



ONLINE FORMS CENTER

FORMS SUBMISSION | WEB, EMAIL, FAX, OR MAIL

ONLINE FORMS Scan One's online forms tool provides fast and efficient submission of a variety of forms in an intuitive web-enabled environment. Allows users (customers, employees, suppliers, providers) to submit such items as requisitions, medical claims, flexible spending account claims, human resource documents, tax forms, payroll timecards, or any business or consumer form. Use of existing or customized forms is available. Forms can be searched for based on pre-defined criteria, accessed via direct online login, URL, email or fax, and data entered in both a push and/or pull environment. Basic information can be entered into the Online Document Center (ODC) or directly into the form. The form can be pushed to other users for additional data capture. Data can also be entered in single or multiple stages which can provide a valuable customer-service function. With the browse feature, users can attach supporting documents to existing forms, or create new records. Business rules can also be applied at various points of the form application workflow. Data and images of completed forms can be stored on the ODC or set into the proper workflow. This flexible solution ultimately allows organizations and their users a new, advanced method for accessing and entering forms online – unmatched by any other product on today's market.

SCAN ONE Scan One offers a valuable collection of innovative web-enabled solutions and capture services that automate paper-intensive business transactions. Scanning, data capture, and automated workflow services are delivered through the TransAct solution suite. Scan One's unique cosource approach enables them to perform objective production tasks at low prices, while customers manage subjective decision-based functions and retain control.

Advanced technologies and meticulous business rules and processes are utilized to capture clean images and data. With a deeply integrated culture of privacy, a combination of people, processes, and technology, and over twenty years of experience, Scan One has earned their customer's trust and confidence in handling critical documents and data. Scan One eases the challenge of paper tasks, expedites vital decisions, and transforms business processes.

FEATURES

- Search for blank forms, multi-stage active forms, and completed forms
- Basic data can be entered into ODC and tied to form
- Auto-fill and validate form data from supplied databases.
- Multi-stage form allows data entry by many users, and saves all images of the form until final submission
- Multi-line form allows data entry and manipulation of multiple line items
- Business rules can be applied to various points of form and workflow
- Automatically route/push forms to users based on pre-defined criteria
- Email secured form URL to users directly from the ODC
- Instant email notifications
- Second authentication required on all forms routed outside the security of the ODC
- Browse to add documents to forms, or create new forms
- Form-enable other business applications
- Forms can be submitted via web, email, fax or mail.
- Print and fax forms using pre-announced, printable, bar-coded cover sheets
- Existing forms can be made functional, and/or new custom forms designed

SCAN·ONE

A CORVEL COMPANY

Scan One, A CorVel Company
510 SW Third Avenue, Suite 310
Portland Oregon 97204
Phone 503.242.4210
Fax 503.242.4204
Toll Free 888.Scan.One
www.scan-one.com