paperHOST offers a rich suite of tools and services to our customers covering all aspects of document flow throughout their organizations. With 25+ years of industry experience, we bring an unmatched level of expertise to the table as we help our customer design their on-line document management repository. But it serves no purpose to store documents that are difficult to find or difficult to read. Thus, it is critically important that your document management vendor offer state-of-the-art technologies and services designed to capture and perfect each document that enters the document management workflow.

If you elect to have paperHOST handle the processing of your documents (scanning, indexing, conversions, etc), you can expect nothing but highest level of quality and service. We have successfully managed projects for our customers that range in scope from thousands to millions of document pages per month.

Document Scanning Services:

- Assessment, setup for all size projects
- Pick up and delivery (metro Atlanta Area)
- Document preparation and coding
- Production status reporting / document tracking
- Quality assurance and high accuracy rates
- All document types and formats
- Highest quality production equipment

Document Indexing Services:

- On line indexing
- Barcode and OCR indexing
- Manual indexing with key entry and verification

Conversion and Data-Lifting Services:

1. paperHOST pHadc (automated data capture)

paperHOST pHadc services provide enhanced capabilities for lifting list-based or repeating data elements from documents. Examples are insurance Explanation of Benefits (EOB) documents, remittance documents listing invoices paid, etc. pHadc can eliminate hours of costly key entry and achieve a much lower cost per character captured. pHadc can adapt to variable lengths of lists and adjust for skewing. The data output from paperHOST can be formatted as needed for input into our customer's receiving application such as an accounts receivable system. That data can be transmitted between paperHOST and our customer using a variety of secure data transmission protocols.

2. paperHOST pHpdf (conversion to PDF)

Many companies have standardized their digital document libraries around the Adobe standard of PDF files. This gives the documents portability without requiring the user to have the underlying tool that created the document. pHpdf converts scanned TIFF files or existing PDF files into highly compressed and web-optimized PDF files without loss of fidelity. The huge advantage to our customers is that the documents can be delivered faster since they are smaller. And by "reading" all the text on the page, the results allow the user to search for documents based on content and not just on hand-keyed index information.