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What We Do

Retail

We scan vendor invoices, freight bills and capture key data from these documents

Vendor Number
Invoice Number
Invoice Amount
Invoice Date

Key Benefits:

- Scanning of inbound invoices allows for improvements in processing speeds
- Faster retrieval of documents for resolving vendor disputes
- Faster response to internal customers and auditors
- Better tracking- elimination of routine data entry.



Government

State/Local/Government:

We scan County/State records including traffic violations, deeds, mortgages, permits, public defender documents, property records, tax records, police reports and maps.

- Microfilm can be converted to digital scan records. We index these records with relevant dates, tags, and names.
- Data can also be captured from EMT reports, traffic citation reports, and environmental data reports.

Key Benefits:

- Governments across the country have implemented electronic document management systems to enable taxpayers and constituents improved responsiveness while decreasing cost to deliver these services.
- Dual key data entry combined with validation and verification checks assures high accuracy of data captured from forms.





What We Do...

Health Care

We scan patient medical records, either on-site or off-site.

- Patient records are indexed by patient number, patient name, admission date, discharge date.

Key Benefits:

- Medical departments improve their workflows and access to patient information.
- Ease of access allows for more time available for patient care as opposed to locating information.
- Expensive office space used for storing patient files freed up.



Human Resources

- We scan human resource records on-site or off-site. Personnel records are indexed by Employee name, Date of Employment, Last performance Date.

Key Benefits:

- Ease of access of employee records.
- Ease of location of relevant employee records for benefits administration.
- Expensive space used for storage of files freed up.





What We Do...

Legal

We scan insurance records, patient medical records and loan documents either on-site or off-site.

- Patient records are indexed by patient number, patient name, admission date, discharge date.

Key Benefits:

- Law firms, banks and large corporations utilize outsourced litigation support services on an on-going basis or during periods of work overload.
- Utilizing scanned images, and coded legal documents significantly speeds both discovery and trial preparation.



Information Management

We provide search and retrieval software to locate the scanned and indexed documents.

- We can host all the scanned documents on our server.
- **ARDEM QuickFind** search application can be used to search for and retrieve the indexed documents.

Key Benefits:

- ✓ Quick and immediate retrieval of information.

ARDEM Incorporated www.ardem.net provides large volume document scanning services, data entry services and back-office document processing services. Located in Hillsborough, New Jersey it has affiliate offices in New York, Massachusetts, Ohio, Florida, Nevada and processing locations in New Jersey and in India.

ARDEM expertise is in managing the contractual requirements, the client and processing operation interfaces that are involved in processing large volumes of documents in a variety of media through an organized conversion process.



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What We Do...

Large Format Scanning

ARDEM provides large format scanning of engineering and architectural drawings and maps. Up to 42 inch wide drawings can be scanned on large format scanners.



ARDEM Company Quality Policy.

Our company policy is to achieve the highest level of quality with each employee working towards it. Further, we want each delivery to result in a satisfied client who will be a reference for future business for us.

ARDEM Security Approach.

Our clients to date have been commercial, state and local government agencies. For each one of these customers we handle paper or electronic based records while maintaining strict security compliance. Much of our work requires dealing with medical records, processing of which must meet the federal HIPAA requirements for security of both hardcopy and electronic versions of the records.

We help companies do business paperless!

If we can provide value to you please contact us:

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