Document Scanning & Management

Managing large document conversion projects requires exactly the kind of experience, capabilities and diligence that Optimum Document Services brings to our customers. Count on us to deliver reliable and secure document imaging and management services that meet your most stringent requirements.

More than ever, today's legal and business environment requires that you preserve and efficiently manage your organizations' records and information. Optimum Document Services specializes in helping our customers improve access to their critical documents. We'll help you eliminate low-value, error-prone document handling and storing tasks while improving your ability to accurately retrieve the information you need. With over a decade of experience in handling sensitive legal, financial and medical records for some of the largest corporate and government organizations in the U.S., we stand ready to serve you.

Use Optimum Document Services to:

- Reliably convert truckloads of paper documents into searchable images
- Reduce time to find key documents — in seconds rather than minutes/hours
- Easily search millions of documents to find critical information
- Discover key facts or data that has been long forgotten
- Improve ability to securely share information with other offices
- Minimize the expense & errors of low-value copying, mailing, and filing tasks
- Securely archive information to preserve and protect against disasters
- Make regulatory compliance easier and less costly

Optimum
DOCUMENT SERVICES

Document Conversion

Optimum's document scanning and imaging services convert paper-based documents into easily accessible and searchable digital images. We help you enjoy the benefits of rapid, easy information retrieval while avoiding the training and equipment costs associated with setting-up an imaging group and buying expensive software.

Our years of experience in managing conversions of tens of millions of documents and drawings have helped us refine our tools and processes to ensure no document or data is lost or damaged. Using our proprietary project management system, we track and manage the integrity and security of every document under our supervision. We will also work with you to design a coding and indexing scheme tailored to your search needs. Result: a coherent knowledge base available for use by any document management system.

Features & Benefits:

- Scanning of Documents, Graphics, Large Format Drawings
- Microfilm Conversion into Digitized, Searchable Images
- Full Prepping & Repair
- Document Coding & Indexing
- Optical Character Recognition (OCR)
- Onsite or Offsite Scanning
- Bates Labeling
- Encrypted Digital Archiving
- Secure Facilities with 24-hr surveillance
- Full HIPPA Compliance
- Full Audit Trail
- Certified Shredding
- Secure Offsite Storage

Document Management When It Counts

There may be instances where full document conversion and online management do not make sense — such as documents that are never accessed and maintained only to meet regulatory obligations. But when it comes to supporting your needs for reliably converting, managing, and archiving volumes of documents, you can rely on Optimum Document Services to deliver.

Optimum™ Document Management

How many document management systems have been built with the user in mind? While the potential benefits are widely acknowledged, the complexity and user 'unfriendliness' of many document software solutions are notorious and have inhibited effective adoption.

Optimum Document Services is pleased to offer an alternative. Optimum™ is our browser-based document management service that is so easy to use that training can take less than twenty minutes. It is so easy to deploy that you can be up and running in less than a week. It is so valuable to managing your documents that you will wonder how you survived without it.

Optimum™ provides your company with powerful, secure and efficient access to documentation. Document retrieval can be accomplished from any computer with simple, intuitive and rich searching capabilities — it can be as easy as googling. All of the documents are instantly available for viewing, annotating or editing, faxing, emailing and printing. Additionally, all documents can be accessed using the Web, DVDs or CDs.

It's not just about quick retrieval of documents. It's about finding the information you want, regardless of where it resides. It's about discovering useful information that has been long forgotten or missed by human review. It's the ability to search the document base — imaged paper files as well as electronic files — to get the right information at the right time, saving you time, money, and most importantly, improving effectiveness.

Features & Benefits:

- Free Form Full Text Searches
- Field Searches
- Customized User Interface
- Web-Based Storage & Retrieval
- No Significant Capital Investment Required
- Multi-layer Access Security & Tracking
- Fully Redundant, Multi-Site Systems
- Data Back-up at Offsite Vault
- Full Audit Trail
- Workflow Analysis
- Database Design

Optimum
DOCUMENT SERVICES

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