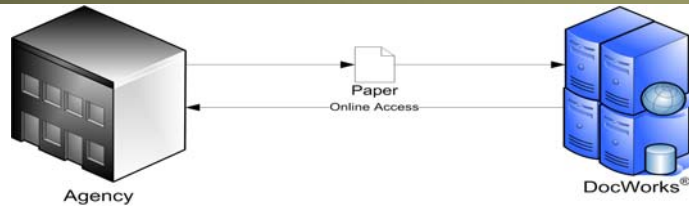


Insurance Document Processing and Integration



Inside:

Online Verification vs. Manual Data Entry **2**

Manual Process vs. DocWorks® **2**

Electronic Routing of Documents **2**

Electronic Integration Process **3**

DocWorks® Trial Offer **4**

Add Document access to Your Systems with DocLink **4**

Special points of interest:

- Compare Policies and Endorsements to Quotes Automatically.
- Integrate Your Paper Quotes, Policies or Endorsements with Your Business Systems.
- Utilize Electronic Routing of Documents to process your workload faster.
- OCR Technology Reduces Data Entry Efforts and Improves Accuracy.

DOCUMENT NETWORK

As companies do business in the 21st century, there is still a **gap** between the manual or paper-based processes, and the computer systems which Businesses use to manage their day to day flow of information

By **capturing documents** by fax and electronically converting them into digital images and data, they become an integral part of your business process.

DocWorks® can digitize your paper documents and act as your **document network**, updating, interacting with, and adding value to your **existing business system assets**.

Without changing your CURRENT technology DocWorks® can act as a bridge between your systems and paper business processes. **Data can be extracted from your documents with DocWorks® OCR, and seamlessly input directly into your business process.**

DocWorks® automatically identifies different types of documents as they are scanned, faxed, emailed or submitted via the web. DocWorks® then extracts data from the documents, and stores for retrieval and/or sends to your existing systems.

DocWorks® OCR

DocWorks® uses new OCR technology to extract data from your paper based documents.

DocWorks® reads *Application, Policy, Endorsement, and Quote* docs, automatically capturing information off the page. As documents are recognized and captured, the information

is sorted and organized by DocWorks®, and distributed to designated users within your agency.

Using DocWorks® to automate the input of all faxed, scanned, emailed or online documents eliminates manual sorting and filing routines.

Expand the capabilities of your existing systems without upgrading or replacing them. DocWorks® can even automate the **posting of payments** to your Accounting System.

DocWorks® can automatically route documents for additional or exception processing TO YOUR DESIGNATED EMPLOYEES.

DocWorks® stores processed documents in a secure, web accessible archive. If an employee, or an Insurance Company, has your authorization, these documents can be accessed from anywhere in the world with just a few clicks of the mouse.

DocWorks® was awarded best Internet based imaging solution from **AIIIM and Business Solutions Magazine** in recognition of its advanced workflow and data capture automation capabilities.



Some organizations have reduced their manual data entry efforts by as much as 80%.

DocWorks® sends information to your systems immediately after processing the document, and **permanently** saves a copy that is accessible whenever you need it.

Online Verification vs. Manual Entry

DocWorks® utilizes the latest OCR software to 'read' your paper documents and move data to other systems.

