

# Digitize Info Tech

## Archiving & Records Management

At Digitize Info Tech, is an IT service we have archiving and retrieval system, digitization and digital transformation company. Our solutions are technology records management system. We are customers digital journey from content digitization to consumption, hospital record, office document and libraries books The Great workforce of around 50 experts that have been delivering astounding results in Imaging Data services from past 20 Years.



Certification: Documentation Requirement for Patient Safety and Quality Improvement

<https://www digitizeinfotech.com>

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## About Our Company

### We Are

We are customer's digital journey from content digitization to consumption, we have delivered digital content assets across formats. We have the full capacity of converting your publications from any type of paper based sources (Hard copy) or electronic files or virtually all formats (Soft copy). Our strength hospital record, office document, libraries books digitize to retrieval software, Experience staffs more than billion images convert to electronic format.

Digitize Info Tech provides customized software development, Web Application and designing Development. Our expertise extends across a range of technologies internet solutions, Client / Server applications. We are developing customized software as per the client's requirements We are software service provider with excellent support, service and quality. We are able to develop any type of projects with any type of Programming Languages.

#### Our Vision

Document Imaging Services  
Day Forward Conversion  
Day Backfile Conversion  
Image on Demand  
Digital Records Centre  
Workflow Automation

#### Our Mission

We scan and index your business documents,  
Move to a more paper-free way of working,  
Unlock the value of information in your stored  
paper records and documents,  
We scan your documents on an as-needed basis,  
Hosted, secure storage for your electronic information,  
Automate and streamline your back office workflows.



## About Our Business

### Why DIT

#### Our Objectives

Document Management and Web is our Business  
Marketing is our Strength and Channel  
Employees are our Motivators  
Customers are our Asset  
Customer satisfaction is our Good deed

#### Profile

At Digitize, we are committed in establishing long-term partnerships with our customers. We have the talent, knowledge and experience to understand our customers' industries, their competition, their business processes and their IT requirements, and to identify solutions that meet their specific needs.

#### Service Portfolio

Digitize Info Tech is a successful offshore business process outsourcing service provided. Our outsourcing help to focus on your core business and result in an increased revenue. DIT we understand this changing need of customers, and our aim is to delight you through a combination of operational excellence, industry expertise and transformation capabilities. The operational excellence comes from our experience of partnering with multiple clients over the years.

DATA SECURITY	100%
ACCURATE OCR FOR SCANNING	99.9 %
HANDOVER PROJECT ONTIME	99%
ARCHIVING AND RECORDS MANAGEMENT SYSTEM	95%



# Our Services

## Our Duty

### Document Scanning

- Electronic Medical Record
- Micro Film Scanning
- Libraries Books
- Palm leaf manuscript
- Documents/OCR

### Our Service Strength

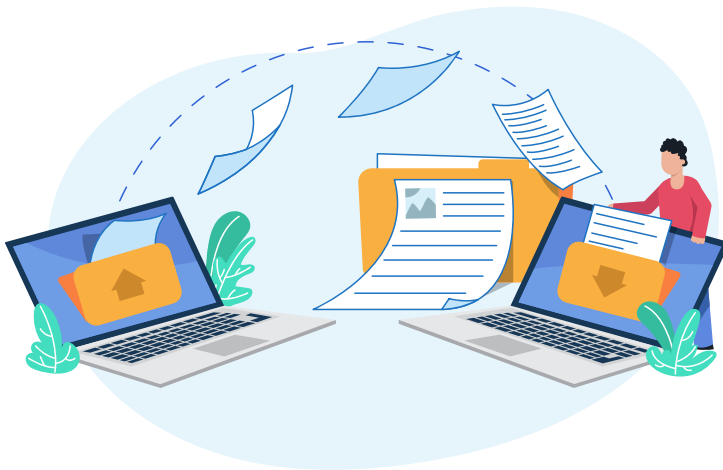
- Hospitals
- Financial Institutions
- Banking - Non-banking
- Government Sector
- Insurance
- Telecom

### Our Data Services

- Digitization
- E Publishing
- Data Entry Online/Offline
- On-site work
- Web Development
- Web Designing

### Form Processing

- Insurance claim form
- Library catalog form
- Payroll form



# Electronic Medical Records

## EMR

### Benefits of Electronic Health Record

- ✓ Make it easier to search for and locate records.
- ✓ Protect records from loss or misfiling.
- ✓ Enhance security and prevent unauthorized access to patient data.
- ✓ Enable quick sharing and exchange of records among medical providers.
- ✓ Free up valuable office space for other important uses.
- ✓ Better quality service (accurate & fast).

### Advantage of Patient

- ✓ Improved Patient Care and providing long-term saving in the health field.
- ✓ Improved Care Coordination.
- ✓ Increase Patient Participation.
- ✓ Improved Diagnostics & Patient Outcomes.

