

# 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.

## 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".

# Mailroom Consulting & Management – Service Canvas

## Problem

- Delay in mail delivery.
- Lost mail documents.
- Misplaced mails.
- Geographic location & access constraints.
- Non-organized physical mail handling.
- Missing receipts acknowledgments.

## Solution

- Establishing **business function** acting as interface for receiving records from external sources and responsible for:
- Receiving, registering, sorting & classifying incoming mails.
  - Acknowledging receipts.
  - Scanning & Indexing in-source/out-source.
  - Automatic document type classification.
  - Special workflows for confidential mail.
  - Special workflows for paper physical archiving.
  - Tracking incoming/outgoing mail electronically.
  - Mails forwarding to departments/individuals.

## Key Activities

- “As is” analysis for current practices & document types.
- DMS supports the unified barcoding and registration, that can be utilized by DM for incoming external documents.
- DMS supports the unified documents generation with barcode attached redefinition of processes.
- Preparing mailroom unit (in-source/out-source) and equipped with business workflows and required software to handle the daily volume.
- Preparing digitization unit (in-source/out-source) handle the daily volume.

## Unique Value Proposition

- Optimized mail flow.
- Exclusion of loss or misplacement of documents.
- Enabling of mobility functionalities.
- Implementation of centralized audit proof & compliant backup & storage of all mail received.
- Accelerated digital business workflows for mail handling.
- Accelerated customer response time.
- Supporting the establishment of paper light environment.
- Accelerated operational and administrative business workflows.

## Charging Structure

- Analysis & Implementation Project Cost.
- Hardware Cost .
- Mailroom management software Licenses.
- DMS licenses.
- Operation Cost based on number of digitized pages & number of captured fields.

## Gain

- Cost reduction.
- Time reduction.
- Geographical freedom & enhancement of mobility functionalities .
- Optimized business workflows.
- Premises utilization reduction.



# 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.

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## 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.

