

The Complete Guide

Document Scanning For Accountants

www.securescan.com



Introduction

As an integral part of fulfilling their professional responsibilities, accountants routinely handle sensitive information.

From tax returns and financial statements to employee records and payroll data, organizing and storing all of these records while protecting the confidentiality of the information they contain is an inherently complex challenge.

The need for meticulous organization, tight security, and rapid access to records is fundamental to running a successful practice, presenting challenges for firms who still do most of their record keeping on paper.

Adherence with regulatory requirements like the Sarbanes-Oxley Act, the Privacy Act, and other data privacy laws adds an additional layer of complexity to document management.

By converting paper records to digital formats, accounting firms can improve data security, streamline compliance processes, and improve client service- all while cutting operational costs.

Records Management Problems and Their Impact on Accounting Firms

Effective records management is a cornerstone of any successful accounting practice. However, many firms still grapple with outdated record keeping systems that rely heavily on paper documents.

The complexities of financial regulations and the importance of data accuracy make the accounting sector uniquely susceptible to the risks of paper-based records management. Even the smallest error can trigger compliance issues or erode client trust, making efficient and secure records management absolutely vital.

The average accounting firms uses up to 25% of their office space for storing paper documents.



Records Management Problems and Their Impact on Accounting Firms

Security Risks

A data breach could result in significant financial and reputation damage, not just for your firm, but also for the clients involved. Storing records in paper form heightens this security risk, making breaches more likely.

Disorganization

From financial statements and tax forms to audit records and client correspondence, the sheer volume of documents generated per client can quickly spiral out of control. Storing these records physically in your office not only consumes valuable office space but also creates an environment of clutter and disarray.

Regulatory Challenges

Navigating the labyrinth of regulatory requirements that affect the accounting profession becomes increasingly challenging when relying on paper-based record keeping. Failure to comply with any of these laws can lead to serious repercussions, including loss of licenses, legal ramifications, and eroded client trust.

Increased Complexity and Cost

Paper-based record-keeping systems is not only unwieldy but also costly over time. The expenses associated with physical storage, along with the time and effort needed for manual document retrieval contribute to inefficiencies and elevate operational costs.

Inaccuracies and Errors

Even the most meticulous professionals can make mistakes, especially when handling large volumes paperwork. Whether it's an inaccurate tax filing or an incorrect financial statement, the ripple effect can be significant, affecting audits, compliance, and client relationships.

Inefficiency

Time is of the essence in accounting, especially during busy seasons like tax time. Paper-based systems are labor-intensive, requiring manual data entry, filing, and retrieval, all of which take up valuable time that could be better spent on client services or other value-added activities.

What Are the Benefits of Digitization for Accounting Firms?

The transition from paper to digital record keeping provides a number of advantages for accounting firms and their clients. By enhancing data security, simplifying regulatory compliance, and streamlining operational tasks, digital records have become an essential component for the modern, efficient accounting practice.



Improve Client Services

Immediate access to digitized records allows for quicker, more informed decision-making, resulting in more efficient client services.



Simplify Compliance

With digital records, automated tagging and archival features ensure that compliance is maintained with less manual effort.



Save Money

Firms can save on physical storage space, manual labor, and administrative costs associated with maintaining paper records.



Improve Data Accuracy

Minimize the risk of human errors like illegible handwriting or misfiled documents, increasing the reliability and accuracy of patient data.



Save Time

Streamline many daily tasks, from file retrieval to data analysis, saving time that can then be channeled into more valuable, client-focused work.



Enhance Data Security

Digital records are protected by encryption and multi-factor authentication, ensuring that sensitive financial data is well-protected.

Outsourced Scanning vs. Scanning In-House: Which is Best?

Scanning In-House

Opting to scan your accounting documents in-house means that your firm's staff is responsible for the complete digitization process.

Pros:

- You oversee the scanning process, ensuring that it aligns with your firm's quality and security standards.
- Because the scanning happens on-site, your team can access digitized documents right away.
- The scanning processes can be tailored to meet your firm's specific requirements.

Cons:

- Significant initial investment in equipment and software leads to higher costs.
- Consistent maintenance and software updates will be required to keep you up and running.
- Your staff will need specialized training, which can lead to increased labor costs and possible productivity losses in other areas.

Outsourced Scanning

When you partner with a professional scanning company like SecureScan, we handle everything, from collection to scanning, indexing, and delivering the data securely.

