



GxP Partners can help you calculate the ROI on a data capture or forms processing solution if you need to:

- Unify information from multiple paper and electronic sources and formats
- Automate the time-consuming tasks of processing, extracting, and classifying a wide variety of documents
- Integrate extracted information automatically into multiple applications and processes
- Exchange information with constituents, customers, partners, and vendors in a broad range of formats
- Enable stakeholders to easily interact with your organizational processes to provide and receive correct, complete information
- Increase document processing capacity without increasing headcount
- Ensure data accuracy with built-in validation throughout the capture process, improving document case handling and customer service

Today's businesses and government agencies are increasingly challenged to "do more with less." GxP Partners enables you to meet the challenge through **data capture and forms processing solutions** that meet your requirements for both regulatory compliance and cost containment. Do you need to bring information from both paper and electronic documents into your enterprise content management (ECM) or quality management system? Would you like to leverage existing IT resources and infrastructure? Must you comply with regulations for data integrity and security, audit trails, and electronic signatures? Must you manage documents from outside firms or remote branch offices? Are your multifunction devices (MFDs) being used as solo printers or scanners rather than serving several functions and being connected to a system? If yes, it's time to become **connected, compliant, and cost effective**.

**The Situation:** The push for cost containment and efficiency in implementing today's software solutions has accelerated along with increasing regulations. Businesses in **manufacturing** must comply with ISO and GAMP. The **life sciences** industry follows GLPs, GMPs, QSR, 21 CFR Part 11, FDA/CBER Blood Regulations, OSHA, and HIPAA. Companies in the **food** industry must meet SQF, HACCP, and ISO 22000 standards and regulations. Simultaneously, electronic government is changing the way **government** agencies operate and interact. The Government Paperwork Elimination Act (GPEA), which provides for electronic submission of forms, also requires that systems protect confidentiality, ensure that information is not altered in an unauthorized way, and make it available when needed. Information received on paper and electronically must be safeguarded through a reliable process for capture, transfer, and storage.

In this stringent regulatory environment, organizations face the daunting tasks of managing documentation, processing forms, and tracking equipment calibration, training, and quality processes. You need solutions to operate effectively, achieve competitive advantage, and pass inspections and audits. Data capture is a critical component of your "total solution" when implementing an ECM, quality management, document control, or related system.

**The Solutions:** Through a data capture or forms processing solution implemented by GxP Partners, you can ensure that all paper and electronic data are incorporated into your workflows and business processes. You can also enable real-time compliance via an existing MFD infrastructure by connecting all of your devices and providing IT with central control. You'll have access to powerful tools that extract information from even the most complex documents.



GxP Partners specializes in technology for compliance and operational excellence. We offer implementation, validation, and training services plus feature-rich software and Web-based applications for:

Compliance & Quality Process Management

Document & Content Management

Instrument Calibration

Learning Management

Project Management

Scanning, Automated Data Capture & PDF Rendition

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### GxP Partners: Enabling Our Customers and Partners to "Do More with Less"

GxP Partners offers a portfolio of proven solutions that have already passed audit in organizations with stringent process and compliance requirements. We represent the best in **Quality, Compliance, and Business Process Management**. Then we add the elements that make your solution *your* solution. We're a Veteran-Owned Small Business specializing in systems integration and implementation services.

Through Data Capture and Transformation Solutions from GxP Partners:

- A government agency tripled its processing capacity for hazardous material incident reports, increasing accuracy and more efficiently deploying consulting staff.
- A leading biopharmaceutical company streamlined its invoice processing costs by digitizing paper invoices and using automation to handle all but the exceptions. Now the AP staff spends time on more profitable activities.
- A financial services company integrated imaging and document management in the legal department's case management system, eliminated manual indexing, and provided intranet access to worldwide users.

### Your Partner in Process Improvement and Compliance

Are too much paper and too many electronic files hindering your organizational performance? In a compliance-driven environment, a "paperless paper trail" is no longer impossible. You can streamline the management of information and meet your regulatory requirements at the same time.

GxP Partners will consult with you on a revised workflow and help calculate your ROI

before you begin. With a data capture / forms processing solution, you can:

#### Reduce the costs of Filing and document storage

- Leverage existing scanners, digital copiers, and MFDs to perform advanced document processing
- Capture documentation for the change control process, including investigation reports and work orders associated with batch records, processes, equipment, and computer systems
- Electronically capture engineering drawings

#### Searching for paper files

- Control access and distribution of sensitive records
- Efficiently store and access all laboratory documentation, including calibration records and test results currently stored manually in lab notebooks

#### Data entry

- Process paper invoices, new account applications, and other types of forms automatically, extracting information from complex documents
- Streamline inter-agency and inter-company communications

#### Reduce the risk of

##### Non-compliance and missed opportunity

- Maintain records for compliance with ISO, FDA, HIPAA, GPEA and other guidelines and regulations
- Prepare regulatory submissions
- Capture, categorize, and store adverse events in clinical trials
- Maintain manufacturing, labeling, and shipping records required by GMPs/QSR
- Track corrections during the review and approval process for packaging materials
- Maintain original signed and dated validation documents
- Capture security and quality documentation, including recall data
- Offer customer self-service