### Advantage of Doctors

- ✓ Easy to view available information, Immediate availability
- ✓ Ability to easily review and collaborate the entire spectrum of information
- ✓ More informed clinical decisions
- ✓ Any time accessible anywhere in the world

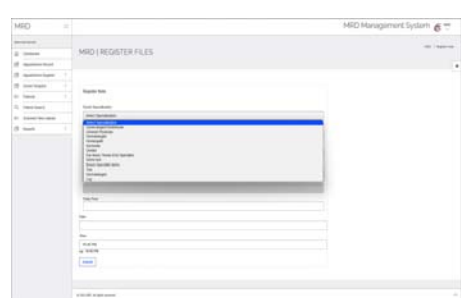
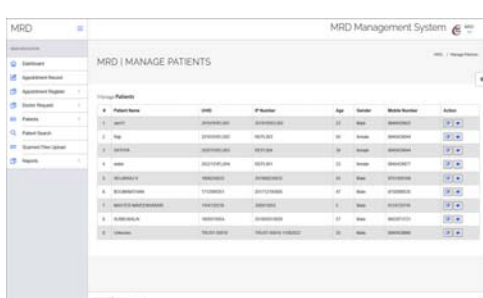
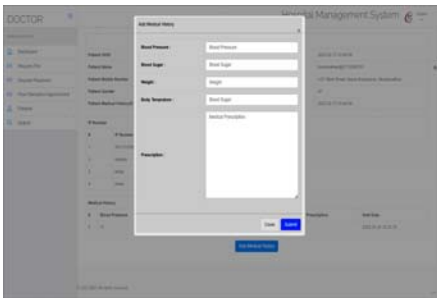
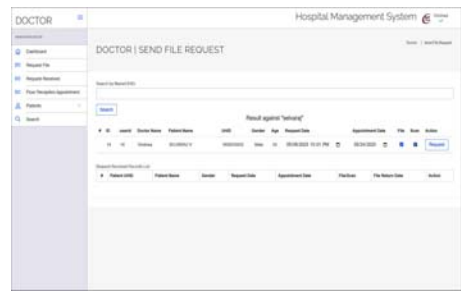
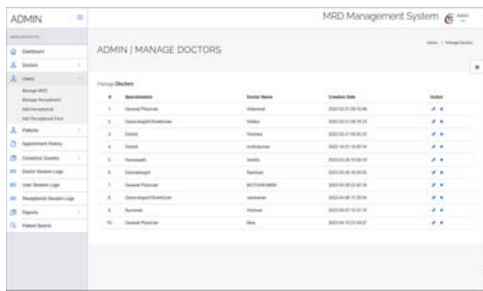
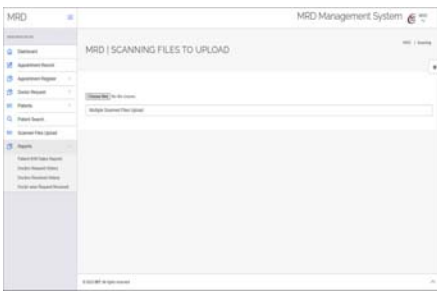
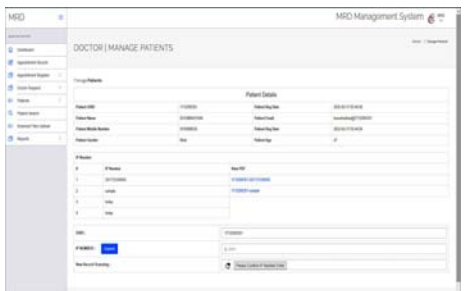
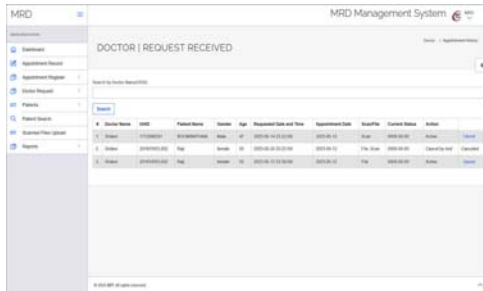
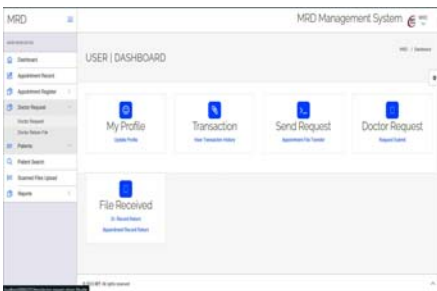
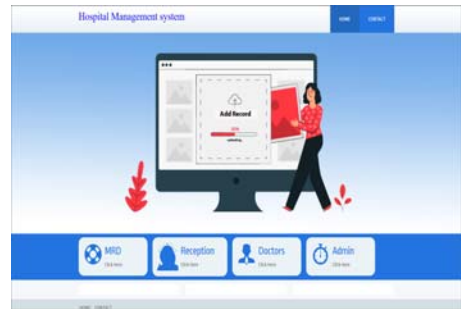
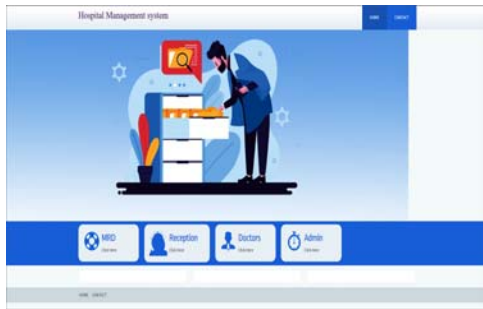
### Advantage of Management