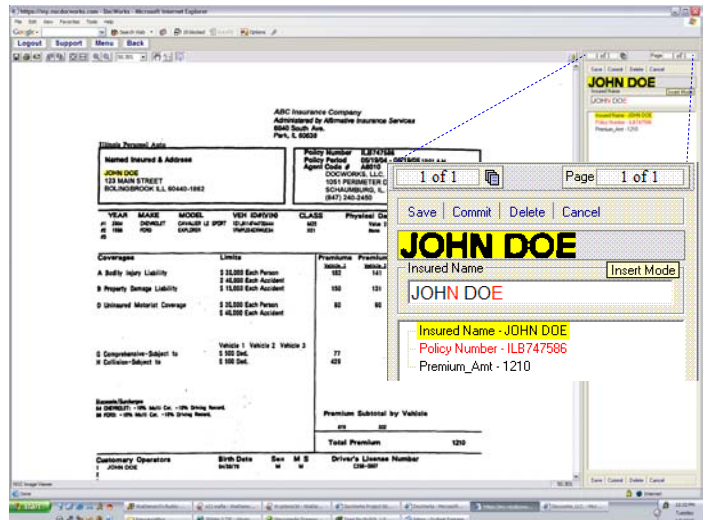
As documents are 'read', the software flags questionable characters and immediately presents to your personnel for **online verification**.

DocWorks® highlights the questionable characters via a custom developed (and copyrighted) online verifier; and displays to a user for easy correction. (see ex..)

The user can change or accept the questionable character and 'click' to submit the document for export to your business systems.

Most documents are read and submitted without verification, **saving as much as 100% of the keying effort** on a document.

Only exceptions in OCR or recognition of the document require manual review.



The DocWorks® verification interface highlights the area on the document image (left) and directs the users mouse to only questionable characters (upper right). DocWorks® can save up to 100% of the keystrokes required to key a document.

Manual Processing vs. DocWorks® Processing

In many Agency environments, paper documents are sorted, walked to their destination, keyed into systems, filed, and manually retrieved for reprocessing if customer service is required.

In contrast to manual processing, documents are **automatically identified** and read by the system.

DocWorks® reads the document data by applying templates (see Policy example>)

that electronically overlay the document, directing the capture of data from specific areas on the document.

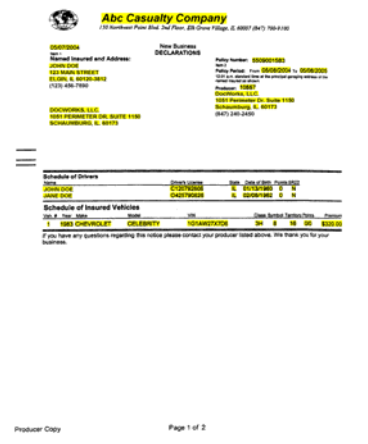
DocWorks® templates also include data validations for dates, dollar amounts and other requirements.

DocWorks® OCR can *eliminate as much as 90% of your manual data entry* by automatically processing, routing and archiving the document for your team.

Documents that are not recognized are keyed manually into DocWorks®.

All documents are processed in a uniform online application that simplifies training for all users.

DocWorks® **improves client service by speeding the process** of resolving exceptions, delivering documents, and providing instant access to document information.



The highlighted areas on the document show data identified for automated capture on this Policy. This document is presented to users only if verification is required. If the document is presented to the user, their cursor will be directed only to the characters that require review (as shown in the verification interface example above).

Electronic Routing and Comparison of Documents

Streamline and automate your current **audit and exception processes**.

Once a policy or endorsement is entered into your systems, it may require comparison to other documents, price adjustments, or other special attention.

DocWorks® can compare multiple document types,

and determine if audit terms are in question. Only documents that fail the compare process are sent for review. DocWorks® effectively eliminates the need to look at a document unless it fails audit.

