

Supporting your Employees, Customers, and Company now and beyond COVID-19

AI Powered Document Management



UNEARTH THE POWER OF YOUR DATA

Today, the COVID-19 global pandemic is forcing business leaders to make critical decisions to keep their people healthy and their organizations running. Businesses have quickly adapted by investing in online meeting and collaboration tools and by providing certain workers with remote access to digital resources like file servers and document management systems.

54% of HR leaders surveyed indicated that “poor technology and/or infrastructure for remote working is the biggest barrier to effective remote working in their organization.”

“With Coronavirus in Mind, Is Your Organization Ready for Remote Work,” Smarter with Gartner

Though these initiatives have solved the short-term problem by enabling professionals to continue to work remotely, **they do not address many of the operational functions necessary to support these knowledge workers.**

As the COVID crisis continues, many operational support staff members will be unable to work in physical offices, resulting in process breakdowns that will bottleneck higher-level work.

To mitigate the impact of disruptions like the current pandemic, businesses must adopt comprehensive remote workplace strategies that extend beyond their knowledge workers to the operations staff that support them.

To maintain continuity of business operations in the future, managers must move quickly to adopt innovative technologies to streamline inefficient operational workflows, like document processing and filing, and to enable support staff to perform these critical tasks remotely.

Foundation AI is helping companies solve this challenge with our **Foundation Extract Software**, an AI-Powered workbench for document indexing and data extraction. Foundation Extract leverages computer vision, natural language processing, and machine learning to **streamline and automate document sorting, indexing, and data entry** in healthcare, legal, and a variety of other industries.

- Extract **increases the speed and accuracy** of document processing and information archiving, enabling organizations **to save time and money.**
- Extract uses AI to automatically **sort documents, split PDFs, extract data, and input information** into a downstream system or workflow.
- Extract provides for manual validation and exception handling, **ensuring quality control** and creating a feedback loop for **continuous improvement** of the AI.
- Extract enables **operations staff to work remotely.** So long as staff members have access to a scanning device, they can perform all necessary actions remotely through Extract’s secure web-based interface.



CLIENT PROFILE



STOCKWELL, HARRIS, WOOLVERTON & HELPHREY

Leading workers compensation law firm leveraging Extract to automatically index incoming documents, like insurance claim files, legal pleadings, emails, and medical reports.

Document Volume: 10,000 pages a day

Decreased Lead Time: 50%

Increased Ingestion Speed: 80%

Increased Accuracy: up to 98%

Cost Savings: Over \$400,000/Year

“Within two weeks of deploying Extract, we were processing documents twice as fast and saving \$8000 per week.”

George Woolverton
Managing Partner

Stockwell Harris went paperless years ago and provided attorneys as well as paralegals with remote access to its electronic case management software (CMS). However, going paperless brought on a barrage of new operational activities to sort, separate, and index the 10,000 pages/day of inbound mail and fax documents into the CMS.

Most incoming documents are unstructured and rarely indicate the firm’s internal file number, so the process started with manually querying the CMS to find the correct file (using whatever descriptive information staff could locate on the document like names, case numbers, and insurance claim IDs). After locating the correct file, staff manually scanned the document one page at a time, uploaded it, and keyed in the title and other requisite information into the CMS. To keep up with this manual process, the firm was forced to expand the department through a staffing agency, but **many were indexed inconsistently and incorrectly**, and due to the manual, repetitive, human driven process, **the lead time was still several days** to get incoming documents into the system.

FOUNDATION EXTRACT INTEGRATED INTO STOCKWELL’S TECHNICAL INFRASTRUCTURE TO

- Automatically ingest document packages directly from Stockwell's batch scanner and fax system and split them into their separate documents;
- Determine which file in the CMS each document belongs to (using AI to replicate the same lookup process that Stockwell's clerks used to perform manually);
- Extract the requisite metadata (e.g. dates and names) and enters it into the CMS; and
- Index the document directly into the correct file folder in the CMS.

Foundation Extract can be configured to any workflow in virtually any industry and can integrate with most downstream software and storage systems. Once a document is loaded into the system, Extract's web-based user interface allows the operations staff to **perform the entire Extract process from anywhere**.



According to Gartner, **78%** of HR leaders reported the top complaint during the coronavirus outbreak as **“concerns from managers about the productivity or engagement of their teams when remote.”** **Extract provides managers peace of mind with its built-in performance analytics.** Managers can quickly access department and individual KPIs through customizable dashboards and can easily monitor precisely when and how efficiently individual staff are working.

“We were up and running on Foundation Extract in under two weeks. The software is so fast and easy to use. The best part is that I know exactly how many documents are coming in and getting processed every day, and I can monitor the staff no matter where we are.”

Rosanna Renteria, Office Manager

Stockwell Harris

The goal is not just to *manage* the current crisis, but to *emerge stronger* because of it.

Inefficient processes like the prior one at Stockwell are not unique to law firms. We see very similar workflows across industries like healthcare, insurance, and banking, where people manually organize and enter documents and information into downstream systems.

We all know that manual document processing is inefficient, inaccurate, and expensive. In a world where artificial intelligence can drive automobiles and read complex medical images, why do companies still waste up to 30% of employee time on repetitive tasks like data entry and document filing? Foundation Extract leverages powerful AI to streamline these tasks labor-intensive tasks.

Extract enables companies to perform necessary operations support functions remotely, ensuring business continuity in the face of unpredictable disruptions. And providing for these functions to be performed remotely will prove valuable long after the COVID-19 pandemic is behind us, as millennials and their younger “Gen Z” counterparts continue to demand flexible work structures as they fill these entry-level positions.

Work with Us

Foundation AI is an artificial intelligence solutions provider that helps organizations process, manage, and leverage their unstructured data to drive real business value.

Foundation Extract can be configured to any manual process and can be delivered on-premises or in our secure cloud. With its modular architecture, it can integrate seamlessly into any technical infrastructure through its robust API, web-services, or direct integration capabilities. Its cutting-edge AI can read virtually any document type, even unstructured ones, and continuously learns from each document processed.

Click [here](#) to schedule a demo and find out what Foundation Extract can do for you.

