NOVITEX CAPTURE SOLUTION
Convert Business Critical Documents for Reduced Costs & Improved Compliance

Recent trends in digitization, paired with specific scanning technology developments, have helped to reduce document volumes, speed up processing times and lower operational costs. Currently, the digitization trend is being fueled, in all industries, by increasing costs associated with paper and electronic document processing, in addition to staffing, processing power and storage requirements. Many businesses prefer to keep document scanning in-house due to security and control purposes, however, outsourcing document capture processing can provide a faster, more cost-effective alternative to enable the streamlining of processes while delivering higher quality that is less expensive and more secure.

> **DID YOU KNOW:** Internal capture teams can **misplace 7.5%** of all documents & **misfile 3.5%** of the remaining?

Digitizing your physical documentation with **Novitex's Document Capture solution** will allow you to optimize your business' applications and better leverage your technology investments. Fast, secure access to business-critical documentation also positions your organization to effectively meet compliance regulations such as the HIPAA, the Dodd Frank Act and Centers for Medicare and Medicaid Services, among others.

Our capture solution involves the implementation of one of three possible models: **on-site**, **off-site** or a **hybrid**. Hybrid solutions are typically implemented when a client has an even balance of budget and space needed for a more robust solution. Larger organizations prefer to invest in off-site solutions because they allow for more cost containment and information security and smaller organizations that opt for an on-site solution usually do not have large amounts of physical documentation to digitize, therefore in-house processing makes the most sense from an operational and cost standpoint.

PAIN POINTS ADDRESSED WITH OUR SOLUTION.
Our document capture solution optimizes your own internal systems or introduces intelligent cloud-based solutions to reconfigure your workflow as necessary to reduce costs and improve accuracy and compliance. Our solution can help address the following pain points:

- Misplaced documentation from manual indexing
- Slow search and processing times
- Overuse of physical supplies and more robust paper archives
- Unsecured company repositories that lead to higher risks of breaches and sanctions
- Untrained staff leads to complex, inefficient processes
- Single DIY technology approach confines processing to one approach for all document types

HOW OUR SOLUTION WORKS.
1. **Document Receipt**: Our services start with paper or electronic document receipt. Whether on- or off- site, we receive paper in cartons or envelopes by carrier and the USPS. We also accept fax, email, sFTP, and media.
2. **Document Preparation and Scanning**: Our employees will sort and unitize paper or digital documents. Paper documents are scanned with high-efficiency scanners, images are enhanced and quality checks are performed.
3. **Indexing and Classification**: We extract the information required, using either optical character recognition technology or manual indexing by skilled indexers. Client documents are rendered accurate and easily accessible.
4. **Quality Testing**: At all phases of a project, quality testing is performed to ensure each project component meets the highest of standards.
5. **Receipt and Delivery**: We offer multiple secure delivery options like sFTP and media. All data is encrypted.

BENEFITS.
Although the implementation of a digital capture solution can push traditional, paper-intensive companies outside of their comfort zones, the benefits usually speak for themselves:

- Reduced processing times and retrieval costs
- Optimization of real estate and reduction of storage costs
- Increased accuracy facilitated by our comprehensive process centers on data validation and experienced processors, resulting in higher quality and precision
- Improved compliance, security and integrity in accordance with state and federal regulations
- Optimizes mailroom functions, simplifying the management of incoming mail/files

MEET OUR EXPERT: DAVE DOUCETTE.
Dave Doucette, Vice President of Capture, Intelligent Data and Records Management Services designs and implements document capture and records management solutions for Novitex. He has extensive experience in improving large, multi-location solutions that decrease processing time, maintain service levels and reduce costs.