

On-Site/Off-Site Facility Management

Our customized, easy to use document and film management solutions help facilities of all sizes reduce costs, increase productivity and ensure regulatory compliance. Our storage solutions can be provided direct from our storage facilities or we can deliver these services on-site at your facility. Contact us for a No Cost analysis with recommendations to save time and money in the storage and digital process.

The Quinlan Companies take pride in providing the following On-site/Off-site Facility Management Services:

- *On-site or off-site management, staffing and technology for your storage and digitizing requests.*
- *Release of information (ROI) direct from our facility to your requestors*
- *Our professional staff is ready to manage your records including purges, data and digital conversions or special projects.*
- *We can provide the equipment so you avoid the large capital expenditures.*
- *Classification, retention and destruction management per customer schedule*
- *Management reporting for compliance, monitored services and cost control.*
- *Around-the-clock support from our expert customer management team.*



The Quinlan Companies provides customized, quality records management solutions.

We can provide our services direct from our secure facility or on-site at our customer's designated location. These services include file storage management for medical, radiology, legal and business records. We also provide scanning and digitizing of documents and radiology films along with confidential destruction. The Quinlan Companies utilizes leading edge imaging technology and scanners delivering maximum speed, accuracy and quality.

Whether we provide the services at our location or yours having your records and film electronic dramatically reduces the time and cost you have to spend searching for information. The Quinlan Companies incorporates the benefits of digital technology without the never-ending investment in hardware, software, and technical staff. These services include:

- Conversion of paper documents and film to digital images
- Production scanning centers located throughout the US
- Transfer of images electronically.
- Storage of images on secure servers for internet access
- Access to records during conversion with no down time
- Scan-On-Demand, electronic delivery of paper records and film

Scan-On-Demand is the ultimate in efficiency for customers who have multiple locations, and need immediate access to records. Rather than physically delivering a file, the file is pulled, the contents are made available electronically, and the file is returned to its storage location. The electronic file can be made available to the requestor in a variety of electronic mediums.

Have your records stored on-site in your storage facility? Or are your records stored with another off-site storage vendor? No problem, The Quinlan Companies can provide our services at your location where the records can be managed from your storage facility. If your records are with another off-site storage provider you can simply request the records from the vendor and we can digitize the records at your location.

Contact The Quinlan Companies: **888.416.5353** www.quinlancompanies.com