# MCSDirect
## Electronic Record Retrieval

**MCS DIRECT**

**Overview**

Complete and accurate records are essential to most legal proceedings and insurance claims. Because obtaining them can be frustrating, time consuming and costly, MCS created MCSDirect, the most efficient and economical electronic record retrieval system to be found. In addition to streamlining your record retrieval process, MCSDirect provides an array of valuable tools to improve case and document management while saving time and money.

**directorder**

To submit a request requiring a username and password, go to **www.mcsdirect.themcsgroup.com** and complete a Record Request form. Then, attach your authorizations or provide us with your subpoena information and submit. It's that simple! MCS' *directorder* features:

- Intuitive auto-fill request forms
- Access to our MCS provider database
- Access to our online library of provider-specific HIPAA consent forms

**directstatus**

To help keep you informed, the status of your orders is available online 24/7. With *directstatus* you may view your related notes and phone calls, search and alter your requests, and respond electronically to your designated MCS representative via email at your convenience. In addition, *directstatus* features:

- Ability to search for case information in the manner you choose.
- Search by patient name, file number or claim number. You can even search for case information for an entire litigation.
- Ability to create your own status reports with customized options that you create. Reports can be generated in MS Excel or PDF files.

**directdocs**

Once your records are obtained, our Quality Control Department will check them for accuracy and completeness and provide you with our signed Quality Guarantee. Your records will then be scanned to a PDF file and uploaded to our secure repository where you can review, print or download. You will receive an email with a direct link which will instantly take you to your records on our website. MCS' *directdocs* features:

- Bookmarking
- Annotative tools to redact, highlight, tag & markup your scanned records
- Ability to electronic bates number/OCR your files
- Upload your own files to our online repository
- Document sharing tools let you collaborate with colleagues or instantly deliver large sets of records to other parties or experts for review