



CANON INFORMATION & IMAGING SOLUTIONS

Document Conversion Services

Information stays, office clutter goes.

Do you have important company data still living in paper format? Is it taking up your much needed office space? And, most importantly, is it putting your company at risk for a potential security breach, loss, or accidental destruction of vital business information?

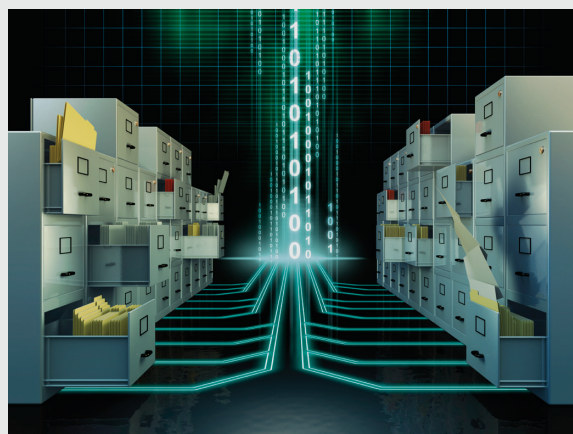
Convert and archive your legacy documents into an easily accessible, searchable, efficient, and more secure format by using the expertise and resources of the Canon Information and Imaging Solutions (CIIS) Professional Services team.



What Document Digitization Can Do for Your Business.

By converting your documents into digital format, you gain many advantages:

- Increased security of critical business information
- Improved compliance
- A smarter use of office space
- Cost savings on document storage
- Streamlined processes by having all of your information easily searchable and retrievable in a digital repository
- Control over your organization's vital records
- The ability to respond more quickly to document inquiries from customers, regulatory and legal, etc.
- The peace of mind that comes with not having to worry that company's records will get lost or damaged due to fire, flood, or other unpredictable circumstances
- A foundation for business process automation capabilities and a better insight into processes



Why Use CIIS Professional Services?

The CIIS Professional Services team draws from years of experience in document imaging and workflow assessment, as well as in-depth knowledge of document management practices, to transform paper documents into digital records. This team of subject matter experts, whose members have achieved such industry certifications as Certified Document Imaging Architect (CDIA+), Project Management Professional (PMP), and Certified Information Professional (CIP), possesses expertise in assessing document workflows to help streamline business processes. By leveraging Canon's imaging know-how and the Professional Services team's capabilities, companies can implement highly effective digital conversion and records management processes.

Document Conversion Services for Healthcare

Leverage the CIIS team to convert existing patient records to digital format, with a goal of helping to improve access to medical files and facilitating a key aspect of compliance efforts with healthcare regulations.

Service Delivery

The CIIS Professional Services team will work with you to assess your needs. Then, using outstanding care and management during your document conversion project, the team will help facilitate accurate and reliable processing of information into digital format.

The CIIS Approach

- High-Level Consultation — a review of project-specific requirements
- Formal Proposal — an outline of the team's methodology and expertise in understanding the scope and needs of your business
- Detailed Statement of Work — a proposal that outlines the final scope agreed upon to move forward, with clearly documented assumptions and expectations
- Implementation Plan — a project-specific plan, outlining: processing expectations, a capture design for efficiency, and appropriate staffing



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