

# 8 Things to Look for in a Digital Mailroom Partner

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THE PAINLESS WAY TO A PAPERLESS OFFICE

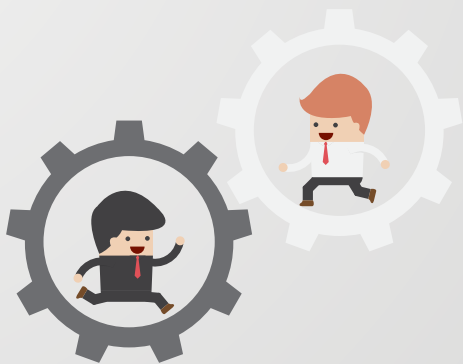


They have diverse experience  
in digital mailroom solutions.



They receive and digitize documents of all types swiftly and adeptly, from invoices and sales orders to sensitive medical records.

# They're workflow automation experts.



They'll set you up with an efficient automated routing system for incoming mail and email so your documents can be processed quickly and easily.

# 3 They have the means to capture data from any kind of document.



No matter if your documents are handwritten, organized by barcode, or oversized, your partner has the tools and expertise to digitize and index them so you can easily find them when you need them.

# 4 Offers data entry services that save you time.



They can enter data directly into your existing line-of-business software to further expedite processing in areas like accounts payable.

# 5 They handle tight turnarounds with ease.



Processes and digitizes incoming mail and email by deadline so you can avoid regulatory fines, late processing fees, and customer service issues.

# They're experienced in receiving and processing emails, not just paper mail.



Email mailroom services can be complex as they involve downloading attachments, stripping embedded documents, bursting multiple documents, and uniformly formatting files for digital processing.

# They've received their SOC 2 Type 2 Report.



Working with a SOC 2 Type 2 audited partner ensures the security and confidentiality of your documents and data while being processed.



8  
Their staff is HIPAA  
compliance trained.



HIPAA trained staff ensures the confidential handling of any mail or emails that contain medical information.

See how managing regulated correspondence for 40,000 members went from stressful to simple with a digital mailroom

[Read the Case Study Now](#)



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# About Digiscribe & Digiscribe New England

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Digiscribe delivers paperless office solutions that eliminate manual and inefficient business processes in accounts payable, human resources, and other critical business areas. Our clients engage us to lower costs, improve efficiency, and mitigate compliance risk throughout their organizations. We offer cost-effective services and software including outsourced digital mailrooms, mailroom scanning, workflow automation, cloud document management software, and document scanning. Digiscribe's New York office is one of the first SOC 2 Type 2 document conversion centers in the tri-state area, and our New England office is a Massachusetts Privacy Law compliant facility. Both offer award winning technical support and customer service, more than 30 years of experience, and a HIPAA compliance trained staff. Learn more at [digiscribe.info](http://digiscribe.info).



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