



A Hand Book on Future Filing



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Going Paperless

You are the CEO of an enterprising and ambitious company and want to take your company to the dizzying heights of success, but the problem is how do you do it? The answer rests in increasing your efficiency by lowering your overhead costs and streamlining your procedures. **Going paperless** is one of the easiest and most cost effective ways to achieve these objectives. A strong paperless document management solution organizes your company's data and information in a very orderly and systematic way.

The **paperless solutions** gives you the power to store all the relevant data in a safe and secure environment given you the ability to easily locate and retrieve information. A **paperless document tool** , called KIXZO, offered by Future Filing, LLC is a knowledge management and information security system that is designed to put files at your fingertips and integrate with your current processes . This paperless office solution was crafted by carefully analyzing the top qualities of the major document management systems on the market and combining these qualities with additional features such as multiple security layers, virtual notebook and others to bring about an information management tool that transforms your business without sinking your operational budget

Kixzo was created to give the small to medium sized business a tool that is normally only afforded to much larger companies. This multi-purpose system benefits a variety of industries ranging from healthcare, education, financial, and legal. Sharing, indexing and protecting data is made remarkably simple using the Kixzo method. Other additional features, which the system offers, are disaster preparedness, data security, document searching, accountability audits, virtual notebook, Word and Excel integration, folder replication and much more.

For the healthcare industry, Future Filing offers the Total Solution **Document Management** System. The system automatically batches, validates and indexes, EOB's, Patient charts, credentialing records, and more while maintaining compliance with HIPAA.

Future Filing, LLC provides a document management and workflow solution that gives educational institutions a remarkable tool that fits comfortably within very tight operating



budgets. Use Kixzo to protect operating files and student information from disaster. Safeguard against tampering and save money by rediscovering lost office space and eliminating offsite storage facilities.

Considering all the advantages of a paperless office, going paperless is a priority for organizations that strive to increase their efficiency and competencies. Visit www.futurefiling.com to get more details and learn about the Kixzo method.



Paperless Document Storage

Many businesses today realize the importance of maintaining proper and accurate documentation and its role in keeping their clients satisfied. **Paperless document storage** is an organized and efficient way of storing, protecting and maintaining important data and documents. This intelligent and hassle free method is gaining widespread popularity amongst business corporations of various sizes. Yet most worthy document management systems have proven to be very expensive, thereby making them affordable to only large companies with deep financial pockets. However a changing of the guard has occurred with the arrival of Kixzo, an innovative and functionality rich paperless document storage system from Future Filing, LLC that is designed to give small to medium sized companies the paperless document storage advantages that larger companies have benefited from over the years.

Advantages of Paperless Document Storage

Paperless Document Storage offers numerous advantages that ultimately will take your organization into an operational streamlined process that was not possible a decade or so ago.

A good paperless document storage system reduces unnecessary overhead costs and processes while given you the freedom to securely share information quickly. Some of the advantages of a paperless document storage system are:

- Protecting important files and information from disaster.
- Locating files fast, thereby eliminating time lost due to searching for information.
- Recovery of lost office space that was previously stuffed with filing cabinets and other storage containers
- Always knowing where your files are, never lose or misplace a file.
- Having your staff concentrate on other important areas of the business instead of wasting time on locating, replacing and sharing files.

Kixzo is a **paperless office solutions**, that maintains your **paperless documents** in a secure environment, from which you can easily access and share with others internally



and externally to the organization. This highly cost efficient software organizes all your crucial information and is seamlessly integrated into your organization's current processes. This system is designed to give small to medium sized businesses the tools that are typically only affordable by large corporations.

Future Filing's document management system gives you full control of your data. In addition to integrating with Microsoft Office Products, it converts paper forms to electronic forms, has multiple security layers, and provides disaster readiness protection.

Future Filing, LLC's **paperless** office solutions brings peace of mind to a busy and stressful office environment. Visit www.futurefiling.com to discover this amazing software and how you can increase your organization's productivity.



EMR (Electronic Medical Records)

Paperless offices is a modern concept where an organized, efficient and clutter less office is a priority. These offices use modern technologies and software to organize their routine official procedures to store, locate and retrieve data. Many different types of software are available in the market, which cater to this growing demand of **paperless office** and EMR is one of them.

Many industries and businesses are realizing the importance of these paperless office solutions and adapting and incorporating them into their routine work. Healthcare industry has also adopted the concept realizing the operational efficiency, document security and reduction of the overhead cost advantages it provides. **EMR** or electronic medical records is the offshoot of the paperless concept as it helps in saving space, organizing data and easy data retrieval for the medical practitioners and service providers.

