

# Digitization of Documents



We support our clients on the way to a paper light environment. With our tailor-made software solutions, high volume ibml, Kodak and Canon scanners and a streamlined workflow, we transform your paper-based, locally accessible physical archive to a knowledge pool accessible from anywhere in the world!

## German Health Consult FZ-LLC

### Our Mission

Provide high quality added value services and products that reduces the business operation cost and enable accelerated business growth.

### Our Vision

Working together for paper-light environment.

### Our Values

We are committed to "Quality, Consistency, Innovation & Creativity".

# Digitization of Documents – Service Canvas

## Problem

- Requires physical documents sorting, splitting ..etc.
- Physical storage high cost due to unnecessary paper volume missing physical documents.
- Retrieval cost and timelines.
- Single access to business relevant documents.
- Document access & control difficult to implement.
- Not compliant with standards and regulations such as (ISO 15489, National Archive Standard, Insurance Authority ... etc).
- Unable to identify physical documents for Shredding and resulting cost for unnecessary storage of physical files.
- Requires complete physical documents inventory.
- Thinking about optimization business workflows.
- Risk of force majeure incident.

## Solution

**Digitization** of all documents & delivery of images and index data to dedicated DMS with capability to support:

1. Physical paper sorting.
2. Physical & digital document classification.
3. Original documents special handling.
4. PDF/A with full text search functionality.
5. Special workflow solutions for Active files.
6. Bank cheques processing.
7. Invoices processing.
8. High backlog / daily volumes digitization.
9. Physical storage boxes re-filling & compressing.
10. Shredding of physical files according to retention plan.
11. Data purging according to retention plan.

## Key Activities

- Identify operational & IT requirements.
- SLA (Service Level Agreement).
- Implement scanning solution.
- Prepare required capture software.
- Project pilot phase execution & acceptance of deliverable
- Implementation of production.

## Unique Value Proposition

- Enabling paper light environment.
- Avoidance of risk of loss or damage to physical documents due to force majeure incident.
- Immediate access to documents.
- Implementation of document access and control.
- Concurrent and location independent access to all business relevant information.
- Fulfillment of industry specific compliance requirements.
- Opportunity to optimize the business workflows.

## Charging Structure

- Number of captured fields.
- Number of digitized pages.

## Gain

- Availability of industry grade data for Business Intelligence Applications.
- Redundancy of all information in case of Force majeure incident.
- Strengthening of business continuity plan.
- Digital documents archive as balance sheet asset.
- Elimination of documents physical storage utilization and cost.



# Premium Quality Services

## Record Management Consulting

We assess the overall governance over the Document Control Management practices, including the

- identification,
- storage,
- protection
- retention, and
- disposal

of both physical and electronic documents.

## DMS / ECM Consulting / Implementation

We support our clients in the implementation of a Document Management System or Enterprise Content Management System in partnership with Ceyoniq nscale.

- "As is" analysis
- definition of goals
- redefinition of processes,
- Implementation of new technologies
- reorganization of workflows.

## Mailroom Consulting / Management

Mail is still an integral part of the daily business activities. With our Mailroom Management System, you can feel confident that documents will reach their intended recipient and be delivered on time. We make your mail operations easy, streamlining the process including digitalization, system integration and archiving.

## Outsourcing

We support our clients in the implementation of lean management processes through outsourcing of all preparatory tasks at substantially cheaper rates than highly trained and specialized staff.

Motivation of staff by removal of tedious data capture work and focus on business relevant aspects.

## Digitization of Documents

We support our clients on the way to a paper light environment. With our tailor-made software solutions, high volume ibml, Kodak and Canon scanners and a streamlined workflow, we transform your paper-based, locally accessible physical archive to a knowledge pool accessible from anywhere in the world!

## Data Capturing

With highly trained, subject matter-educated staff, we provide the highest quality medical & non-medical data capture solution in the market.

The professional, reliable, efficient and error-proof industry grade data delivery enables our clients to focus on their core business. Instead of wasting time, resources and money in medium quality data entry.

