



DocuVault Scanning Solutions



Converting your paper records into a smart, secure, searchable database

Case Study: Biotechnology Company

Client	- Biotechnology company in the Philadelphia area
Services	- Secure off-site scanning - HIPAA/HITECH compliant
Results	- 84 boxes of documents - 264,737 unique digital scans



Client's Problem:

The client required a prompt and cost-effective scanning process from a trusted service provider to convert sensitive organizational financial documents into a secure digital database.

The client's collection of paper documents on-site had resulted in numerous increased expenses and security risks. Scanning these documents to digital format allowed the client to improve its operational efficiency and employee productivity by minimizing the time and costs associated with managing paper storage and retrieving documents. Additionally, scanning these documents minimized the company's exposure to security threats such as paper files getting lost, damaged, or physically stolen.



DocuVault's Solution:

DocuVault's scanning specialists visited the client's site to provide a comprehensive assessment of the job requirements. Upon pick-up, DocuVault assigned authorized security access employees to transport the documents back to its secure records center.

DocuVault's dedicated scanning team immediately prepared the documents for scanning, which included the careful handling of all paper in poor condition and the removal of all staples, clips, and other binding elements. Throughout the scanning process, DocuVault informed the client on progress updates periodically. While the project was on-going, the client encountered an unexpected audit which required rapid document retrieval by DocuVault's scanning team to provide to the client within minutes.

DocuVault scanned more than 264,000 unique images for the client, which were precision-indexed and formatted to the client's preferences and stored on an encrypted hard drive. DocuVault's team hand-delivered the hard drive back to the client and guided them through the database for searching and accessing files.



Document Storage • Shredding • Scanning • Electronic Hardware Destruction