

# Noridian Administrative Services

## Document Digitization



### Digitizing Your Information

Documents are an essential part of information storage, and many of those documents are in paper form. But with Noridian Administrative Services

Document Digitization Solutions, you can convert those documents into digital computer image files that are secure, accessible and, most importantly, easily managed.



Noridian Administrative Services imaging systems support many pre-defined formats and have the capability of imaging all types of paper documents, including checks. Our digitization facility, located at company headquarters in Fargo, North Dakota, has a capacity of nearly half-a-million documents each day, operating on one shift, five days a week. Operations can also be extended to three shifts, six days a week. The facility contains substantial room for expansion.

### Digitization Process

Documents, including checks, are sorted using your parameters and routed to the digitization area. Once documents are prepared for scanning, our skilled and experienced operators begin the digitization process using software designed for your particular document style.



Each document is fed through an optical character recognition scanner, which stores the document in the Noridian Administrative Services computer system as an image file. Information contained on the documents is held confidential throughout the digitization process.

Each document is indexed during the scanning process. This operation is very flexible, allowing you to choose from a variety of indexing methods. Files are easily retrieved using the indexing system, which also shows where the

original paper document is stored. Indexing also allows appended documents to be inserted into a particular document's image file



later on, if necessary. Dates are imprinted on the files to provide a record of when the scanning operation was done.

Accuracy is a paramount concern at Noridian Administrative Services. Data accuracy is constantly verified during the digitization process. Scan operators validate each page at the time of scanning and enter keywords for index and search purposes.

Once verification is complete, Noridian Administrative Services can send the documents directly to your computer system in several ways, including secured transmission lines, a virtual private network on the Internet or by mailing the files using your choice of storage media.

## Digitization Team

Noridian Administrative Services operates under a team structure. Our digitization teams are experienced, with additional training opportunities available to them. NAS has high expectations for its teams, and each team member consistently meets or exceeds those expectations.

NAS has dedicated technical support specialists available at all times to keep systems operating efficiently. NAS also counts Emdeon and OnBase, leaders in the automated data capture and transaction processing markets, as operations partners.

## Added Value

Noridian Administrative Services also offers mail processing and sorting services. Our Document Digitization, Mail Processing and Document Management teams work closely within the same facility, allowing us to receive, process and digitize your documents in the same day. This saves you precious time and money, and ensures that your documents are handled efficiently.

