

**DOCUMENT
MANAGEMENT
SOLUTIONS
FOR HEALTHCARE**



Empowering providers, payers
and other healthcare
organizations to reduce
document costs and simplify
HIPAA implementation

The right partner for healthcare organizations

It will take much more than technology to facilitate compliance with HIPAA guidelines. That's why you need a document management partner that understands the big picture—and can deliver solutions that complement your enterprise-wide HIPAA strategy.

Lanier is a world leader in document management solutions with deep expertise in improving productivity and reducing operating costs. We have served a wide range of customers in the healthcare industry for more than 50 years, and our experience in document management spans nearly seven decades. Most important, we understand what it takes to develop and implement HIPAA guidelines—whether you are a single-physician practice, a 100-bed hospital, a managed care network, a multibillion dollar insurer or a healthcare clearinghouse. We complement this experience and expertise with an extensive global service organization that provides local, face-to-face consulting and technical support in more than 100 countries around the world.

Free DOCutivity Analysis

Contact Lanier today to schedule your free DOCutivity Analysis and take the first step toward HIPAA compliance. For details, call 1-800-551-3087 or visit us on the Web at: www.lanier.com/hc.



Choose a document management partner that understands HIPAA

HIPAA is one of the most complex challenges in the healthcare industry, simply because it affects so many aspects of your business. HIPAA regulations cover the patient records you print, copy, fax and email every day. Healthcare organizations must also document HIPAA-related process improvements. Plus, implementing these changes will require fast, efficient production of training materials and related documentation.

That's a lot to ask of your organization. Fortunately, Lanier can help. We specialize in document management solutions designed specifically for providers, payers, clearinghouses and other healthcare organizations. When you choose Lanier as your document management partner, you can meet five critical objectives:

- Facilitate HIPAA compliance
- Increase efficiency
- Reduce operating costs
- Minimize security risks
- Gain competitive advantage





Five important benefits for healthcare organizations

Facilitate HIPAA compliance.

We use our proven DOCutivity® methodology to analyze how your organization uses documents—especially those that contain protected health information. Through DOCutivity Analysis, we help you pinpoint areas for improvement, determine effective solutions and set priorities for implementation. We document the entire process, so you can be sure your organization is taking the proper steps toward compliance, according to your timeline and within your budget. The document management systems and services we recommend for your enterprise will allow you to copy, print, fax and email protected health information—safely, securely and with absolute confidence.

Increase efficiency.

Lanier document management solutions enable you to streamline workflow several ways. We optimize assets to make sure your teams have the right document management systems to handle their respective workloads. We examine document handling and transmission processes to eliminate bottlenecks and shorten cycle times. We can even help you move paper-based processes online to save time and effort, and increase your control over sensitive patient documents.

Powerful results for your enterprise

- One convenient source for equipment, installation, training, service and support
- More efficient, productive operations that are better equipped to handle HIPAA-related changes—without compromising productivity
- Lower document costs—so you can absorb the financial impact of HIPAA and protect profitability
- Greater control over information flow across the enterprise, combined with a higher level of document security
- Stronger risk management and reduced exposure to HIPAA liability
- More internal resources available to address non-document-related aspects of HIPAA compliance
- Fast, tangible results show healthcare consumers you value their privacy and are working hard to protect it

Reduce operating costs.

Digital document management systems from Lanier cost less to operate and maintain than older analog equipment. Many of our systems are multifunctional, so they occupy much less floor space than three or four separate devices. Many can cut cost-per-output in half. Also, consumables cost less, and you can count on Lanier to handle tracking, inventory and replacement of supplies. You can store fewer supplies on site, and eliminate the cost of maintaining separate vendor contacts for network printing, faxing, copying and host printing. Digital systems also allow you to create professional documents in-house—including stapled booklets, hole-punched handouts and full-color reports—which can significantly reduce outsourcing costs.

Minimize security risks.

Lanier document management experts have a deep understanding of HIPAA, healthcare information systems, document security, patient privacy, digital document production, network configuration and document workflow. We know how to overcome challenges HIPAA presents for providers, payers, clearinghouses and other healthcare organizations. And we are intimately familiar with the nuances of storing, transmitting and creating documents that contain protected health information. Most important, we know how to create document management solutions that satisfy the letter and the spirit of HIPAA legislation.

Gain competitive advantage.

Partnering with Lanier gives you the ability to address one segment of HIPAA compliance in full—swiftly, thoroughly and effectively. We manage the entire process for you, from preliminary assessment of HIPAA liability through solution delivery and ongoing technical support. All of which enables you to achieve tangible results more quickly than you probably imagine. Plus, proven results around HIPAA compliance will be invaluable competitive differentiators.

About Lanier Worldwide

Lanier Worldwide, Inc. is a wholly owned subsidiary of Ricoh Corporation, the Americas sales and marketing unit of Ricoh Company, Ltd., a \$14 billion global manufacturer of digital copier/printers. Lanier helps its customers succeed by understanding their unique document management needs and delivering systems and services that increase efficiency, reduce cost and improve document workflow. Our award-winning solutions include digital copier/printers (color and black-and-white), fax systems and multifunction devices, as well as facilities management and outsourcing services.



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Lanier, a world of difference

The Lanier philosophy is embodied in Customer Vision®: a commitment we make every day. It means seeing the business through your eyes, responding to your needs and exceeding your expectations.

