

## Benefits of Digital Imaging

- Lowers operating costs
- Eliminates of Lost or misplaced documents
- Allows multiple staff to view documents at the same time
- Eliminates of time wasted locating documents
- Reduces costs of off-site or long-term storage and retrieval of documents
- Reduces office space required for filing cabinets or storage boxes of documents
- Reduces risk associated with fire or theft of documents
- Allows long-term retention of documents
- Allows greater efficiency associated with document retrieval



Community Action Committee  
of Pike County

### Business Development Department

941 Market Street  
P. O. Box 799  
Piketon, Ohio 45661

Phone: 740-289-2371

Toll Free: 1-866-820-1185

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Web Site: [www.pikecac.org/BD](http://www.pikecac.org/BD)



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of Pike County

### Business Development Department

# Digital Imaging Services

Your  
**Electronic Records  
Management  
Solution!**

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## Document Imaging: The Space-Saving Records Management Solution

Digital Imaging is the process of converting paper files to electronic media eliminating the need for storage of paper files and time-consuming records retrieval.

With Digital Imaging Services, we offer custom indexing and document set-up to meet your needs so that files are stored safely and can be easily retrieved. We also offer a shredding service to dispose of the paper files once they are safely scanned to the CD or DVD.



**BEFORE:** Paper file archiving takes up valuable space. Costs for storage are excessive. Records retrieval can be time-consuming and costly

In addition, we can establish a periodic maintenance schedule. Whether it be on a monthly, quarterly, semi-annual, or annual basis, your electronic records can be kept up-to-date for easy and accurate retrieval when needed.

We know how important it is to you that your records be stored securely and remain confidential. Digital Imaging has a strict confidentiality policy ensuring that your private information remains private.

## Getting Started

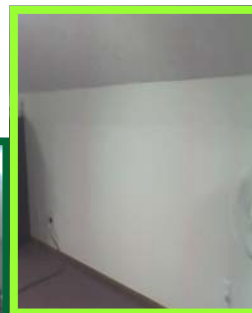
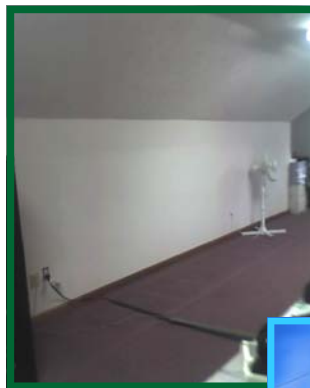
### Free Project Estimates

We coordinate every facet of the project with you. From determining the scope of records to be scanned all the way to the disposal of the paper files.

In the scope of work, we determine the client's preferred:

- Process of record delivery to the scanning site and back to client.
- "Fields" and "Indices" for record indexing
- Method of scanning including simplex/duplex, paper size, and quality (grayscale, color)
- Method of record preparation
- Method of record disposal
- Timeline for periodic maintenance, if applicable

As a requirement for cost estimation, we request you provide one banker's box of records to the Imaging staff to determine the cost of the service, including verification/auditing of scanned documents.



**AFTER:** Eliminate bulky file cabinets and free up office space! Retrieve records easily and quickly.

A detailed, written cost proposal will be given to you for review and approval.

In most cases, you can still have access to your records during the imaging process.



**CALL TODAY TO SET UP YOUR INITIAL INTERVIEW!**

## Testimonials

Document imaging has tremendously increased our workspace by eliminating the need for filing cabinets. We no longer have the burdensome task of filing and locating EOB's [patient Explanation of Benefits]. It has allowed our department to become more competent and efficient. Thanks!

Diane C.  
Billing Supervisor

Since we had all of our archived records imaged, looking up information is a snap. It saves us hours of staff time, not to mention the file space that can be utilized for other uses! It is very easy to use and is set up exactly to my specifications. Your product has been essential to our business I would recommend this service to any business that needs to save time, space cost, and staff cost.

Lowell H.  
Energy Maintenance  
Director

The discs have been a life-saver in obtaining exited client information quickly, especially for auditors. The system has freed up more of my time which can be used for other tasks that really need my attention. Thank you very much.

Tracy M.  
Energy Clerk

Being in a department with limited space, the document imaging was a lifesaver. We have documents that we must keep on file for various amounts of time, so we always have a paper trail. With this process the paper trail just got a lot easier to manage.

Vela H.  
Employee Benefits Coordinator



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