylene pocket with a soft lining, into which two CDs can be inserted. On the left is a compartment for the accompanying booklet or other documentation. This version is highly space saving for users who do not want to save the CD case.

MediaFile Collect

MediaFile Collect is also constructed of blue Colour Kraft cardboard, but holds 2 CD-ROMs or Zip Disks together with their cases. This MediaFile is suspended from the profile from which the CDs are simply inserted or removed.

MediaFile Case

MediaFile Case is constructed of hard PVC and has a transparent pocket that holds a CD or Zip disc (including the case). There is a thumb slide for removing the CD easily and a lined section on the back for jotting down information on the contents.



CD-4 case

If more than one CD is needed for a project, you can store the CDs together in the CD-4 case which - the name says it all - holds 4 CDs, even though the case is no thicker than a normal CD case. The MediaFile Collect can hold 2 CD-4 cases (8 CDs in one file). Talk about an efficient storage solution!



Media desk rack

There is also a convenient and attractive desk rack available that holds 25 PVC MediaFiles or 50 cardboard MediaFiles. The rack can also be stacked with a maximum of 3 elements.



Media wall filing rack

Jalema has developed a sturdy metal wall rack for storing MediaFiles. This blue rack is 1110 mm high and contains 6 profiles measuring 950 mm. The rack holds several hundred CDs and takes up a square meter of wall space. Every wall rack can be expanded to the right or left. Naturally you can also mount the profiles on which the MediaFiles are suspended onto your existing furniture.



Item no.	Description	Stand. packaging
5651502	MediaFile Insert	100
5653002	MediaFile Collect	100
5650018	MediaFile Case	25
6095000	CD-4 case	10
6496600	Media desk rack	1
6497000	Media wall filing rack: basic	1
6496000	Set of 6 profiles	1
6497200	Media wall filing rack: extension	1
6497800	Media connecting set	1

There are also special transport trolleys available for transporting CDs. See previous page.



## External filing with optimal access to information



# Jalema File Management

### YOUR ARCHIVE COULDN'T BE IN SAFER HANDS

Is there a lack of space in your organisation, files that keep getting lost, scanning of requested documents, rapid file information distribution or are you interested in saving costs for archive management? Then Jalema File Management (J-F-M) is the solution. In our exceptionally secure archive in Reuver, The Netherlands, we manage huge volumes of physical files for our clients. As well as an extensive anti-theft and entry verification system, this archive is equipped with CCTV and fire detection and extinguishing installations. Our clients jokingly refer to the archive as 'Fort Knox on the Maas'!



### MAXIMUM ACCESS TO YOUR INFORMATION

J-F-M is the fruit of years of experience Jalema has gained in the field of information management. Numerous organisations from various sectors and countries employ our services and experience the advantages and benefits of this high quality service daily. Our logistic co-ordination centre ensures you will be offered all facilities necessary to clear and relocate your archive, quickly and efficiently. As soon as your information arrives at our premises it is indexed and safely but accessibly stored. Archiving to us means more than storage alone and includes ensuring maximum accessibility. All our activities revolve around providing you with the requested information as quickly as possible!

Each individual item in the archive will be indexed and securely filed by our specialised staff. We are so sure of our qualities, we happily accept full responsibility for each item.

### YOUR INFORMATION AVAILABLE ELECTRONICALLY, WHEREVER, WHENEVER

For client communication we have a network offering coverage that is similar to Internet, but totally independent. Files can be requested via a web-browser from any location. The most advanced security technology is used to protect privacy-sensitive documents. Each user receives a digital key, which



only permits access to those documents where the user has authorisation rights. The user takes a virtual walk through the archive collecting the files and information needed in the process. Our staff will retrieve the documents from the archive, digitise the content, then make it available to the requester via the network.



### ITS NEVER TOO LATE FOR J-F-M

Even if you are already in the process of scanning your physical information, it's never too late to talk to one of our specialists. Our organisation's policy includes far-reaching co-operation with other companies specialised in document information systems. In most cases, J-F-M can be seamlessly applied in applications where backlog scanning and scanning on demand (J-F-M) are used concurrently. Creating maximum performance from your projects.

