



Electronic Document Management

...is it time?



SERVING OVER 18,000 CUSTOMERS IN THE NYC & TRI-STATE AREA

tomorrowsoffice.com

Patti Kanner

Atlantic, Tomorrow's Office

Managing Director, Records & Information

KannerConnect

Founder & CEO

CitiStorage

EVP Sales & Marketing



SERVING OVER 18,000 CUSTOMERS IN THE NYC & TRI-STATE AREA

tomorrowsoffice.com

Patti Kanner

- 17 years SME in Document and Record Management
- HealthCare – Legal – Financial - Education
- Fully Conversant on HIPAA/HITECH
- Trusted Advisor – best track, best value, seamless transition



SERVING OVER 18,000 CUSTOMERS IN THE NYC & TRI-STATE AREA

tomorrowsoffice.com

Agenda...

- Current State of Records Management
 - On-site Storage
 - Off-site Storage
 - Hybrid Environment
- What's Driving Transition to Electronic Documents
- Why Accelerate the Transition
- Where do we start



Questions...

*Are you managing your records...
or are they managing you?*



Current State of Records Management...

Paper is still Prevalent

- 80% of all **information** is still **paper based**
- Paper output is **growing** at 21% per year
- Paper records **double** in 3.3 years



Current State of Records Management...



Productivity Costs

- Filing costs average \$20 per document
- 15% of worker's time is spent looking for documents
- 3 – 7.5% of paper documents are misplaced and will never be located
- Each misfiled document costs \$125
- Each lost document costs \$350-700
- Average document is copied 9 to 11 times

On-Site Records Storage...

Pros:

- ✓ Immediate access to records
- ✓ Comfort of maintaining records “in-house”
- ✓ Managed by your Personnel
- ✓ Eliminate costs of using a Third Party Vendor
- ✓ Utilizes existing rented space



On-Site Records Storage...

Cons:

- ✗ Storing in several different locations
- ✗ Misplaced Documents
- ✗ Severe damage from water and rodents
- ✗ Antiquated/Expensive Microfilming Systems
- ✗ Personnel's time on locating records
- ✗ Manual System



Off-Site Records Storage – 3rd Party Vendor...

Pros:

- ✓ Comprehensive approach to inventory management
- ✓ Hi capacity and availability for storing records
- ✓ Advanced record management software to manage records throughout their lifecycle
- ✓ 24/7 access via web portals, phone, fax and scanning
- ✓ Secure transportation and destruction services
- ✓ Additional Space



Off-Site Records Storage – 3rd Party Vendor...

Cons:

- ✗ Additional costs to store records
- ✗ Additional costs for transportation of records
- ✗ Unaccountability of departments adding records to storage
- ✗ Lack of Monitoring destruction dates



What if you could reduce document storage costs by 30% and...



- Transform your digital and paper documents into useful, **organized information**
- Capture, search, share and access information **anywhere, anytime**
- Integrate information with existing and **future applications**
- Implement **retention** and **destruction policies** that protect and prepare your organization for **litigation**
- Recover from almost any disaster ensuring **business continuity**
- All while being **Compliant**

Case study...

Company Environment

- 5,000 boxes stored in warehouse in midtown Manhattan
- Rent = \$10,000/month = \$120,000/year
- Storing records from the 1950s
- No system in place



Case study...

Recommendations & Business Outcome

- Purge boxes of documents ready for destruction
- Put retention date on boxes to be kept (2,000 boxes)
- Move boxes to document storage facility @ \$500/month
- \$114,000 **savings in year 1**
- Finance an Electronic Document Management System



Case study...

Background:

30 Employee Commercial Business

- Paper Boxes (on-site and 3rd party storage)
- Scanning to Windows
- Outlook/Email Environment (attachments)
- Losing Paper Documents
- Can't find Scanned images
- Off Site Storage Costs increasing



Case study...

Recommendation:

- Implemented an Electronic Document Management Solution
 - Centrally manage and secure email, scanned documents, electronic faxes, Microsoft Office (word, excel, powerpoint).
- Reduced their costs by over 30%
- Re-allocated the premium space for new use.
- Retrieve records in seconds for office use, audits, etc.



