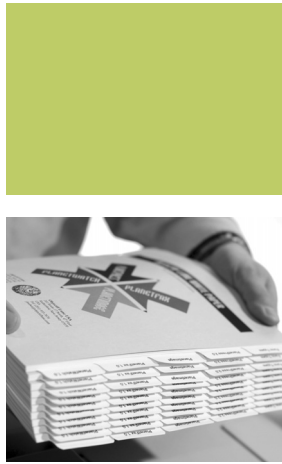


# Healthcare: Document Imaging Services



IKON's imaging services include:

- Imaging Expertise and Best Practices
- Security and Confidentiality
- Turnkey Project Management

## ABOUT IKON

IKON Office Solutions, Inc., a Ricoh company, integrates document management technology, software and services to deliver tailored, high-value solutions, implemented and supported by our team of services professionals.

IKON leverages the manufacturing and engineering expertise of Ricoh, a global technology innovator, with the experience and reach of our locally based sales and services teams.

IKON provides end-to-end solutions and one of the industry's broadest portfolios of document management services, including on-site and off-site managed services, technical service and support, and customized workflow design and implementation.

[www.ikon.com](http://www.ikon.com)

## IKON / Your RX for today's document imaging challenges

The healthcare industry is buzzing with confirmation of the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH). HITECH will provide bonuses in the form of increased Medicare and Medicaid payments for meaningful EHR (Electronic Health Record) users. To optimize the benefit of the selected EMR (Electronic Medical Records) system and qualify as a meaningful user, existing documents may need to be scanned and loaded into the EMR.

Healthcare providers have many reasons for converting paper records to a digital system. Statistically, industry analysts state that 5% to 15% of an organization's revenues are spent on document production, management and distribution. Many organizations have found that digitizing their paper documents enables them to maximize the use of their information and accomplish a greater number of goals with fewer internal resources — saving time and money.

IKON has proven experience successfully working within HIPAA guidelines for thousands of hospitals, health insurers and other healthcare organizations. IKON's open architecture enables us to scan and index documents to meet the requirements of any electronic document management system.

By understanding the unique challenges facing the healthcare industry, IKON is able to offer efficient digitization of your documents — either on-site at your location, or at one of our secure document processing centers across the country. We perform one-time document conversions as well as ongoing, day-forward conversions.

IKON's flexible and comprehensive imaging services can help you focus on what you do best — running a successful healthcare operation.

To learn more about IKON's healthcare imaging solutions, please contact your local IKON representative.



A RICOH COMPANY

# Document Imaging Services



IKON's National Document Processing Centers

## Imaging Expertise and Best Practices

IKON has consistently delivered world-class service and results by understanding our customers' unique business requirements and applying best practices to consistently meet those needs. IKON has experience digitizing a variety of files for its clients in the healthcare industry. Examples include:

- Patient Records
- Accounts Payable Files
- Credentialing Documents

## Security and Confidentiality

IKON's procedures and protected facilities are designed to ensure that your documents will be kept secure and confidential through the entire project. Each employee has completed a background check, drug testing, and confidentiality agreements. IKON trains its staff to be compliant with HIPAA standards for handling confidential health insurance-related documents.

All facilities use the same policies, procedures and equipment. From the moment that documents are collected until they are returned, IKON tracks the files throughout the process. And IKON transports your documents with its own fleet of vehicles and drivers. Your documents won't endure the uncertainty of travel on a common carrier.

## Turnkey Project Management

IKON assigns an experienced project manager and operations team to every imaging project, so projects proceed as planned, and clients have a single point of contact for regular communication.

## Technology — Producing Superior Documents

IKON has built strong digital competencies to match the demands of your business. Our digital experts stand ready to support you. In fact, IKON's project managers and technicians manage over 50 million images a month in our network of locations. IKON's advanced imaging technology allows us to achieve high levels of accuracy and quality.

## On-Site and Off-site Conversion Services

IKON's customers know that IKON is always ready with flexible, scalable conversion services. Our national network of document processing centers and dedicated on-site operation teams ensure that you get the kind of personal attention you expect from a trusted local resource — backed by our global presence — to ensure business continuity and flawless execution of your projects. Any size production, any time, any place.

To learn more, contact IKON at 1-888-ASK-IKON or visit us on the web at [www.ikon.com](http://www.ikon.com).

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