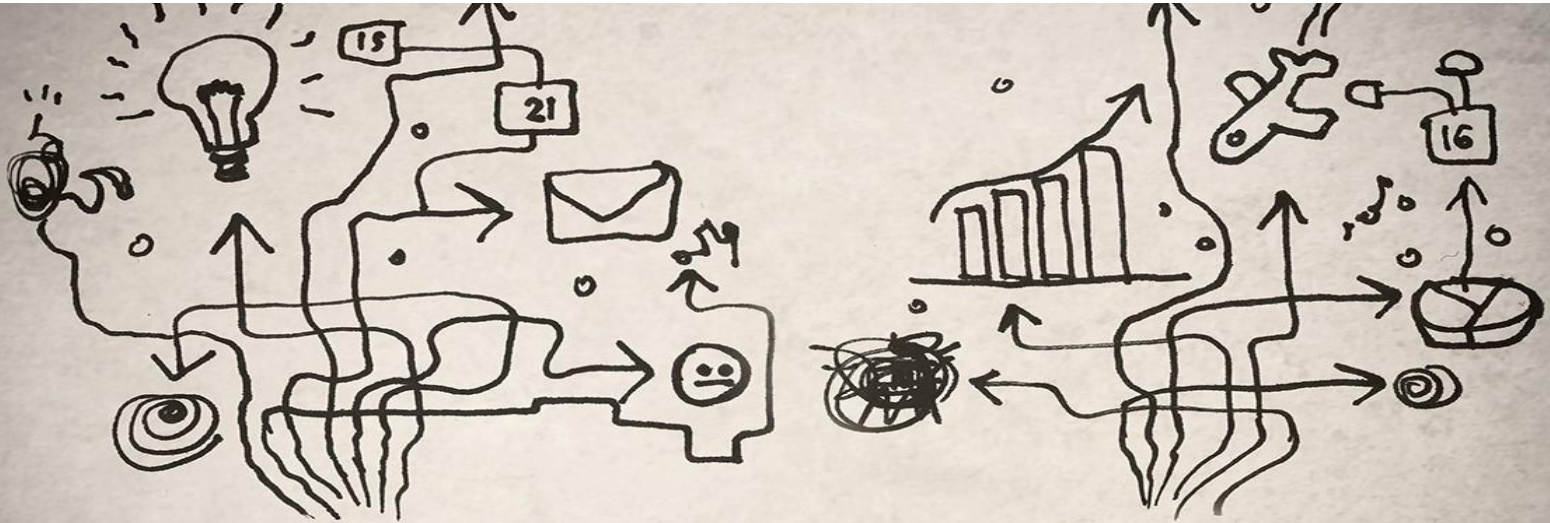


Record Management Consulting



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.

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".

Record Management Consulting - Service Canvas

Problem

- No record master list.
- No record registration.
- No record type classification.
- No proper records filling.
- No record tracking.
- No record management function.
- No record management solution.
- No proper digital archiving solution.
- No estimation of records volumes.
- Lack of data for archive planning.
- Lack of data for production peak planning.
- No proper physical archiving practice.
- No digitization.
- No retention management.
- Not compliant with standards and regulations such as (ISO 15489, National Archive Standard, Insurance Authority ... etc).

Solution

- Record management polices, procedure and guidelines.
- Record management unit design.
- DMS specifications & integration.
- Record types classification.
- Digitization specifications.
- Automated business workflows.

Key Activities

- Preliminary investigation.
- Analysis of business activity.
- Analysis of organization internal polices & procedures.
- Identification of record management requirements.
- Assessment of existing practices & software systems.
- Identification of strategies for record management.
- Design of a record management system.
- Implementation of a record management system.
- Post implementation review & fine-tuning.

Unique Value Proposition

- Having record governance.
- Records volumes estimation.
- Physical & digital records handling short comes identification.
- Compliance with rules and regulations.
- Paper-light operations environment.

Charging Structure

- Scope of work.
- Organization complexity & size (number of employee & departments).
- Required deliverables (Document matrix, policy and procedure, DMS Specifications, Physical archiving practices, RFQ building ...etc).

Gain

- Establishment of Document Control.
- Transparency over physical & digital records volumes.
- Establishment of basis for digital and physical document workflows.
- Identification of operational cost saving potentials.



Premium Quality Services

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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.

