



Trust Electronic Remittance Report Automation

Laserfiche® Document Management Software

Document Management and Storage

Implementing a Laserfiche document management system creates a digital archive for scanned images, electronic documents, e-mail messages, and digital audio and video files. It is all brought together in a single, easy-to-use interface. TERRA integrates with this well established document management software to securely and confidentially store your sensitive documents and media.

Trust Administrator Benefits

Administrators can take full advantage of this document management system through easy integration it into day to day operations. This is a prudent advancement for trust funds. The capture of supplemental documents from beneficiaries and contractors increases record integrity and reduces administration costs. Authorization forms, including Open Enrollment, and other important documents can be scanned and stored making their retrieval simple from your desktop.

Promote Internal Compliance, Increase Productivity

Draw on the robust engine of Laserfiche internally to set your own retention cycles and keep your operation compliant with HIPAA and other necessary regulatory compliance mandates.

Add document management capabilities to your existing system through integrations, enabling quick lookup of supplemental information based on custom identifiers such as SSN, EIN, or Participant ID.



- Simplify Retrieval of Documents
- Scan in supplemental documents for beneficiaries
- Eliminate paper-based processes to reduce overhead
- Gain a competitive edge with lower costs and faster service to participants
- Enhance your relationship with contractors by allowing web access and electronic submission of forms
- Increase efficiency of auditors' time

Our services cover many areas and we rely on the fact that we can find the right solutions for installations, integrating systems and peripherals, training, and creating unique customizations. Please contact us for more information and client references.



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