



### Outsourced Paper Imaging Conversion

When paper documents and other records become unmanageable, many organizations wisely choose to convert their files to digital format. However, as some soon find, undertaking the tasks associated with scanning, organizing and securing information can be time consuming.

IDS Document Scanning Services provides organizations with a reliable and secure resource for outsourcing their paper records, imaging backlogs, one-off projects and ongoing scanning needs.

Whether dealing with heavy volumes, periodic overcapacity or ad hoc projects requiring outside expertise, our Document Scanning Services offer several important features for satisfying your document scanning needs:

#### Flexibility:

Outsource to us or scan the pages yourself and have IDS manage the sorting and routing

#### Availability:

We have the resources to meet your project needs and timeline

#### Capacity:

IDS has the infrastructure to manage large volumes

#### Technology:

Best-of-breed hardware and software

#### Expert staff:

We will advise and support your company throughout the entire process

#### Security:

We operate in controlled facilities and maintain complete regulatory compliance

#### Transport:

We can receive your documents via secure pick-up, parcel shipping or scan at your premises

### Multiple Media

IDS can provide digital imaging from multiple data sources regardless of paper dimensions, filing configurations (stapled, bound, clipped) or quality of paper. From patient charts and legal documents to checks and postcards, we can satisfy all of your scanning needs.

#### Benefits

- Save substantially in document storage and retrieval fees, and recover valuable office space
- Save on administrative costs associated with labor-intensive tasks
- Avoid major technology investment
- Integrates with your disaster recovery plans
- Ensure regulatory compliance and address current liabilities

#### Key Features

- Digitized files can be hosted online by IDS, uploaded to your server or delivered via offline media such as external drive or DVD-ROM
- Digital file organization mimics your filing system
- Electronically locate, fax, email, or print via secure web connection
- Documents don't have to leave your premises
- Certified document destruction available