



## ***Document Conversion and Scanning***

*Salumatics has converted over 150 million images involving both back file and day forward document scanning*

Salumatics is an information management company offering an integrated portfolio of services, solutions and technologies to healthcare providers, business and government. Salumatics services include document scanning & records conversion, remote coding & abstracting, dictation & transcription, data hosting & business continuity, and long term records management.

### **CONVERT PAPER RECORDS TO DIGITAL FORMAT**

Salumatics operates two large secure production facilities for document scanning and conversion to digital format. The company has capacity to convert more than 10 million documents per month using state-of-the-art high speed scanners and customized workflow process technology.

Our staff is bonded, trained in privacy and security requirements, and undergo pre-employment security and criminal record screening.

### **OUTSOURCE TO ENSURE PROCESS INTEGRITY**

Salumatics follows proven protocols in their secure handling of sensitive client information, documents and records. Regardless of volume, Salumatics guarantees turnaround times. Following conversion, the disposal and/or destruction of confidential information is conducted per clients' instructions and regulatory requirements.

On-line retrieval is available during the conversion process 24/7. As an incremental back up service for conversion clients, Salumatics retains a copy of all of the conversion data in SaluVision® for a period up to 90 days from the date of conversion. Following the 90 days, the copy is destroyed according to regulatory requirements to which Salumatics adheres.

### **ADDRESS UNIQUE CHALLENGES OF YOUR INDUSTRY**

Converting sensitive client information, documents and records, requires both expertise and experience

in managing information across a variety of industries. Some of the unique challenges are:

- Ensuring complete and quick access to client information. Salumatics understands this critical component and provides comprehensive retrieval services during the conversion.
- Ensuring accurate and consistent indexing of the numerous forms. In healthcare for example, typical patient charts can contain 400 to 1,200 different types of forms that indexing specialists must accurately identify and consistently assign to various document types. In the transportation industry, form types might include document tracking way bills, commercial invoices, and cross-border broker documentation. Training, documentation and quality validation are all provided by Salumatics.
- Ensuring information confidentiality and security. Salumatics has been converting sensitive information for over a decade; all required safeguards and procedures are in place and strictly followed, including multi-tiered building access restrictions with biometric validation, camera monitoring and other security parameters.

Salumatics operates a Tier II data centre offering data hosting, backup & recovery, and access to SaluVision, our electronic document management (EDMS) application. The Salumatics data centre provides multiple concurrent client users with secure and instant access to their data. Secured virtual private networks (VPN) are maintained between Salumatics' data centres and our clients' data centres.

Since their inception in 2000, Salumatics has provided services for healthcare providers business, and government across North America, with privacy, confidentiality and security policies in compliance with applicable legislation. With corporate headquarters in Mississauga, Ontario and secure facilities there and in Montreal, Quebec, Salumatics has a combined capacity to convert more than 10 million documents per month.

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**For more information please call 905.362.2230 or visit [www.salumatics.com](http://www.salumatics.com)**