

SERVICES

- *HIPAA Compliant Security*
- *Scanning Services*
- *Document Management*
- *Scanners*
- *Storage*
- *Shredding*
- *Retention*
- *Compliance*
- *Alchemy Content Management Suite*



Coastal Business Services Group, Inc.

8343 Hogum Bay Lane NE
Suite C

Lacey, WA 98516

Toll-Free: 866-609-SCAN

Phone: 360-943-6040

E-mail: customersupport@coastalbsg.com



Document Management Solutions



Coastal Business Services Group, Inc.
Document Management For Less



Flexible Solutions

- Coastal has a plan to fit every budget
- Coastal's generous terms help organizations to invest in digital technology
- Let Coastal help you lower your carbon footprint

Coastal's experts can assist you to determine true Return on Investment (ROI) by identifying the soft costs that are easy to miss.

Best Price Guarantee

If your organization receives a written bid from another firm which is lower than ours, we will meet or beat it. Our fees for Kodak scanning equipment and Alchemy document management software are competitive.

HIPAA Compliant Security

Coastal's management team are HIPAA trained business associates because many of our customers are in healthcare. However, we apply the same standards to all of our customers' information. We are licensed and bonded.

We are headquartered in Olympia, Washington. However, we serve customers throughout the continental USA. Some of our customers are in Sacramento, Boise, and Chicago.

Many firms "off-shore" or send their business overseas. Coastal does not. We are obligated to protect your information, and we take that obligation seriously.

SCANNING SERVICES

Benefits of Document Scanning

- Reduce your paper volume and streamline your business
- Never lose a file again
- Improve customer service by retrieving information in seconds
- Lower storage costs and meet disaster recovery goals
- Follow your company's record retention requirements

We employ professional staff who are required to pass a criminal background check, random monthly drug testing, with semi-annual HIPAA and securities training.

Every type of scanning solution includes

- Secure, bonded pick-up of documents
- Document preparation
- High-volume, quality production scanning
- Quality control at all phases of production
- Optional no-cost document search software
- Optional secure and certified destruction of original documents
- Secure facilities with redundant backups to protect your data

Our facility is under 24 hour alarm and video surveillance - we take the security of your confidential information seriously.

Types of Scanning

- Bulk Archiving
- On-Demand Scan
- Workflow Scan
- On-Site Scan
- X-ray and Photo
- Large Format / E-type Drawing / Architectural
- Microfilm
- Audio / Video Conversion

DOCUMENT MANAGEMENT

Coastal's professional services are part of a complete menu of custom solutions we provide. We assist you in developing the best possible document management solution (ECM) for your organization's goals and budget.

Workflow Analysis

Conduct and document a review of your current processes and workflow. Our goal is to minimally impact your staff's daily work during the analysis phase - but we will require assistance throughout the process. At the end of the review period, Coastal will compile the data, provide a review and identify areas of your organization where technology implementation would be most beneficial.

Database Conversion

In the process of implementing a new document management system, we often encounter legacy systems. The question: "Can you bring my old data into this new system?" The simple answer is "Yes, we can." But the more important question is: "Should we and how much will it cost?"

There is no simple answer to this question. It will depend on the complexity of the legacy system, whether or not the system is open source, other mitigating factors, and of course the total overall costs associated with conversion. Coastal provides a written estimate prior to any conversion work.

Development Services

If your organization wants to "do it yourself", Coastal can assist in the acquisition, setup and training of your staff to ensure a positive outcome and successful project. Our steps include reviewing your desired outcome, conducting an assessment of current workflow and systems, customizing a solution configuration, equipment acquisition, workflow setup, and training. You know your documents, we know the processes. In a short time, your staff will be comfortable working with the system and able to accomplish tasks quickly.

Our services don't stop there. We are your back-up for the long term. We periodically check in with you to monitor the status of your project and if any adjustments to the system are required. You can always call us for help or questions. We pride ourselves on a reputation of superior customer service.

Software

Coastal has positioned itself to provide a solution that is best for the customer. We represent a variety of software companies so that we can provide the best solution to your needs. The top software system that Coastal employs is **Alchemy**. It is a strong and flexible system with an easy to use interface. Please feel free to visit their website for much more detail about the software system after a quick review below.