This system of a **paperless medical office** has many advantages such as better office efficiency, electronic prescribing, easy accessibility to **paperless medical records**, systematic reviews of medical procedures etc. The more organized and efficient set up will aid the healthcare provider in providing a better quality of the service to the patient as he would have easy and fast access to relevant data.

While the patient also gains from the system, as there are no missing charts, care provider's are better informed and the whole process is more streamlined. Most of the patients appreciate the neat and uncluttered look of the medical office.

Future Filing offers the Total Solution Document Management System, which has some very useful features such as:

The system offers validating & indexing of medical documents and patient records along with automatic batching

- You don't misplace your important files
- The system maintains compliance with HIPAA
- You get a Data Disaster Preparedness Plan
- You get a secured web based access to your information



The user-friendly interface of the cost effective system is easy to use than other electronic medical record system. The Future Filing EMR provides paperless office solutions for other industries also such as education and small & medium scale industries.

Visit the site www.futurefiling.com to know more about paperless solutions offered by the company.



Paperless Documents

Is **paperless** document storage a fad? Not if you are one of companies that have done it and realized the benefits of cost savings, disaster prevention and data security.

Paperless document management is nothing new. Since the early 80's, organization's across the country have talked of **going paperless**. But then, just like now, the cost of performing this correctly has proven prohibitive, especially to smaller companies without the staff or financial means to do so. However, Future Filing, LLC has bucked this trend by providing companies with an affordable paperless document management solution to achieve an operational advantage over the competition.

Kixzo is a **paperless office** system that is jammed packed with features, is easy to use and very affordable. From its data security, activity tracking, and file searching, Kixzo has the flexibility of integrating within your processes while eliminating inefficiencies resulting from a paper based operation.

So what separates Kixzo from the other **paperless documentation** systems currently available? The answer is simple. Kixzo offers an array of features for one low affordable price. Whether you need the ability to quickly locate document using the Quick Document Searching (QDS), route files with the integrated workflow, or access information remotely, you get these and much more for one price regardless of the number of users within your organization. Unlike the other document management systems that charge extra for additional features and users, Kixzo's **paperless office solutions** pricing model does not "nickel and dime" your organization to realize the various benefits of top features.

To learn more on how you can convert your company's paper documents into paperless documents, visit www.Kixzo.com



Document Scanning Services

Kixzo is a paperless office system that is destined to revolutionize document management. This cost efficient innovative system strengthens your organization by reducing your operational expenses via the removal of inefficiencies and dramatically strengthening data security.

A paperless office has many advantages. Outside of the obvious one of freeing up critical office, a paperless office has the unique advantage of providing a seamless ability to communicate to your personnel regardless of the physical distance that may separate them. In addition, a strong paperless office system provides data security, data disaster recovery, automatic document indexing/batching and auditing tracking.

Kixzo is a paperless office system designed to convert your paper documents into electronic versions, protect your data from unauthorized users, securely share information among staff members, quickly locate files and track user actions. Kixzo provides all this and more for a fraction of the cost of most document management systems on the market today.

Another major benefit of Kixzo is the **paper to electronic** feature that transforms paper forms into editable electronic forms. To learn more how your organization can benefit, visit http://www.futurefiling.com/paper_to_electronic.html

Kixzo's auto indexing and batching module eliminates the need for expensive Document Scanning Services. This document indexing tool automatically is specifically designed to categorizes and keyword tag large volumes of documents with minimal staff interaction.

There are several ways to input documents into Future Filing. You can:

- Import directly using the program's browsing tool
- Scan in your information with any Document Scanning Equipment that is TWAIN or ISIS compatible.
- Fax in the documents
- Email in the documents



In all, Kixzo is a unique cost effective paperless document management solution that eliminates your organization's need for paper storage. The benefits are evident in cost and time savings. To experience the difference and to elevate your company to the next level, visit www.Kixzo.com



Paperless Office Solutions

Future Filing, LLC is proud to introduce a revolutionary advancement in document management. This electronic document management system, called Kixzo, is a paperless office solution designed for businesses that value their information and strive to improve operational efficiency and customer satisfaction. Security, ease of use, customer satisfaction and information organization are just some of the many benefits your business will achieve when using Kixzo. The **paperless office solutions** from Future Filing, LLC accomplishes this and much more. By converting your data into paperless documents using this advanced electronic document management system you have the unprecedented power to manage your data without significantly altering your current processes, yet gain high levels of security, organization and communications. Kixzo works for you and not against you.

