

# Case Study

Number 61 - Healthcare/HR

# 61

## The Customer

*Palos Community Hospital  
Human Resources Dept.  
Palos Heights, Illinois*

## What Was Found...

The Human Resources department at the Palos Community Hospital had almost 3,500 employee files stored in thirteen lateral filing cabinets along the wall. Their capacity for files was 2,175 linear filing inches and the cabinets were full. They were also storing forms and other supplies on top of these cabinets.

Each of the 2,400 active, and 1,000 term files, were kept in expensive gray textured folders, complete with brass fasteners. Because of this, changing folders was out of the question. The files were accessed regularly throughout the day, so having them remain in the main office area was also important to the customer.

## What Was Done...

Bill Wilkening of Bradford Systems met with Bill Cleary, Human



Resources Director, to discuss the situation. The department wanted more capacity for the growing number of employee files and office supplies, in the same area as the current system. Some employees had more than one folder in their file (i.e., insurance and work history were separate) As with most Human Resource systems, these files also needed to be locked up at night to protect sensitive personal information.

The hospital clearly did not have the staff to convert all of these files to end-tab shelf filing. Using Oblique allowed them to move folders from their lateral file cabinets directly to the corresponding Oblique compartments, which were already labeled and snapped together. This allowed the HR department to continue their job without interruption on Monday (the installation took place over the weekend).

## What Happened...

3,500 Oblique Compartments were installed on Spacesaver Mobile shelving. So much additional capacity was provided that some

of the shelving was installed with shelves for office supplies in the same area. Their capacity more than doubled in the same floor space. They were able to leave the top rails empty on most of the ranges for future growth.

## The Results...

Using Spacesaver mobile shelving allowed Palos HR to more than double their filing capacity for personnel records. The installation of a hub lock allowed them to lock the entire system with the turn of one key. The use of Oblique compartments gave them quicker access to files, and a very consistent, organized appearance. Oblique's flexible compartments also allowed them to include multiple folders in the same compartment. Using Oblique's label printing and pre-insertion services meant that the system went in on time and with no interruption to the department's work flow. Space savings, organization, and ease-of-use, what more could you ask for?

