

**Docusaver** from  
EDM Solutions, Inc.  
*allows you to . . .*

**Reduce Records Management Costs**

- Improve business processes and customer service with instant, online access to information.
- Free IT departments from managing growing amounts of data with scalable and maintenance-free storage.
- Convert capital expenditures into tax-deductible operating expenses.

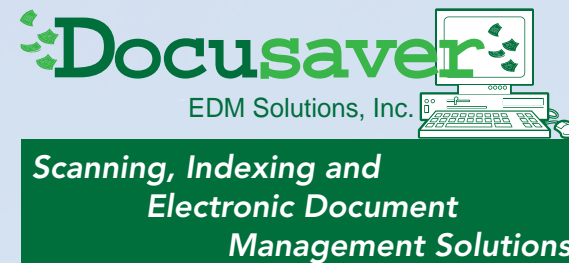
**Enhance Security and Compliance**

- Implement information policies with multiple layers of security.
- Ensure proper procedures are carried out by automating and tracking compliance processes.
- Gain audit confidence with documented evidence of security controls, audit trails, user activity and document history.

**Simplify Disaster Recovery**

- Protect data physically and electronically with controlled access and 24/7 system monitoring.
- Automate data backups by sending encrypted copies of live information to any secure location.
- Recover quickly after a disaster - our centralized location allows you to retrieve critical data from any internet connection.

**Docusaver**  
EDM Solutions, Inc.  
10 Rosewood Drive  
Kingston, MA 02364



10 Rosewood Drive  
Kingston, MA 02364  
508-245-5904  
Fax 781-582-1538  
info@docusaver.com

**www.Docusaver.com**





## EDM Solutions Document Scanning Services

EDM Solutions will transfer your paper records into electronic files. We can create a Company Document Database so that the electronic files will be available to anyone in your office that you grant access to or remotely via our **Docusaver** web portal. Any document can be quickly found by using search index keywords. The scanned document can be viewed or emailed. If a hard copy is required it can be printed and once used, shredded and recycled.

Even though we have heard about the **Paperless Office** for over a decade, most businesses still have 95% of their information lying on desks and filed away in cabinets. This creates a host of problems for businesses. With the introduction of **The Sarbanes-Oxley Act (SOX)**, businesses are now required to properly maintain records. That includes being able to retrieve them when required. **The Fair and Accurate Credit Reporting Act (FACTA)** and **The Health Insurance Portability and Accountability Act (HIPAA)**, require businesses to properly safeguard the personal information of patients, employees and customers. Beyond government regulations, businesses are faced with the increasing costs of storing, finding and distributing documents across multiple locations and departments. **Docusaver** from EDM Solutions is the answer to all your Electronic Document Management requirements.

**EDM Solutions, Inc.** - Electronic Document Management (EDM) technology is designed with the flexibility needed to **solve problems in virtually any industry**. These markets serve as just a few example of how our products help organizations achieve industry goals.



**Healthcare** companies must manage thousands of medical and billing records. They can use Docusaver's technology to track and manage medical documents, protect patient privacy and boost productivity.

**Financial** services companies are dependent upon reducing information security risks and complying with regulations. They can use Docusaver's technology to enhance customer privacy and confidentiality, address compliance requirements and ensure system accuracy and accountability.

**Educational** institutions maintain numerous records systems and need affordable EDM that increases accessibility while protecting student information. Schools and universities can use Docusaver's technology to reduce document management costs, improve information accessibility and secure student records.

**Insurance providers** must manage various paper-based procedures and sometimes handle thousands of claims in a single day. They leverage Docusaver's technology to create direct links to information databases for instant access to policies and improved customer service.

**Government agencies** must manage multiple public records and information systems, while maintaining security, operational efficiency and timely civic services. Federal, state and local governments use Docusaver's technology to facilitate productivity, open access to public records and secure sensitive information.

**Retail companies** must continually reduce costs and improve efficiency to stay competitive. Retailers use Docusaver's technology to create cost-effective document management, protect customer information and improve customer service.



*Find out how EDM Solutions can help meet your industry needs.*