

ArcDrive – VLT, for the funeral home industry...

In Funeral Homes, paper is an important part of the day. Tracking closed Case Files and pre-need documentation allows you to stay in compliance with State and Federal regulations.

Document management, or document imaging, is the practice of digitizing, indexing and archiving both paper and electronic documents for easy storage and retrieval. Funeral Homes across the nation are turning to this technology to keep track of paper documents stored in manila files and folders.

ArcDrive is a premiere document imaging and management system that provides easy to use imaging and device management.

There are many reasons to implement a document management program in your business. Successful Funeral Home installations experience these five benefits:

1. **Save money.** An ArcDrive system reduces the amount of paper and virtually eliminates postage, photocopies, fax machines, couriers and off-site storage. Using this ArcDrive, you and your employees will become more efficient and productive – giving you more time to focus on other tasks.

2. **Save time.** Scan documents once and never print them again. No filing or searching for folders. Instantly view documents at your desk in the field, accessing original files via web-based document management system. Waiting for a flight or in your home office at 3 a.m., your files are a few keystrokes away.

One company tracks clients using indexes like:

- Client Last Name
- Client First Name
- Client ID Number
- Date of Decease

Searching documents using any combination of index values plus keyword searching makes it virtually impossible to lose a file.

Additionally, multiple offices do not require multiple document copies. Each location has access to documents stored at a central location – even simultaneously. By placing e-mail correspondence in the same electronic filing cabinet as photos, notes and other documents, your employees will view all documentation while on the phone - No more putting clients on hold.



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Most document management systems will work with your current funeral management software, so you won't need to store files in both places. If you change contact management providers, your electronic files will remain intact and available.

3. Free up space in your office (or off-site) by eliminating old files and filing cabinets.

Electronic files are legally accepted as the original. Destroy cumbersome paper files, save space and turn filing cabinet areas into productive work areas. "I was out of space until I started using document management," explained one owner, "I was able to get rid of the client files I had in off-site storage."

4. Create a disaster-recovery plan. Disasters come in many forms: floods, fire, hurricanes, earthquakes, place paper files in jeopardy each day. Add man-made disasters like lawsuits, vandalism and theft and the risk increase. A document management system secures your data and the future of your business in the event of a catastrophic occurrence.

The more you scan, the less you have to lose.

5. Increase compliance. ArcDrive helps you meet State and Federal privacy and security regulation. As a bonus, you'll meet industry and City, State and Federal rules and regulations regarding record keeping and retention.



Office Paperwork Statistics:

- 70% of “white-collar” worker time is spent processing paper documents
- 15% of all paper documents are misfiled or misplaced
- 30% of documents used daily contain obsolete information
- 40% of worker’s time is spent searching for misfiled, misplaced, or lost documents
- Paper grows at 25% per year in the typical organization, meaning that it will double in just over three years’ time!
- Paper-based processes are hard to validate for compliance to governmental regulation
- Most businesses do not have a backup for their paper-based documents, and would be out of business in the event of a natural or other disaster

Questions:

- Describe your current paper storage and retrieval processes.
- Do you currently utilize offsite storage?
- Approximately how many cases do you perform a month?
- Do you use Office 365
- Do you have a current Back up or Disaster Recovery Plan?