iDocsNOW: Document management for professionals in every field.

The path toward a paperless office begins with iDocsNOW. Our web-based document management tool lets you convert paper documents into electronic images. Simply log into your secure electronic file cabinet and scan paper files or print electronic documents. Then organize files by assigning a few index values to create a fully-searchable electronic filing cabinet - for one or 100 users or more.

Scan and Retrieve

iDocsNOW works within Internet Explorer. All that is required is a computer connected to the Web and a TWAIN-compliant scanner. Users can easily scan thousands of pages daily into their secure filing cabinets, then safely retrieve them using any computer with Internet access. Organized file cabinets make searching by any combination of up to seven unique index values (like batch number or client name) quick and easy.

Print Driver

The iDocsNOW Print Driver allows users to print electronic documents - such as Medicare EOBs or e-mail correspondence - directly into iDocsNOW rather than printing and then scanning the files. Virtually any document that can be printed to paper can be printed directly into your iDocsNOW filing cabinet.

Optical Character Recognition (OCR)

OCR technology immediately changes typewritten text to readable and searchable text when the document is scanned in the iDocsNOW system. Our OCR technology is 98 percent accurate per character, and allows authorized users to search all files without having to manually index data. In seconds, you can pull up a patient name for easy billing.

Annotate

Clients can use the iDocsNOW Viewer to annotate on images. Circle or underline an area with the pencil tool, type a note on the image or 'white out' protected client information before sharing it - all without editing the original document. This is a perfect way to mask confidential information on documents before forwarding them to outside companies.

Print, E-mail & Annotate

Print and e-mail documents directly from iDocsNOW. If one of your clients needs a copy of a charge or EOB, you can have it to them in seconds instead of days.

iDocsNOW Link

The iDocsNOW Link may be used to access files in iDocsNOW database from outside applications, such as electronic medical record or patient management software. The iDocsNOW Link works with virtually all third party applications for quick and easy retrieval from your primary application.

Multiple Filing Cabinets

While most businesses start with one filing cabinet, you can set up as many as you need. Accounting and human resource files can be stored separately from billing files by creating multiple filing cabinets - each with unique passwords and access authorities.

iDocsNOW Security

The primary focus at iDocsNOW is the security, availability and integrity of our customers' files. All customer data is stored at iDocsNOW secure, redundant data centers. 256-bit advanced encryption security (AES) is used at all times to secure stored data and images. In addition, you receive a backup CD each month that contains the previous month's data files. On a day-to-day basis, you can keep confidential information secure by allowing only employees with rights to access files by managing user access level settings.

Route Documents

In addition to providing secure client access, users can also route electronic documents to clients or employees worldwide or to third parties for additional processing.

Audit Trail and Compliance

All activity in the filing cabinet is tracked from login to logout. User name, activity and date and time stamps are recorded in the iDocsNOW audit trail and cannot be edited. Scanning and storing of documents also helps offices comply with regulations like Sarbanes-Oxley, HIPAA and others.

iDOCsNOW Online Document Management Solutions

iDocsNOW: Benefits

iDocsNOW Labor Saving Calculator	
(based on 50 documents per day)	
Work days per year	**250 days**
Labor cost per hour with benefits	**$20.00**
Length of time it takes to retrieve and re-file paper documents	**4 minutes**
Length of time it takes to retrieve and re-file iDocsNOW documents	**5 seconds**
Annual staff hours required for paper-based filing	**1,667 hours**
Annual labor cost for paper-based filing	**$33,333.33**
Annual staff hours required for iDocsNOW filing	**34 hours**
Annual labor cost for iDocsNOW filing	**$694.44**

Save time
Scan documents once and never print them again. No filing or searching through folders. View documents without leaving your desk.

Save money
For one low monthly fee, you can save precious time and focus on building your business instead of shuffling paper files. Reduce the amount of paper you buy and eliminate postage, photocopies, fax machines, couriers and off-site storage.

Decrease storage space
Electronic files stored on iDocsNOW servers are legally accepted as the original. Shred cumbersome paper files, save room and turn filing cabinet areas into productive space.

Decrease operating costs
iDocsNOW helps companies decrease their paper consumption costs with the ability to directly e-mail or fax documents. Using iDocsNOW online tools, employees quickly become more efficient and productive.

Go green
With web-based document management, you can virtually eliminate all of the paper you file today. It takes one tree to make approximately 85,000 sheets of paper. How many trees can you save this year by storing documents electronically?

Increase customer service
By placing e-mail correspondence in the same electronic filing cabinet as contracts, invoices and other documents, it will be faster and easier for your employees to look at client information concurrently. No more putting people on hold.

Give remote employees greater accessibility
Sales calls. Trade shows. User's conferences. Training seminars. If you or your key employees frequently travel or work from home, you can easily access original files through iDocsNOW web-based technology. At the airport or in your home office at 3 a.m., you can pull up the files you need using index or keyword searches.

Implement back-up and recovery systems
Floods, fire, hurricanes, earthquakes, vandalism and theft place paper files in jeopardy each day. With iDocsNOW, you can rest assured that your company is still in business when disaster strikes. The more you scan, the less you have to lose!

Improve compliance
iDocsNOW will help you meet Federal privacy and security regulations, and the electronic file is legally accepted as the original. Meet industry and city, state and Federal rules and regulations regarding record keeping and retention.

Easily access training and support
Customizing the iDocsNOW software for your company's specific needs is done quickly and easily during your training session. Create your indexes, set up users and more your first day. If you have a question or need to send a new employee through training, just give our support department a call. Or, use our Live Support Chat and get help anytime during business hours.