

Subject: County Health Department News From Office Systems Consultants

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News for County Health Departments

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November 2009

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oscFile is available for a **30-Day Free Trial**, with absolutely NO STRINGS! Visit our website at www.OSC-Webb.com and click on the oscFile logo at the right. Click Try It Now, and Download your Trial Version.

Offer Expires: 30 Days after you download our free trial!

This is the e-mail I promised when I called your office this week. I wanted to let you know where oscFile Document Imaging System is in use in the Florida Department of Health, and what they think of it so far.



oscFile is presently in use in the Disbursements, P-Card and Revenue Management sections at FDOH headquarters in Tallahassee, as well as at Alachua and Palm Beach County Health Departments. Lynn Robinson at FDOH Disbursements says "This is the best decision I ever made". She is getting the scanned vouchers into the final file location quicker than ever before, and saving LOTS of money for the Department by using oscFile and Canon scanners instead of paying an outside agency to do the scanning for her. (She is also willing to discuss how well this is working for her if you would like to call her at 850-245-4502.)

Alachua County is saving voucher files, contracts and archiving copies of checks that come into the office, and plans to eliminate the costs for off-site storage of files. Randy Jarmon can be reached at 352-334-8815 if you would like to discuss how well it is working so far for him.

Palm Beach County plans to use their recent purchase of oscFile and scanners to scan, index and file their voucher files initially, with other files planned for later scanning. John Campbell can be reached at 561-803-7302 to discuss the reasons behind his decision. Implementation and training starts early in November.

By simply adding oscFile Document Imaging to your office, you can control your scanner, index and file Voucher Files and other Finance and Accounting records such as bills, invoices, Purchasing records, personnel files in HR, Engineering records, Medical records and others! Virtually any paper file can be scanned to an electronic file, and free up file space and floor

space. **And best of all, it's inexpensive!**

Scanned files can be auto-rotated, redacted (if needed), and saved on your local server as PDF or TIF files for further review or retrieval. Did I mention that there is NO COST for secure retrieval from any workstation on your network with proper access privileges?

We are installed in 23 different state agencies and can support you as well. We can even provide you with a high-security, long-term storage system like InfiniVault with automatic retention and deletion schedules.

We would be pleased to set up an on-line or on-site demo of oscFile to show you just a few of the many uses and benefits of this powerful, yet easy to use software.

Special "How-To" Information Now Available!

As more and more people try, buy and implement oscFile Document Imaging Systems, in more and more situations, we have been writing up "applications" and making them available through our office and website. Got an idea, or a special need for filing your documents? We can help design exactly what you need. Please click [here](#) for more information on applications.

oscFile is very suitable for small or large offices, and supports local and networked scanners as well as multifunction devices. You can also index and file any kind of Office files like Word, PowerPoint or Excel.

Remember, oscFile can mimic any filing system you may have now or may need in the future, but takes only a tiny fraction of the space you need for paper files. (See the Storage Requirements Analysis pointer above.)

Need a new scanner? Or need to add a scanner?

If you do not have a scanner, Office Systems Consultants can provide you with one which will make use of all of the features of oscFile Document Imaging!

We provide workgroup, networked, departmental and production scanners from Canon, Fujitsu, Kodak, Panasonic and others. Give us a call for pricing and performance that will meet your needs.



Call or e-mail us anytime! We would love to show you our capabilities in a live on-site demo, or an on-line GoToMeeting! And if a friend needs to see this e-mail, simply click on "Forward to a Friend" in the Quick Links area above.

Sincerely,

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About Office Systems Consultants



Office Systems Consultants has been providing cost-effective solutions to our customers since 1970. Our products and services include Digital Document and Check Imaging Systems, Microfilm Equipment and Conversion, Fixed, Movable and Automated Shelving, Multi-Media Storage Systems, Color Coded and HIPAA Filing Systems, Library Equipment, Paper Shredders, Professional Services, Scanning Services, Maintenance Services and much more!

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