

Digital and Web-Based Document Management

Manage your documents digitally online with Records Deposition Service. A password-protected, secure Web site gives authorized users unlimited access to a virtual repository of documents, available at their fingertips 24/7. This online capability enables multiple users to collaborate from different locations, strengthening communications and productivity. Files created by RDS can be viewed and downloaded quickly saving significant amounts of time, space and money.

RDS customizes its document management services to best serve client need. We also offer turnkey document management systems, providing the hardware, software, and training necessary for clients to manage their own documents. Offered as a stand-alone product, RDS document management systems are scalable and designed to grow with your business.

- *Unlimited access in a secure environment*
- *Multiple authorized people can view documents*
- *Intuitive search capability*
- *Quick downloads in PDF format*
- *Online records requests*
- *No mailing, postage, copying or delivery charges*
- *Never lose a document or a page*
- *Facilitates cost-effective court presentations*
- *Effective communications tool*
- *RDS Web-based document delivery meets HIPAA security requirements*

