

STOP STRUGGLING WITH TRADITIONAL DOCUMENT HANDLING

6 STEPS FOR AUTOMATING DOCUMENT-BASED BUSINESS PROCESSES

Improve productivity with Dispatcher Phoenix while eliminating the frustrations of manual processes and the risk of physically misplacing a file whether paper or digital.

1 SCAN / CAPTURE

The first step is digitizing documents via scanning on your Konica Minolta device or ingesting electronically (e.g., from email or digital fax.)



2 INDEX / CATEGORIZE

Easily index documents before they are processed & stored.

3 ROUTE WITH AUTOMATION

Design and schedule automated workflows to immediately impact productivity.



4 ENHANCE SECURITY & DATA SAFETY

Unlike paper, digital information is securely stored in your electronic repository. It is safe from the prying eyes that could access the paper on desks or in file cabinets.

5 STORE / SHARE

Store in a network or cloud file share application, document management system, or on your desktop. Give access to staff via a network folder or set up an integration with a line-of-business application.
(Cloud storage with a Connector)



6 EVALUATE THE OUTCOME

- Improved employee morale
- Fewer tedious tasks
- Increased productivity
- Savings on paper supplies/storage
- Enhanced compliance
- Easy to share/find information
- Helps healthcare organizations be more compliant with security & government regulation (e.g. HIPAA)