

## Benefits:

- High-speed imaging & indexing
- Faster access to information
- Automated, secure online document workflow
- 99% data capture accuracy
- Improve business processes
- Reduce paper handling with the ability to transition to a 100% paperless environment
- State-of-the-art software and hardware
- Tailor-made solutions
- Sustainable solutions

## Intelligent Form Processing

### Automated form and document processing to improve business performance

Keeping ahead of technological innovations that give you faster access to information, improve business processes and enhance your ability to service customers can be challenging for individual companies. This is why Converga offers clients fully automated e-business solutions to reduce physical paper volumes through its network of Converga Technology Centres (CTC's). The CTC's are commercial grade data centres housing tier-1 technical hardware and communications infrastructure that host leading, robust enterprise-level document and information processing applications. We process in excess of 100 million documents annually on behalf of our clients.



BancTec  
High Speed Scanner

### Imaging & Indexing

Converga is the market leader in Imaging & Indexing. Each day we process high volumes of documents at rapid speeds using our scanners located around the globe. Solutions are customised for each client so that documents can be distributed, stored and accessed based on your exact requirements.

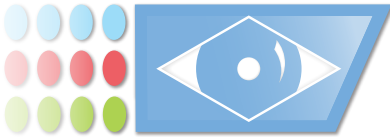
### Form Automation

Converga's Intelligent Document Recognition (IDR) software and high-speed scanning infrastructure process thousands of paper-based documents such as forms and applications for our clients everyday. Using your business rules and information from your back-end systems, we can provide an automated document approval service for virtually any kind of business document.

### Claims Processing

Our claims processing solution offers reliable, comprehensive automated claim management. It includes claims receipt, document categorisation, imaging, data capture, workflow management, live file management and tailor-made business rules.

The entire claims process is managed online including a help desk, case management and customer notifications.



## High Volume Scanning

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Converga also offers high volume scanning for clients with a large number of paper documents that they simply want digitised; the scanning can then be combined with indexing, archiving and online access depending on your needs. Our scanners are capable of processing hundreds of thousands of documents daily, giving us greater flexibility and capacity to handle the smallest through to the largest jobs. The digital versions of your previously paper-based documents can be indexed, archived and accessed online, or simply stored on a high-capacity hard drive or a collection of DVD's. No matter the amount, Converga has the ability to tackle any high-volume scanning job.

## About Converga

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### What we do and how we do it

Converga has a range of office and business solutions which use imaging, data capture, document management and workflow technologies to provide clients with real competitive advantage. We specialise in Information Logistics and Business Process Outsourcing, and in order to provide our customers with effective solutions, we leverage our experience, processes, people, technology and partners to deliver innovation, exceptional customer service and cost savings.

### Let us take you on a journey of innovation

We've already led some of the world's largest organisations along a path of innovation. The journey will allow you to gain strategic advantages, ongoing cost savings and world-class best practice capabilities.

### Why take the journey with us?

Converga offers customised, efficient, and cost effective solutions, saving you time and money which enables you to focus on your core business functions. Our solutions employ state of the art software and hardware, delivering unsurpassed automated processes. Our goal is to deliver higher levels of service (more cost effectively) than you could provide in-house.

### Contact us today to learn more

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[www.converga.sg](http://www.converga.sg)



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