In a competitive environment, it is critical to work smarter than your competitors. Technology provides you with the competitive edge to be at the forefront of the competition. Leveraging this technology is essential to reaching your goals. Saving time, improving upon the organization of information and strengthening internal and external communications are just some of the ways that technology will benefit your company.

Kixzo advances the ability to achieve excellent document management and the **paperless** office. With its vast functionality, you dramatically improve your information organization, save massive amounts of time and strengthen your internal and external communication. The power of Kixzo's document management system is very cost effective and is priced thousands less than most systems on the market. However, do not let the low price trick you. This application is just as powerful if not more so, than it's competitors. This creatively developed system transforms your business operations into a highly efficient **paperless office**, without sacrificing your financial standings.

Additionally, Future Filing, LLC's **paperless document storage** system is highly secure and maintains all of your information in an encrypted format, thereby preventing unauthorized access to your valuables. Reap the rewards of the paperless office using Future Filing and watch how it will work for your company.



Get **Future Filing**, LLC's paperless document storage system and experience the "Future of Filing Today".

Digital Asset Management Tools

Digital asset management is a critical element to having an efficient and organized operation. There are numerous Digital Asset Management tools on the market, but finding the right one for your business can be an overwhelming task. A good Digital Asset Management tool is:

- Easy to Use
- Affordable
- Capable of operating with minimal staff Intervention
- Secure

One such **Digital Asset Management tool** that provides you with these capabilities and more is Future Filing, LLC's system called Kixzo (www.FutureFiling.com). Kixzo transforms your operations into a **paperless office** with the ability to increase your efficiency by:

- Reducing your Staff's Time on Filing and Indexing Information
- Providing a ready made Disaster Plan
- Organizing your Information utilizing a user friendly interface.
- Auto Indexing and Batching to save valuable time
- Providing Strong Security to protect Information from Unauthorized Users
- Integrating with Microsoft Outlook, Word and Excel
- Accessing your Information remotely

Kixzo is a unique digital asset management tool, that is affordable, simple to use, yet highly sophisticated. Learn more about this paperless office solution and how to transform the way your office operates.



Electronic Document Filing

When implemented correctly, **electronic document filing** has revolutionized the way businesses operate. With Electronic Document Filing your business will maximize its:

- Time
- Effort
- Money
- Physical space
- Information security

Whether you are in the private, government or not-for-profit sector, the ability to properly manage your information is an important key to success. Obtaining this level of success requires time and energy which when not performed properly waste money and operational efficiency. Kixzo is designed as an easy to operate system with information and **document management** at a very affordable cost, one price for unlimited users.

Kixzo is a document management system designed for organization's that value cost effective innovations that give them high efficiency and added operational success. Maintain all your current, old and future information within the security confines of Kixzo. This electronic data filing system from Future Filing, LLC transforms your paper based operations into **paperless documents** that give you:

- Information that is easy to search on
- Disaster preparedness
- Security
- Improved Communication
- Cost savings
- Space saver

Future Filing, LLC's unique **digital asset management software** is heralded as a cost efficient way to assist your organization in achieving its operational and financial goals. Get Future Filing, LLC's Kixzo and experience the "The Future of Filing Today". Get Electronic document filing and enjoy the benefits.



Paperless Document Management

- Is your office operating at 100% efficiency?
- Is your valuable data secured from unauthorized usage?

Kixzo is a **paperless document management** system designed to increase your businesses efficiency by:

- Strengthening your organization of documentation
- Improving communications internally and externally
- Providing high security for your valuable data
- Giving you the option of accessing your data remotely

With so many choices for document management it can be overwhelming to make the right decision. Cost, ease of use, and functionality are some of the critical items that you need to analyze to determine which system is right for your organization. Kixzo is a document management system, created by Future Filing, LLC and designed for businesses that are **going paperless**, seeking strong document indexing and want improved organization and operational efficiency. Kixzo's electronic method of documentation is unique since it allows for your organization to maintain "static" and "live" documents simultaneously. With its easy user interface, document searching, OCR and security functionalities, achieving your **document management** needs with Kixzo is fast, easy and enjoyable. Some of Kixzo's functionality is:

- Data encryption of all files for added security
- Easily search for documents with Quick Search
- Maintain PDF, Word, Excel, JPEG, BITMAP, TIF, GIF
- Perform Optical Character Recognition (OCR)
- Access documents remotely with the web based feature
- Document Indexing using the keyword tagging
- much much more

Experience the difference **Future Filing**, LLC's Kixzo makes, act now and enjoy the "Future of Filing Today".