- ✓ Eliminate the cost associated with printing and storing hard copy files, such as labour expenses and cost of ink, paper and other supplies.
- ✓ Increase administrative efficiency by reducing the time needed to organize, manage, and retrieve files.
- ✓ Ideal for travelling executives who have some form of health insurance that requires medical records to process claims.
- ✓ E Health records can be sent anywhere in the world to specialist there.



# Archiving & Records Management Software

## Product-Cloud Based



## Our Business Customer

### Valuable Clients

#### Hospitals Clients

- ✓ Apollo Multi Speciality Hospital-Chennai, Madurai, Mysore
- ✓ Appasamy Multi Speciality Hospital-Chennai
- ✓ Prabhudesai Eye Clinic a unit of Dr. Agarwals Eye Hospital-Pune, Maharashtra
- ✓ Noble Hospital-Chennai
- ✓ Salem Polyclinic Hospital-Salem
- ✓ Dr. V Balaji Dr. V Seshiah Diabetes Care and Research Institute
- ✓ LIMA - Lifeline Insitute of Minimal Access. A unit of RIGID Hospitals
- ✓ PSG Hospital - Coimbatore
- ✓ Jipmer Hospital - Pondicherry
- ✓ Vinayaka Mission Hospital - Salem
- ✓ Kamalnayan Bajaj Hospital - Aurgangabad

#### Industrial Clients

- ✓ Nippo Batteries - Chennai
- ✓ Garuda Thermal Power - Chennai
- ✓ Easun Engineering - Thiruvallur Dt.
- ✓ BHEL- Bangalore
- ✓ Sri Vinayaga Engineering Works, Chennai





Quotation

Costing

Please Contact Our Project Head

+91 9940429966

+91 7904058127

Email: [contact@digitizeinfotech.com](mailto:contact@digitizeinfotech.com)

## Responsibilities, Terms and Conditions

### Digitize Process



#### Our Responsibilities

- ✓ Receiving Hard Copy/Files from Client Coordinator
- ✓ Files Segregation & Removing Pins
- ✓ Scanning 200 DPI Gray and B/W images. (Depending the papers)
- ✓ Save the file name as per client requirement (PDF format)
- ✓ Handover Hard copy/files back to client coordinator
- ✓ Every day report to client coordinators.
- ✓ Every day backup
- ✓ Backup our External Hard disk
- ✓ Quality Checking, De-skew & De-speckle
- ✓ Quality records burn to DVD/CD and copied file from Client Server.

#### Purpose of work

- ✓ Make it Easier for location of the files
- ✓ Protect records from loss of misfiling
- ✓ Free up valuable office spaces for other important uses
- ✓ Quick search and exchange of records, Improved Care Coordination
- ✓ To make it easy for Doctors to view available information
- ✓ Any time any place access to the patient records
- ✓ Increase in Administrative efficiency

#### Facility Provided by Client

- ✓ Secure places with Table and Chairs with power supply, Provided Vendor ID card
- ✓ Incase Software Needed Patient General Information data provided Hospital IT Department
- ✓ Every Month 20th date submitted Invoice, release the payment within 7 days.
- ✓ Provided Tea- twice a day to the vendor personal working on the project inside the hospital.
- ✓ Other District provided accommodation to the vendor working on the project inside the hospital.



## Deliverables and Time Line

### As Per Clients Requirements

#### Our Members

Our team consists of highly skilled and experienced team members that are equipped with latest tools and technologies. Shake hands with DIT to work with skilled, reliable and experienced professionals for your next IT'S project. "Our DIT Employees NABH certified, Documentation your Requirement for Patient Safety and Quality Improvement.

#### Production Schedule

- ✓ Our A-4 Size High End Document Scanner Every Day Per Machine Minimum 5000 Images Scanning
- ✓ PDF Book Marks Per Day 8 Fields One System 150 Records.
- ✓ Data Entry Per Day One System 15 Fields 100 Records.
- ✓ Audit and Random Checking
- ✓ Quality Records Report Every Day Handover to Client Coordinator

#### Project production Valuation

Our Planning Increase the scanner, system and manpower based on the Volume of the Hospital Medical Records.



# Contacts

## Gallery



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