

Records Management Solutions

Our state-of-the-art system integrated with the highest quality and rapid response program is tailored to meet your requirements. Our on-demand records imaging combined with secure storage allows you to image what you need and when you need it.

Manage your documents online with Rxchive.

A password-protected, secure Web site gives authorized users unlimited access to a virtual repository of documents, available at their fingertips 24/7. This online capability enables multiple users to collaborate from different locations, strengthening communications and productivity. Files created by PHCNW's Rxchive can be viewed and downloaded quickly - saving significant amounts of time, space and money.

The biggest advantage of using Rxchive is the ability to view the documents that you currently have stored and convert them to a digitized format only when you need it.

The on-demand Rxchive feature is designed to not only provide you with an economical, secure records management for physical files, but also to provide the records imaging when you need it. This avoids the digitizing cost during retention period without real demand.

- **Unlimited access in a secure environment**
- **Multiple authorized accounts can view documents**
- **Intuitive search capability**
- **Quick downloads in PDF or Tiff format**
- **Online records requests**
- **No mailing, postage, copying or delivery charges**
- **Never lose a document or a page**
- **Effective communications tool**
- **Individual customer data base with customized forms and policy distribution**
- **Redundant data center for maximum uptime**
- **Ability to attach current Office files to imaged records (always up to date)**
- **Built in retention policy builder manager**
- **Multiple security level setup for users**
- **Applicable across all industries**

Ribbon Scanning solves many of the challenges encountered today in the conversion process from microfilm or microfiche to digital images. Ribbon Scanning was designed to reduce conversion costs while boosting productivity. The user verifies all images were properly captured and identifies any image detection or density problems. The user can then correct those issues in a post-scan audit environment. Our system will eliminate the need for rescans resulting from density or frame detection problems, maximizing scanner utilization and productivity. This makes it easy to output images that match your database while handling any density and filming related issues commonly faced in conversion processes. Our modular and expandable system enables the user to manage the end-to-end conversion process. From basic set-ups where all components run on the scanner, to large distributed production systems, the software components communicate between multiple platforms and work is scheduled and shared between many operators.

- Roll Film.
- All fiche type scanning
- Paper to Tiff, PDF, Jpeg, etc
- Full integrated Image quality verification
- Custom release scripts to match the ending database format

Records Imaging



Records Management
Fiche Imaging
Film Imaging
Medical records imaging
Web-based secure records



Records imaging solutions that works for your business.

SECURE STORAGE AND ON DEMAND DIGITIZING

Pay-per-use. Never pay in advance.

flexible solutions for your business needs

Not sure if your company needs records imaging solutions?



Imaging is an effective solution for permanent retention requirements of documents as well as aging documents with long-term retention requirements (greater than 5 years). Documents that require frequent access by multiple users from different locations are best candidates for imaging.

1. How long do records need to be retained?
 - Generally, records that are permanent (retention periods exceeding 5 years) are more cost effective to retain in electronic form.
2. How often are records accessed?
 - Records that have a high rate of access are easier and faster to retrieve when in electronic format.



CUSTOM SOLUTIONS

We engineer solutions based on your needs to fit your specific requirements



WEB SOLUTIONS

Secure records storage and digitizing solution designed for your users, their specific security requirements, document types and your corporate retention policy



BUSINESS SOLUTIONS

Provides flexible space management at a highly cost-effective price while retaining full access to content at your finger tips.



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