Digital Mail Room Solutions

Outsourced Mail & Automation

Cleardata is a UK document management company, accredited to ISO27001 and ISO9001 for information security and quality management. The business is trusted by blue chip, local authority and NHS clients and regularly handles financial and insurance documentation.

Cleardata offers a combination of outsourced mailroom services and clever software solutions to help businesses go paperless, reduce costs, speed up processing times and re-utilise effort towards core business activities.
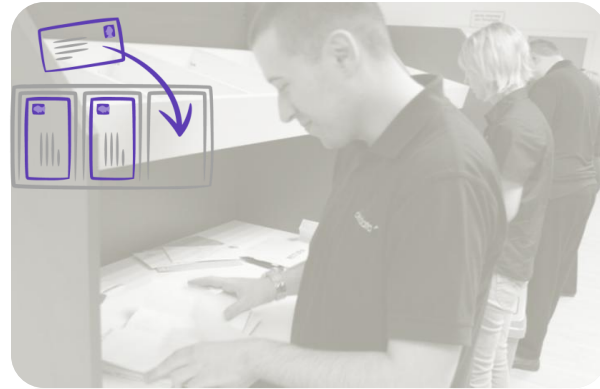
How the process works...

Review and Setup
• Consultation to review existing paper processes
• Workflow and report to map out proposed solutions, and provide ideas to operate more efficiently. Cleardata provides a combination of outsourced mailroom and scanning services, efficient paperwork design. intelligent data capture solutions, online document management and automated workflow.
• Agreed contract period, with SLA's

Mailroom Services Available
• Diverted mail using PO box, with mail opening & sorting
• Secure cheque handling and banking, with G4S collections
• Document scanning
• Intelligent data capture to extract information from paperwork.
• Digital upload to any required format, via secure ftp or online document management solution
• Automated workflow to speed up processing times

Security
• Premises offer security for your documentation, protected by biometric entry, enhanced fire detection, Redcare security and 24 hour CCTV systems. The building offers PCI compliant zones for financial documentation.

Virtual Mail Room – PO Box
Divert your incoming mail and paperwork.

Mail Opening and Sorting
Mail will be opened and sorted for you. Cheques can be separated and banked, using secure collection services.

Mailroom Scanning
Once opened and sorted, documents are digitised using the latest production scanners and output to any required format. Data can be returned via secure FTP site or uploaded to our online document management solution.

Intelligent Data Capture
OCR and intelligent data capture software is offered to enable the automatic extraction of data from your paperwork. Saving manual processing time and improving the accuracy/verification of your data. This is an ideal solution for documents e.g. claims or invoices.

Automation and Workflow
Workflow solutions to automate the journey of your documentation and speed up your processing time. Provide immediate access to information for authorisers or reviewers in your business.