

Building a Digital Archive

Maccabi Health Services
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“Maccabi Health Services” is one of the four health funds operating in Israel, with more than two million members and considered one of the most influential Institutions in the health system in Israel.

The Enterprise Knowledge Portal is based on Microsoft's SharePoint software, and is managed by the KM Department.

The archive in the organization is managed manually.

The KM department includes two sub departments, the medical library, which provides a professional solution for the physicians, and health professionals, and the archive that combines the historical documents of the organization.

The main purpose of the project is to build a new digital archive that will be used to store records and documents that show the development of the organization.

The main purpose of the archive is to preserve the organizational memory and will be accessible to all employees. Today, the existing system is accessible only to the knowledge managers in the organization.

During the practicum, I performed a wide overview of archives in different organizations in Israel, to compare and find other solutions for preserving and converting documents from old technologies to new ones. I took an active part in characterizing the system according to the existing documents and the needs of the organization, while defining a list of labels, classification of documents, optimization and data entry into the system. The final outcome will be building of a digital system for the historical archive, under the organization portal. In this stage, only part of it has been completed due to the complicity and the amount of the information.

The contribution to the organization and to KM is expressed in advancing the management of knowledge and providing the ability to find an information in efficiently and independently. The system will have the ability to store and access documents that will serve the employees and assist them during their ongoing work.

The main conclusion is that a digital management system helps to preserve existing knowledge in the organization in a more efficient way.