

# SIS NW INC. MAILROOM SOLUTION FOR THE HEALTHCARE INDUSTRY

## Why use a Bank Lockbox:

- When staff opens mail and prepares deposits, they can get interrupted for a more pressing task and make costly mistakes.
- Utilizing a third-party service is a best practice for preventing fraud.
- A lockbox service results in your money being deposited sooner.
- Using a lockbox service creates a better audit trail and allows you to go paperless.

## Why SIS NW Inc.'s Mailroom solution with your bank's Lockbox:

- SIS NW Inc. offers a very affordable mailroom service customized for healthcare organizations and for storing and searching payment information.
- Replaces and streamlines repetitive mailroom tasks such as EOB processing.
- Uses great technology with excellent process and quality controls.
- HIPAA compliant process protects PHI.
- Options for auto-posting of payments.

| Business Reasons                                                                                                                                                           | SIS NW Inc. Service                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| The biggest mistakes often happen when staff perform menial, repetitive mailroom tasks, all due to multi-tasking or disruption of the work.                                | SIS NW Inc. mitigates mistakes because of our impressive strict quality and process controls.                          |
| If you are a lean office, it's difficult to get to everything you need to do.                                                                                              | Outsourcing this work allows you to get back to your core business priorities.                                         |
| Lack of separation of duties can result in possible embezzlement or fraud.                                                                                                 | SIS NW Inc. has segregation of duties and validation of each step, helping to mitigate the risk of fraud.              |
| Scanning mail in-house increases the risk of losing an important piece of mail - from not scanning it properly or tagging it correctly - before the original is destroyed. | SIS NW Inc. utilizes great technology with best practices to ensure that documents and checks are processed correctly. |

## Is SIS NW Inc. Mailroom Service a fit for you?

1. Do you process at least **50 pages of paper from the mail each day?** (e.g. from incoming mail documents, EOBs, claims, checks, or other sources)  
OR - Does your office have a minimum of two hours a day of this mailroom work?
2. Does the staff person who processes incoming paper complete and **verify the work by herself/himself?** (In other words, a second person does not review or verify daily work.)
  - o Does the person who posts payments also manage payables?
3. Does this person experience **at least two interruptions on any given day** during scanning, filing and/or data entry time?

If you answer **yes** to each question, SIS NW Inc. may be able to help.

### EVERY office answering YES is making COSTLY mistakes:

- Documents are permanently lost.
- Patient information is misidentified.
- Patient's information is lost.
- Data errors are made, such as patient contact information.
- Payments are placed in the wrong account.
- Payments are entered with the wrong amount.
- Some scans are not legible.
- Fraud/Embezzlement of money occurs.

In contrast, with SIS NW Inc., cost savings are substantial in terms of saved labor time and storage of paper – while improving the handling of mailroom tasks. We also integrate with typical office accounting systems.

## About SIS NW Inc.

We are the Northwest's most trusted service provider for office automation solutions. We create positive change to your office operations by eliminating outdated processes or other cumbersome methods that result in unnecessary mistakes, costs, and hardship. We offer high assurance customer services for office workflow automation using the best up-to-date technology. Your business runs smoother, faster, and simpler.

PORTLAND  
(503) 715-0299  
NW Vaughn St., Suite 148  
Portland, OR 97210

SEATTLE  
(206) 686-2810  
2414 SW Andover St., E140  
Seattle, WA 98106

**SIS** **NW**  
**INC**  
SISNWINC.COM