

Digital Imaging

Document Imaging Services

Document imaging is the process of converting paper files to electronic media, thus 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. Plus, we are fully insured!

In addition, we can establish a periodic maintenance schedule. Whether on a monthly, quarterly, semi-annual, or annual basis, we can update your electronic records for easy and accurate document retrieval.

Benefits of Document Imaging

- Reduces operating costs
- Eliminates lost or misplaced documents
- Eliminates costs of off-site or long-term storage of documents
- Eliminates time wasted locating documents
- Reduces risk associated with fire, flood, or theft of documents
- Allows long-term retention of documents
- Allows greater efficiency associated with document retrieval

Call us today to schedule a no-cost consultation!!



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**Your Electronic Records
Management Solution**

**Tel: 740-289-2371
Toll Free: 1-866-820-1185**

Why should you invest in Document Imaging?

How many filing cabinets are being used to store your business critical information such as customer or patient records, invoices, or personnel forms? If you're archiving documents off-site, consider the annual cost your organization is spending simply to store these documents instead of investing in improving your business processes.

The benefits of getting rid of paper can be immediate and dramatic: increased customer responsiveness, reduced cycle time, lower costs and better compliance simply by automating manual, paper-based processes.

Take advantage of these benefits now and give us a call for a no-cost consultation.

Paper Document Facts

Did you know that on average, a single paper document costs:

- **\$5 to retrieve.**
 - **25 hours to recreate if lost.**
 - **\$120 in Labor to find.**
 - **\$1 to store.**
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