Pros:

- Leverage the skills and technical knowledge of professionals experienced in document scanning for the financial sector.
- Benefit from economies of scale that make outsourcing more cost-effective over time.
- Focus on client management and financial analysis, rather than administrative chores.
- Adherence to stringent security protocols ensures you meet or exceed industry compliance standards.
- Our advanced technologies and trained staff ensure that your documents are digitized with high accuracy.
- All equipment and software maintenance is handled by SecureScan, saving you time and money.

How Does Our Medical Records Scanning Work?



1 Packing and Pickup

We will arrive at your location to pick up your documents, packing them for you if needed.



2 Transportation

Your documents will be transported directly to our scanning facility, handled with care from start to finish.



3 Arrival and Inspection

We inspect the delivery against our initial inventory and record the transfer of documents to our scanning team.



4 Document Preparation

We'll prepare your documents by removing staples, paperclips, and creases that could interfere with the scanning process.



5 Document Scanning

Your documents are scanned with one of our high-resolution scanners to ensure optimal quality and readability.



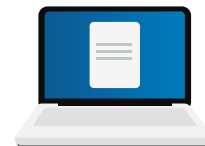
6 Quality Control

Quality control will review each scan manually. Images that fail to meet our high quality standards are rescanned.



7 Indexing

Important identifiers like IDs, names, or invoice numbers will be extracted from your documents, enabling text-search functionality.



8 Share and Store

We deliver your digital files via SFTP, encrypted USB drive, or upload them into an existing document management system in the format of your choice.

Our Capabilities

Our document scanning process is carefully engineered to comply with the stringent data privacy guidelines that accountants encounter daily.

Boasting cutting-edge, secure facilities and a team trained in regulatory compliance, we invest in advanced technologies to ensure that our document scanning services maintain the highest standards of security and accuracy.

Services We Provide

- ✓ High resolution scanning and data extraction
- ✓ Microfiche, COM fiche, and microfilm digitization
- ✓ Optical character recognition (OCR)
- ✓ Transportation of documents to and from our facility
- ✓ Document preparation and reassembly
- ✓ Large format scanning capabilities
- ✓ Image enhancement
- ✓ Indexing & manual data entry



Why Choose SecureScan?

At SecureScan, the security of your documents is our highest priority. We go far beyond industry standards to ensure that your data is protected throughout the scanning process with continuous vulnerability testing, third party audits, and investments in secure technologies.

Clear and Honest Pricing

With our transparent pricing model, you'll have a clear understanding of your project's final cost from day one, completely free of hidden fees or unexpected expenses.

3 Person, Double Blind Data Entry

Our rigorous double-blind data entry and manual review processes guarantee unmatched precision in data capture.

Dependable

You can count on our team for timely project completion, exceptional one-on-one support, and consistent professionalism throughout the scanning process.

Experienced

Our experience in navigating the complexities of medical records scanning ensures the digitization process is straightforward, effortless, and free of unnecessary complications.

Flexible

We understand that every healthcare organization is unique. That's why we collaborate closely with every client to ensure that the service we provide is tailored to meet their individual needs..

Secure and Compliant

Our HIPAA/HITECH compliant, SOC 2 Type 2 Certified scanning service makes meeting your data privacy requirements easy.



About SecureScan

For over two decades, SecureScan has been a trusted partner for accounting firms, streamlining their record-keeping through secure, efficient, and accessible document scanning solutions. We specialize in the digitization of sensitive financial documents, including those containing Personally Identifiable Information (PII), client financial data, and other forms of confidential information.

We make it effortless for accounting practices to modernize their record-keeping systems, ensuring rapid and secure access to critical documents while maintaining the integrity of established operational workflows.

Our document scanning process has been meticulously designed to comply with strict data privacy and compliance guidelines relevant to the accounting industry. This includes adherence to regulations such as the Sarbanes-Oxley Act and IRS digital storage requirements. With our state-of-the-art facilities, staff trained in accounting-specific data privacy protocols, and investment in advanced technologies, we guarantee that our scanning services meet and surpass the highest standards of data protection and confidentiality in the accounting sector.





Secure. Simple. **Affordable.**

Contact us online or email us at info@seurescan.com to learn more about the process and get an obligation free quote from one of our scanning specialists. We will discuss your needs and work with you to create an approach and timeline that meets your requirements.

Let's Chat About Your Next project.

(877) SCAN-DOC

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