



Electronic Records Management

The Benefits of Using a Service Bureau

Electronic imaging is an unforgiving process. If it is not well managed, quality will be compromised and the results can be **disastrous!** PAPERLESS SOLUTIONS's experienced staff and management provide the disciplined processes to ensure that a quality product is provided at a competitive price.

Benefits to Outsourcing

No Capital Investment:

- ◆ You don't need to buy the hardware (scanning, auditing and indexing workstations)
- ◆ You don't need to buy the software for scanning, indexing, OCR, etc.
- ◆ You don't need to pay for service and support contracts from the hardware and software vendors

No Office Space:

- ◆ There is no need to allocate office space to accommodate the process

Avoid the following staffing Problems:

If done in-house, the customer must be prepared to assign (or hire) and train the necessary staff to perform the following functions:

1. Operations
 - ◆ Computer literate staff, skilled in data entry and cross-trained in document preparation, scanning, auditing, indexing and batch management.
2. Supervisory
 - ◆ One or more skilled in the process of managing batch document processing; balancing and monitoring the various tasks of document preparation, scanning, auditing, indexing etc. for different types of documents.
3. Technical
 - ◆ Ensure that qualified technical staff is readily available and skilled in database management, servers and network protocols.

By "Outsourcing" you don't tie up capital or office space and you avoid staffing problems!

Additional Benefits of Outsourcing to PAPERLESS SOLUTIONS.:

- The fast turnaround of your jobs
- The software to access, view, print and fax documents is included for no charge
- Documented quality control checkpoints ensure the highest quality of service
- Maintenance of confidentiality of information from your employees
- Over a 3 decades of Electronic Records Management experience with PAPERLESS SOLUTIONS
- The comfort of knowing that the process is in the hands of professionals