What is driving us into Electronic Documents...



- Paper
- Electronic
- Hybrid
 - *Paper*
 - *Electronic*
 - *Legacy Systems*

What is driving us into Electronic Documents...

Multi-Functional Devices

- *Scanning*
- *Emailing*
- *Faxing*
- *Copying*

Software:

- *Accounting Systems*
- *Inventory Systems*
- *Purchasing Systems*



What is driving us into Electronic Documents...

Industry Mandates

- **HealthCare**
 - *Electronic Medical Records*
- **Finance**
 - *Electronic Financial Statements*
- **Legal**
 - *Courts Requiring Electronic Filing to commence a lawsuit*
- **Accounting**
 - *IRS & States mandate all returns to be filed electronically*

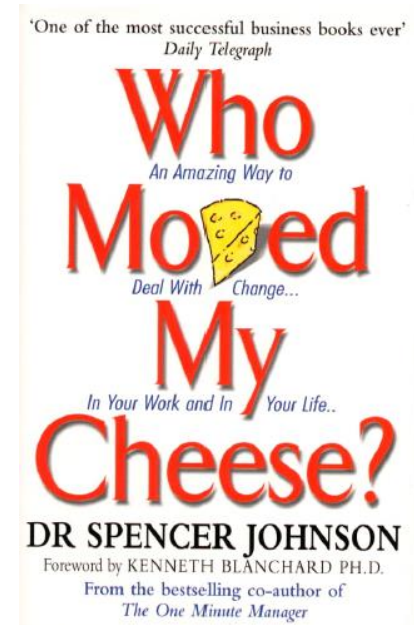
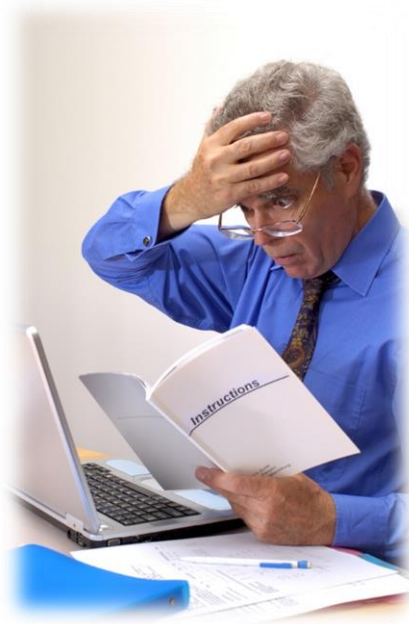


SERVING OVER 18,000 CUSTOMERS IN THE NYC & TRI-STATE AREA

tomorrowsoffice.com



The Reality.....



Why is it happening so slowly...

Misconception

Software is too expensive

- Technology is now mainstream
- Full featured solution investment is lower than ever
- Small business solution can start as low as \$150 month



SERVING OVER 18,000 CUSTOMERS IN THE NYC & TRI-STATE AREA

tomorrowsoffice.com



Why is it happening so slowly...

Misconception

*Scanning documents adds step to filing documents
and will slow me down*



- Done properly, scanning and indexing is faster
- Indexing scanned documents is automated
- Create rules-based workflows
- Reduces clerical costs
- Eliminates misfiled documents



SERVING OVER 18,000 CUSTOMERS IN THE NYC & TRI-STATE AREA

tomorrowsoffice.com

Why is it happening so slowly...

Misconception

Scanning equipment is an added cost I don't need



- Probably already have an MFP
- MFP is on-ramp to document management
- Staff already trained
- High speed capture capabilities
- Embedded software can index on the fly
- Automated batch processing

Why we should accelerate the transition...

TANGIBLE BENEFITS

- Reduced Storage – Reclaim space and costs
- Improved, Faster, Flexible Searches
- Controlled and Improved Document Distribution
- Improved Security
- Disaster Recovery
- Digital Archiving – business continuity
- Improved Regulatory Compliance



SERVING OVER 18,000 CUSTOMERS IN THE NYC & TRI-STATE AREA

tomorrowsoffice.com

Why we should accelerate the transition...