*If you are interested in more information about this subject, please contact Jalema File Management or one of our account managers.*

The key concern for all medical administrators is the same: how to guarantee that all relevant information is available to nursing and medical staff at the right moment. The answer is: Jalema Information Manager (JIM).

## JIM: The information manager of the future

### Bridge to the Electronic Patient Record

JIM creates a bridge to the Electronic Patient Record and guarantees the cohesion, harmonisation, integration and ordered system necessary for effective administration and filing in the healthcare and medical sectors.

Thanks to a clear layout, transparent search structures and intuitive option menus, JIM can be implemented in every organisation with a minimum of effort and training.

### THE SYSTEM DEMANDED BY THE CONTEMPORARY HEALTHCARE SECTOR

JIM combines efficiency and effectiveness in information management in all imaginable forms (digital, physical, microfilm, X-rays, etc.) whether the information is filed internally or externally. And gives you a fully comprehensive overview of all the information flows within your organisation. Separate systems already existed for the management of digital and paper information, but JIM is the first IT-solution offering the best of both worlds. JIM automatically registers the entire logistic process, such as searching, creating, requesting, borrowing, return object receipt, re-location etc. You are aware of the current situation at all times. JIM also automatically registers the history and statistics of object movement. This supplies a wealth of management information and provides guidelines to optimise information management. Working processes and data flows can be controlled more accurately to achieve higher efficiency levels.

### The advantages of JIM

- Modular: only use (and pay for) what you really need
- User based pricing
- Bridge to the Electronic Patient Record
- Extensive reports and management information
- Open system with optimal links

The development of JIM was based on Jalema's widely applied File Management System, the first version of which was introduced in 1985. This program has subsequently undergone a process of continual expansion and improvement, based on feedback from archive staff, medical administrators and ICT specialists. JIM contains multiple functionality and clever solutions supplemented by the latest technology and insight of 21st century information management. JIM allows controlled management and access to all your files and documents. Firstly to all paper documents that may be stored in various locations, externally and internally, centrally or decentrally. But JIM also creates a bridge to digital files and documents. For instance, all desk-generated digital data (e-mails, Word, Excel, etc.) or information created by scanning-on-demand (J-F-M), or backlog scanning from a Document Management System (DMS).

### JIM MODULES

The JIM basic module contains all functions for efficient and trouble-free information management. Including task planner and calendar, quick search action, daily actions and pick list creation and overviews. Various help and maintenance functions are also included. Also available are the extension modules JIM Advanced (for extra possibilities); JIM Communicator ADT (links JIM to the central administration system); JIM Communicator ZDA (interacts with surgery module or central agenda in an organisation); JIM Code in One on Demand (design and print your own colour coding labels, labels and barcodes); JIM J-F-M (direct and automatic request of externally archived documents and parallel digital access); JIM Document Management (Digital archiving, management and parallel access to information).

### STARTING WITH JIM

JIM is extremely user friendly. Installation by Jalema ensures a smooth link to existing systems and the import of existing data into the program. System managers and users can follow training given by Jalema to familiarise themselves with JIM in one or more days.

*For more information, the JIM-brochure or a free demonstration without obligation, contact us via the details on the back of this brochure.*





IT/SOFTWARE SOLUTIONS

EXTERNAL FILE MANAGEMENT (J-F-M)

FILING SYSTEMS

CONSULTANCY

WWW.JALEMA.COM

**For more than 50 years Jalema has specialised  
in first-rate filing solutions.**

We consider quality an essential element (Jalema has been awarded ISO-9001 certification). In various countries Jalema occupies the leading position within the healthcare and graphical sectors, by providing efficient space and time saving filing systems for paper document management and physical storage. The increasing importance of digital information processing has broadened the scope of our core activities. Jalema's range of effective and cost saving files, cupboards, racks and accessories for internal and external physical filing is complemented by an extensive package of software tools for efficient management of all types of physical and digital files and documents. An excellent example is JIM, our software package for optimal control of all the information flows within an organisation. The latest software updates can even be downloaded from our website [www.jalema.com](http://www.jalema.com). The website contains full details of all our products which can also be ordered online. As you can see: within the world of information management Jalema has already invented The Future of Filing.