High-end Content Management for the Masses
By Rex Lamb

About the Author: Rex Lamb

CDIA+, 25 years experience in the records management industry; including software and hardware development, scanning services and development of imaging ASP services. Formerly served as CTO for ImageMax, Inc., a publicly traded document imaging company. and President of DocuTech, Inc. , a Nebraska based document service bureau. Currently President of Marex Group, Inc.

"Image your critical corporate information, accessible from anywhere in the world and always up-tp-date. Start using the power of the Internet to drive your document repository!"

Every business or organization, regardless of their size, has certain common characteristics and challenges. They all have documents and information that they need to organize, manage and control in order to ensure their success. Whether they use Quick Books or a high-end ERP solution, they all generate invoices, process payables, have human resource files and have to complete tax forms. Comparatively, if they are a one-doctor clinic or a 500-bed hospital they have to keep medical records and process EOB documents.

Today, information and the documents generated from it are created from multiple sources and stored in many forms. Every organization has Word documents, emails, faxes, paper documents and many other document types. The question is: how do they bring all these pieces together to create a history of their activities, provide customer support and comply with government regulations? Content management solutions are the answer.

In the past, the solutions that would allow organizations to build enterprise systems to manage these challenges were financially out of reach to all but the very largest. They were faced with very few options other than printing everything to paper and filing it in traditional manual filing systems or scanning the paper into a basic imaging system. Even though these systems marginally worked, they limited growth, consumed human resources and created regulatory compliance issues.

Two developments over the past few years have changed this paradigm. These are the introduction of web technologies and ASP services. Together, both of these have reduced the internal infrastructure required to deploy and support document management systems, while lowering the total cost of ownership to the point where Content Management Solutions are within reach of all organizations.found, the system allows you to use a "white-out" process (redaction feature found in annotations) to reprint a version of the form that only shows the information for a single patient as mandated within the HIPAA regulations. This is then used as a backup attachment for secondary claims or in collections.

"Some of America's most successful companies have trusted FileBound for their records management needs."

These systems, like FileBound developed by the Marex Group Inc., allow organizations of any size to design a content management solution to meet their needs. With FileBound, you can capture content from any source, whether its scanning paper or importing emails and faxes or documents created from other applications. Once imported into FileBound, this content can be routed down preconfigured workflows, stored and securely accessed from a web browser or published for website access.

FileBound can be licensed to run from your own infrastructure with unlimited users or operated as an ASP service where you can store up to 100,000 documents with unlimited users and access rights for as little as $200.00/month. This clearly demonstrates a paradigm shift, which makes high-end content management systems available to all.