



10 Reasons Why Document Imaging Makes Sense

Are you thinking about document imaging for your organization? Are you concerned the costs will outweigh the benefits? Is your recommendation to adopt an electronic document management solution resulting in push-back from internal stakeholders?

Here are ten simple, but often overlooked, reasons why document imaging makes sense. If you would like to discuss your document imaging and management needs, please contact us at 800-653-3121 Ext. 203 or via e-mail lmmsales@barcodemail.com.

1. Reduce Operational Costs

The need to store paper based documents in filing cabinets or offsite is eliminated as all your documents are now stored online. Document reprint costs are also reduced as staff members can now access these documents through a secure centralized repository from any location.

2. Increase Information Security

Eliminate information security and privacy issues caused by unsecured paper-based filing systems that leave documents open to access by unauthorized personnel. Converting all paper documents into electronic files and establishing file level permissions ensures secure access to documents in a central web-based document repository.

3. Improved Disaster Recovery/Business Continuity

Keeping customer documents in hard copy storage can create all sorts of problems – from misfiled or lost documents, to flood or fire damage. You can avoid these potential problems by scanning and storing all your hard copy documents, into a secure web-based repository.

4. Improve Fraud Prevention

Adhere to Patriot Act regulations, FINCEN/FINTRAC regulations, HIPPA regulations, and other government regulations by scanning and uploading all your client identity validation documents online for easy yet secure multi-location access. Providing all staff across an organization with access to this information in real time, regardless of location, greatly enhances the ability to maintain required fraud prevention and Anti-Money Laundering (AML) measures.

5. Adhere to Compliance Requirements

Scanning all hard copy documents and storing them in a secure web-based repository enables organizations to take advantage of software based security features that help address compliance requirements more completely than is possible with hard copy document storage. Improve your ability to control, monitor and report on document access and achieve better audit results by providing auditors with online access to complete sets of audit files.

6. Improve Staff Efficiency

With efficient web-based access to customer information, staff can be more productive rather than spending time searching through hard copy files or placing inter-location requests for hard copy documents to be faxed, mailed or couriered between locations.

7. Improve Customer Service

Reduce the delays and strain on both staff and customers by providing authorized personnel immediate access to all documents online. Staff can focus on meeting customer's needs and respond more quickly to customer inquiries because they don't have to search for physical documents.

8. Eliminate Labor Intensive Processes

With all paper files scanned, indexed and then stored online for immediate search and retrieval, time consuming paper-based processes are streamlined. Workflow can also be used to automatically route electronic documents to appropriate departments or individuals.

9. Reduce Your Carbon Footprint

By significantly reducing paper usage, document reprinting and the ongoing consumption of physical resources like printers, copiers and paper, organizations can get closer to reducing their environmental impact on the planet.

10. Staying in the Game

By putting key hard copy documents online, organizations have improved customer service, reduced real costs and increased staff efficiency across their organizations. So the question is really no longer "should we do it" but rather how can we get there quickly and at a reasonable cost? It's the only way to stay ahead of the game and to continue to provide your customers with the value they expect and deserve.

Lake Michigan Mailers has partnered with Doxim, Inc. to provide our customers with a secure, reliable and easy to use electronic document management system.

Our solution – **ifilesecure™** goes beyond simply presenting e-statements or computer file archiving. Our comprehensive approach provides our customers, regardless of size or industry, the ability to capture, store, search and share internal files. Our solution can be used to store and manage all types of critical business documents and other digital content, making it easier for authorized personnel to access them from any location.

Not certain where to start? We can help. Call us today at 800-653-3121 Ext. 203 or e-mail us at lmmsales@barcodemail.com.

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