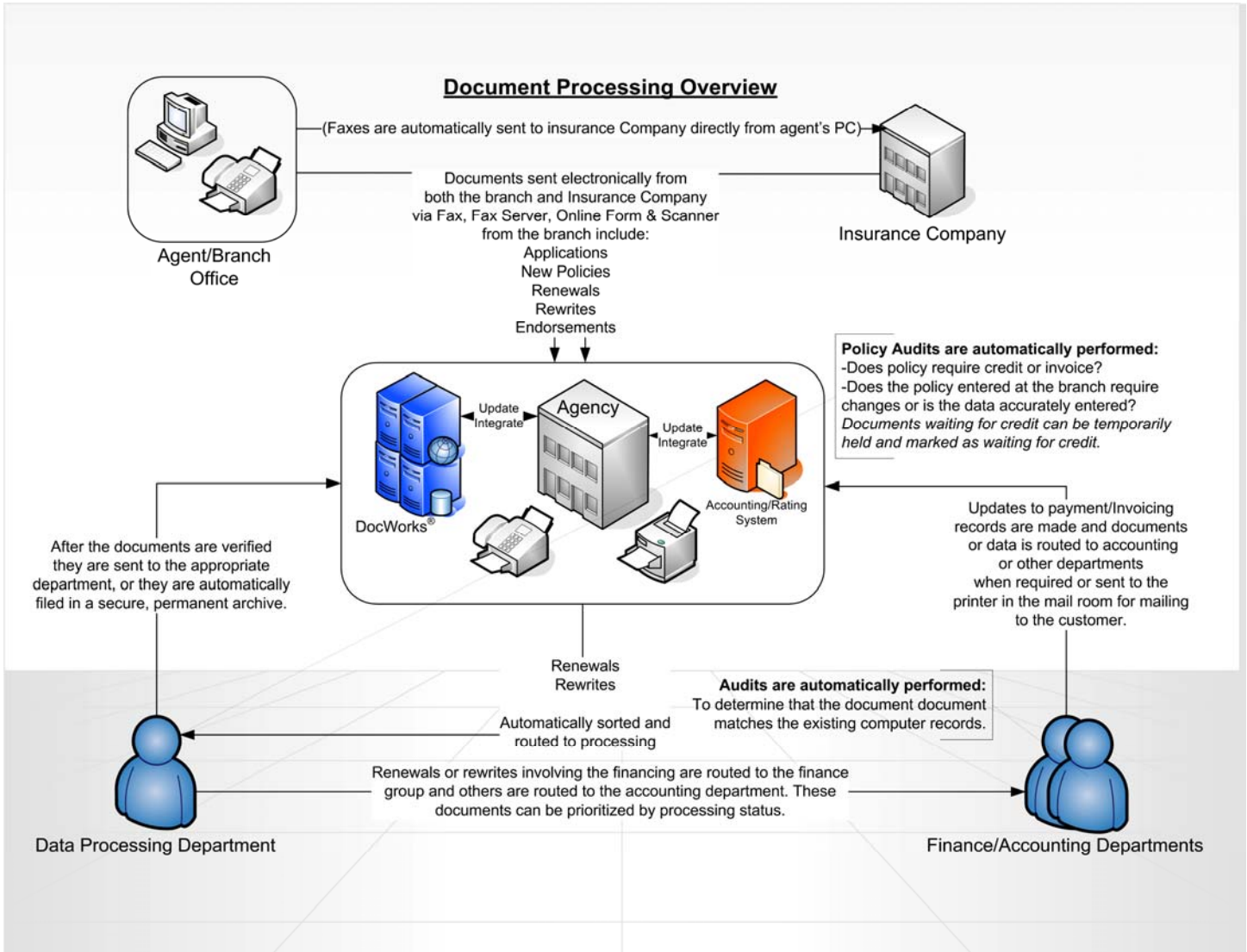
DocWorks® sends email notification to users when a document is ready for review.. The email contains a

hyperlink to the document.

DocCompare links all documents that contain the same policy number together, groups them in order, and simplifies access to them. Users can compare documents side-by-side, onscreen with a single mouse click. Once issues are resolved the document is filed in the online repository.

DocWorks® can compare documents for you sending only documents that fail the compare process to users around the business. DocWorks® effectively eliminates the need to look at a document unless it fails audit.

