

General 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.

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".

General Data Capturing – Service Canvas

Problem

- More manpower to accommodate the daily data entry and document handling volumes which translate to increase of cost and loss of profitability.
- Human Resources wasted as Employee was trained as core business professional and employed with according Salary. “Task executed: data entry”.
- Increase of FTE’s leads to management overhead.
- Increase of FTE leads to higher FM & IT overheads as well as load on IT Infrastructure.
- Loss of Staff motivation due to tedious and error prone data entry tasks.
- Long turnaround times leads to increased number of client complaints.

Solution

- **Data Entry**
Complete data entry of all claim documents utilizing the client specific reference data to ensure quality.
Data exported in agreed upon formats (excel, xml, csv ...etc).
Automated data delivery using (VPN, FTP, Web service ..etc).
- **Digitization**
Digitization of all documents, delivery of images and index data entered to dedicated DMS enabling Team to process paper light environment, i.e. no paper files for standard operations or administrative processes.

Key Activities

- Identify operational & IT requirements.
- SLA (Service Level Agreement).
- Prepare required data capturing software.
- Project pilot phase execution.
- Project production execution.

Unique Value Proposition

- Increase team productivity.
- Increase employee motivation
- Optimized business workflows by eliminating paper files for the standard processes.
- Reduce processing time.
- Reduce operation cost.
- Focus on core business.
- Management, FM and IT overhead’s reduced.
- Measurable, number driven quality assessment.
- Increased customer satisfaction.
- Fast business scale up.
- Data quality rate as per operational requirements.

Charging Structure

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

Gain

- 50% - 80% productivity increase.
- 25% - 50% FTE cost reduction.
- Industry grade data quality.
- Management by data enabled.



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!

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