GEMKO Information Group

Document Management and Imaging Solutions

Capabilities:

- Electronic Document Imaging Software Solutions
- Forms Processing
- Needs Assessment
- Application Integration
- Web enablement and Workflow
- Email integration
- Scanner and Storage solutions
- Conversion services

Benefits:

- Quick retrieval records
- No lost or misplaced files
- Eliminate paper files along with associated labor, storage and postage costs
- Increase efficiency and improve client service
- Improve information sharing
- Reduce paper consumption by decreasing multiple copies and printed reports
- Provide permanent electronic records that can be stored offsite for disaster recovery.

For more information contact:

GEMKO Information Group, Inc.
Information Systems Specialists

100 Corporate Parkway, Suite 200
Amherst, NY 14226

(p) 716.929.2700
(f) 716.929.2705

Email: **info@gemko.com**
Web: **www.gemko.com**

GEMKO's Document Management and Imaging Practice provides high impact imaging, document management and forms processing solutions**,** along with high quality consulting and professional services. GEMKO has provided document/records management, imaging solutions and Consulting Services to government, education and cross industry private sector clients.

Our associates have achieved Certified Document Imaging Architect (CDIA) status. This is an industry recognized seal-of-approval that assures you will be dealing with highly qualified individuals at GEMKO who are aligned with industry standards and best practices.

The CDIA+ certification program is the global standard of competency and professionalism in the document imaging / document management industry. Certified professionals have the requisite expertise to analyze business processes and design appropriate document imaging solutions. The CDIA+ credential signifies the highest level of professionalism and competency in the IT industry.

CDIA+ certified professionals have proven knowledge and skills to not only analyze your business processes, but also recommend solutions and help you choose which will best suit your unique business needs while providing the greatest return on your investment. Having certified professionals at your service ensures that industry standards and best practices are taken into account at all times. Certified professionals will implement the best solution for your company in an efficient and organized fashion.

In industries like healthcare, financial services and among publicly held entities, the daunting challenge of compliance with **federal regulations—HIPAA (Health Insurance Portability and Accountability Act), GLBA (Graham-Leach Bailey Act) and Sarbanes-Oxley—**has made Document Management key board-room agenda topic. Yet, our experts can show you how Document Management and Imaging Solutions can help you achieve your compliance goals.

GEMKO Information Group

Document Management and Imaging Solutions

Information Integration

At GEMKO Information Group, we've built our reputation as a trusted business solutions partner since 1991. We have a proven track record of designing and implementing Document Imaging systems in manufacturing, distribution, retail, healthcare, financial services, state and local government and education.

Free of the product and technology biases of many vendors, GEMKO offers a holistic approach to your records management needs that begins with an assessment of your document and report generation, distribution, storage and security and doesn't end with simply providing hardware or software.

Our solutions include:

- Scanning (remote or local)
- Complex search capabilities
- Bar Code (OCR recognition)
- COLD (electronic report management and distribution)
- Application Integration
- Email archival
- Supports all file types
- Unlimited users (Enterprise wide)
- Web enabled document access
- Workflow and Electronic forms (on-line library)
- Data capture (reduce data entry)
- Records room management (File tracking and box management)

Cost Savings

- **Physical Storage:** Eliminate the growing need for storage, no future expansion or rental of space is necessary.
- **Copier Costs:** Reduce your investment in printing/copying/faxing equipment and the labor to operate them. Minimize your paper production costs by emailing or faxing electronic copies instead.
- **Shipping:** Email or fax your electronic documents for immediate transmission. Eliminate the costs associated with delivery charges and save days in your process cycles.
- **Regulatory Agencies:** In the event of an audit, have the files at your fingertips. Avoid the pitfalls resulting from misplaced documents.
- **Document Replacement:** Reduce the cost of replacing lost or misplaced files. Eliminate the liability of being unable to locate a critical document when it's needed.

Process Improvements

- **Increased processing throughout:** Achieve more volume with the same or reduced staffing levels. Store all source documents (paper or electronic faxes, emails, etc.) in the Imaging System on your office server. Convert requests for documents in seconds rather than hours or days.
- **Customer satisfaction:** Immediate response to calls means improved customer satisfaction.
- **Information sharing:** Facilitate the exchange of information between offices, lawyers, customers. Improved communication means an improved process.
- **Security and Disaster Recovery:** Secure the distribution of electronic information. Protect your knowledge base with backup/restore functionality. Archive files as needed in anticipation of record retention requirements and audits. Burn CD/DVDs to archive documents off-site in case of disaster.