TANGIBLE SAVINGS

- Redirect storage costs to revenue initiatives
- Gain productivity
- Improve cash flows – early payment discounts and faster collections



Why an Electronic Document Management System....

- Fully integrated document management software program
- Fast access to information for productivity gains
- Lowers organization's operating costs
- Mitigates Compliance and eDiscovery risks
- Scalable – grow with your company

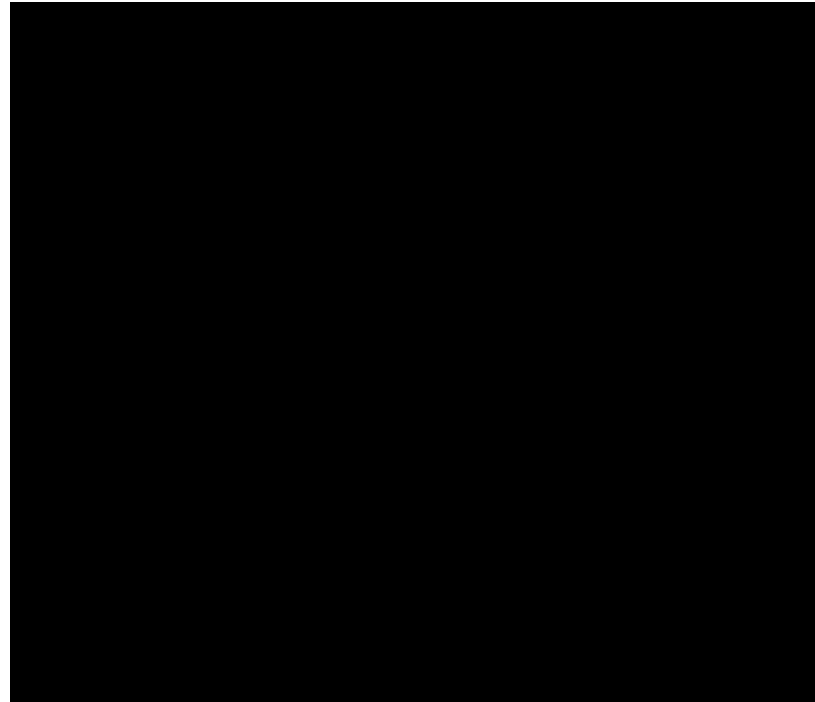


SERVING OVER 18,000 CUSTOMERS IN THE NYC & TRI-STATE AREA

tomorrowsoffice.com



From Documents to Value



SERVING OVER 18,000 CUSTOMERS IN THE NYC & TRI-STATE AREA

tomorrowsoffice.com

How do we start...



- What do I do with all my paper records?
- Should I scan all my old documents into the new solution?
- Who is going to train my employees?
- Who will manage my “data” storage?
- Who will maintain the software?



SERVING OVER 18,000 CUSTOMERS IN THE NYC & TRI-STATE AREA

tomorrowsoffice.com

How can Atlantic help you get there...

- Assessment of your business processes
- Review hardware and software requirements
- Create a plan – strategy for your company
- Implement the EDMS plan
- Provide a team to train, capture documents and transition to new EDMS
- Develop automated Retention plan
- Develop a BDR plan
- Virtualize to Cloud Workspace™
– anytime, anywhere access for business continuity



SERVING OVER 18,000 CUSTOMERS IN THE NYC & TRI-STATE AREA

tomorrowsoffice.com

Questions...



- Who has a Document Management System in place?
- Who stores paper documents at storage facilities?
- Are you tired of paying storage costs for inventory you don't necessarily know what's included?

Document Management Solutions



SERVING OVER 18,000 CUSTOMERS IN THE NYC & TRI-STATE AREA

tomorrowsoffice.com



Free assessment ticket image

Patti Kanner

pkanner@tomorrowsoffice.com

212-741-6400 EXT. 2469



SERVING OVER 18,000 CUSTOMERS IN THE NYC & TRI-STATE AREA

tomorrowsoffice.com