

Document and Records Management to Help You **SUCCEED**

Outsourced Document Scanning Services

Emerald provides outsourced document scanning services to help companies of all sizes, convert their business information from paper to electronic images.

As more companies implement Document Management Systems and require instant access to critical corporate and customer information, they're confronted with the reality that scanning all of the legacy paper information is often a bigger challenge than initially expected. Emerald offers the experience and expertise to simplify this process.

Industries



- Healthcare
- Not for Profit
- Legal
- Automotive
- Education
- Finance

What Our Customers Say

"Our efficiency has increased by ten-fold, freeing up our staff by allowing our vendors access to a file-system that is not only easy to use but also very efficient in locating files."

Michael Di Motta, Chief Financial Officer
The Levinbook Law Firm

Offerings

SCANNING

- Convert your frequently accessed business documents to electronic images for fast and secure search and retrieval.
- Reduce time spent searching, printing, copying, emailing, and refiling paper documents.
- Streamline workflows, improve productivity, safeguard sensitive documents and maintain compliance with digital documents

STORAGE

- Eliminate the need to store records on-site, allowing for better space utilization.
- Scan On-Demand – if you need a document while it is stored with us, simply make a request, and we will scan and send it securely the same day.
- Peace of mind knowing your documents are safely stored in our climate controlled, water-proof, and fire-proof facility.

DOCUMENT MANAGEMENT SOFTWARE

- Our cloud based document software allows for search, retrieve, print, email, copy and share of your documents directly from the system once they have been scanned.
- Create custom workflows and electronic forms that will increase your team's efficiency.
- We offer a free demo of our cloud based document management software, and will train your staff.

SECURE DESTRUCTION

- We work with companies across several verticals, so we can provide trusted advice and proven best practices for what to shred and when.
- We provide a Certified Letter of Destruction to account for and document what is being shredded.
- Convenient scheduling that allows for both on-site and off-site shredding services.

TURNING AGGRAVATION INTO ASSETS

Outsourced Document Scanning Services

Time spent throughout the document lifecycle and getting access to documents when and where you need them is a constant source of aggravation. At **Emerald**, we turn your aggravation into valuable digital assets. Cost-effective document management solutions which allow your team to get the information they need, when and where they need it.

Whether you need to **capture, secure, deliver, share and ultimately destroy documents and information**, Emerald is here to help with efficient and easy-to-use solutions that allow you to streamline your operations and ease the transfer of data throughout your organization.

THE PROCESS

- **Preparing the documents for transport to Emerald's Production Scanning Facility:** Our team of professionals will work with your staff to coordinate the boxing, preparation and transportation of your important Documents to our Production Service Facility. We take great care in making sure you continue to have access to your paper information throughout the process.
- **Receipt of documents:** Once your Documents are received at our Facility, our team will carefully inventory your information and provide a detailed tracking manifest of all of the information that we've received. This enables us to quickly and easily access a file if it's needed during the conversion process.
- **Document preparation:** Preparing Documents for Scanning is often the most time-consuming, tedious task involved in the process. Our experts will remove all staples and fasteners, repair any ripped or torn pages, and carefully sort out the different sections of a file, ensuring that you can access the information you need, when you need it.
- **Scanning :** Our production document scanning service center is equipped with leading-edge equipment from Ricoh and Canon, and we're able to capture all types of detailed information, from Merchandise Invoices to Mortgages.
- **Quality Control:** When scanning Paper Documents, Quality Control is essential. That's why we review every image to ensure readability and quality. Each image is carefully analyzed to ensure that nothing is missed during the scanning process.
- **Indexing:** We'll work with your IT Department or Document Management Vendor to ensure that we can capture and tag your Documents with all of the pertinent information so that you can access the scanned images through your software. We can index your files based on Check Number, Job Number, Employee Name, and any other information that you need to help you access your files when you need them.
- **Importing your data:** Emerald will handle the integration points and ensure that your imaged data will be delivered to your IT Department or Document Management System efficiently. We eliminate the headaches normally associated with importing information by partnering with many leading vendors to feed their systems at the database level.

SCHEDULE A COMPLEMENTARY
CONSULTATION