Electronic Insurance Document Processing and Integration Process



- DocWorks[®] was DESIGNED as an internet application and can route documents to clients, remote or internal staff, and home-OFFICE EMPLOYEES.
- DocWorks[®] eliminates manual document handling
- DocWorks[®] eliminates misplaced and lost documents.
- DocWorks[®] automates audit processes and only sends documents to users for review when exceptions occur.
- DocWorks[®] can post payment information to your accounting package.
- DocWorks[®] can update system records whenever endorsements or memos are processed, or customer service entries are made.
- Implementation of the DocWorks solution can take as little as 30 days.

Take advantage
of our trial offer...

docworks®

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E-mail: info@docworkslc.com
Web: www.docworkslc.com

DocWorks® offers interested parties the opportunity to try this technology before dedicating any resources or making a decision.

- DocWorks® will convert 10 Policy or Quote documents during the trial.
- DocWorks® will allow scanning, email, or faxing of documents to the system for 10 business days
- DocWorks® will send a data export to your system for all documents processed through

our data center.

- DocWorks® will provide trial licensing for up to 10 users that will have access to the OCR correction interface, DocFlow, document compare, archive, and the DocWorks® reporting tools.
- DocWorks® is a **production ready** solution that can be rapidly configured to give you a hands on experience and a real world "feel" for the service.
- Use the DocWorks® solution for 10 business days with no risk or other commitment.

Additional processing and reporting options are available for special production business requirements.

If you decide to use DocWorks® for your ongoing production processing, licensing paperwork will be promptly provided.

Hosted DocWorks® trials are available for immediate use. DocWorks® provides maintenance and support during the trial period and for the hosted production model as well.

DocWorks® trial is available as a hosted solution, and on-site purchase options are also available.

Utilizing over 50 combined years of experience designing, implementing and managing mission critical data systems, DocWorks® was developed to move the paper processes in business to the digital world.

As companies do business in the 21st century, there is still a gap between the manual or paper-based processes, and the computer systems which Businesses use to manage their day to day flow of information. DocWorks® bridges this gap by providing solutions that allow companies to convert these paper based processes into the streamlined realm of e-information.

Contact Sam LaSpisa for more information at 847-240-2450 Ext 27 or via email: sales@docworkslc.com
www.docworkslc.com

Integrate Your Documents with DocWorks®

Add Document Access to Your Systems and Web Site

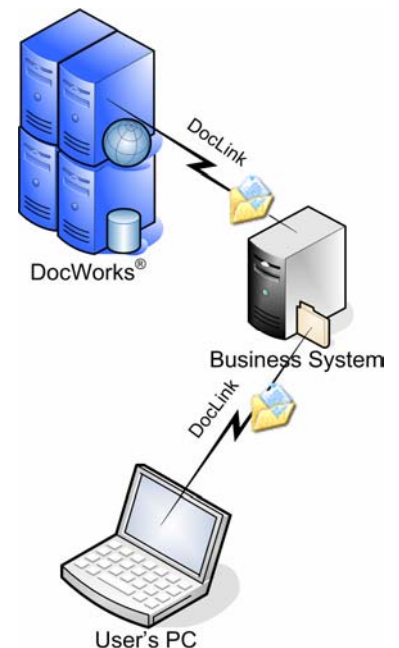
DocWorks® has a very simple - **open standards based** - integration tool that allows internal computer system users to access documents in DocWorks® directly from their systems.

Users can access documents within the system desktop screens that they work with today by clicking a button or by a "hot key" on their keyboard. Once integration is complete you are licensed to use one click document access with **DocLink** as part of your business technology strategy.

DocWorks® can act as a document portal allowing clients and carriers to retrieve documents utilizing their existing office systems, local or remote.

DocWorks® security allows users to access documents only within their own document archive. All access to documents is logged by the **DocWorks® audit trail**.

DocWorks® is configured to provide this service and it only requires that your technical staff add three lines of code to your application to complete the integration process.— One click document access can be added to your service offering today with **DocLink**.



While using your current business applications, a user can click a button or press a "hot key" on their keyboard and instantly access a document related to the information on screen.