

## Managing volumes of client files has never been easier...

Converting old fashioned paper files into a digital library provides many benefits over old style chart filing systems:

- Easy to retrieve,
- Easy to review,
- Easy to share with staff,
- Easy to email,
- Easy to reproduce,
- Far more efficient use

of time and resources

Would you like to know more?

For specific pricing options, please call us at

301-714-1801 or email us at

[inquiries@horizonhcm.net](mailto:inquiries@horizonhcm.net)

### Horizon Healthcare Management Group LLC

13126 Pennsylvania Avenue  
Suite 103  
Hagerstown, Maryland 21742-2858

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[inquiries@horizonhcm.net](mailto:inquiries@horizonhcm.net)

Horizon Healthcare  
Management Group LLC

# Digital Client File Management Services



Tel: (301) 714-1801

**Your time is valuable.  
Your staff's time is valuable.**

Putting your old files in banker boxes and sending them off to storage may seem like a good way to deal with inactive cases that are taking up space—until you need one of those old files. Locating and retrieving those old cases can take up a good amount of your time.. Your time is money. Your staff's time is money. It doesn't sound like such a good thing now, does it?

Your files can be maintained online, available at the click of a mouse. We make this very easy for you. If you prefer to keep your files in-house, they can be put onto CD and sent to you. We also handle the destruction of your old files if you wish.



**Document Scanning & Management Services**

We convert your paper files into PDF documents.

Your choice of document management options:

- Maintain documents on a CD
- or -
- Documents are hosted in a secure environment and available online at any time.

**Your source documents are maintained securely.**

**Why would I have my files hosted?**

- Access your documents any time, anywhere
- Documents are securely backed up against loss daily
- Your documents are securely hosted in our data center in Hagerstown Maryland. No outsourcing to foreign countries.

**No contract is necessary.**

Use the hosting service as you need to.

If you decide to switch to maintaining your document backup in your own office, we transfer your documents to you.

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