

# DOMA

TECHNOLOGIES

## DIGITAL SERVICES

DOMA provides scalable, digital solutions designed to capture, manage, and provide access to data and records in a highly secure cloud environment.

### Customers Using Our Software & Digital Services



U.S. Department  
of Veteran Affairs



## Digitize Your Workflow

DOMA Technologies LLC (DOMA) is a Minority Owned Small Business that has been performing digital data capture and records digitization services since 2000. Our approach for image digitization and data entry is centered on sound management operations, certified conversion staff, and the delivery of electronic content via our secure and robust DOMA Experience (DX) Software Platform. Our software offers a complete records management life cycle for records ingestion, imaging, data capture, records management (physical and digital), and disposition schedules. In addition to our software, we have a team of document conversion specialists, that have been trained for secure document handling and safeguarding PII/PHI. Our company has proven experience in delivering technology-based solutions to support business process improvement in areas such as the secure electronic storage of sensitive electronic files, source material handling, records digitization, and automated document classification.

### *The cornerstones for successful delivery of our solutions include:*

- A Project Management Team dedicated to individual customer contract deliverables
- DOMA's Quality Management System (QMS) is ISO 9001:2015 registered, ensuring the highest levels of quality in software development and the secure processing of documents and digital data
- DX Software Platform is configurable to meet unique contract requirements
- A long-term foundation of knowledgeable business process operations and conversion staff
- Meeting and exceeding Federal-level compliance regulations

## A Secure Chain of Custody

DOMA's 30,000 sq. ft. corporate facility includes a segregated and secure shipping/receiving, warehouse, document conversion, and software development areas. Our facility is closely monitored, and controlled access areas are protected by approved physical access devices, lock and key, 24x7 security monitoring, and alarms. Our transport vehicles utilize tamper evident controls whereby all records are packaged in tamper evident containers that conceal the nature of the records during transfer to and from our facility and vehicles are never left unattended.





## Proven Performance Extracting Data from Diverse Sources

DOMA is uniquely qualified with CDIA+ certified staff and proven experience in handling small to large conversion requirements. We currently have contracts for comprehensive document management solutions exceeding tens of millions of dollars. DOMA offers services to digitize standard paper records of nearly any size or condition including standard bond paper records to bound, fragile historical records, and large-format engineering drawings or blueprints. Transparency digitization, such as microfilm/fiche, aperture cards, film and slides is also offered. We have the equipment and technical knowledge to accurately convert records to full color, shades of gray, or black and white images in both high and low resolution.

*Overall, we have digitized roughly:*

- 700 million digital images processed
- 2.10 billion meta data elements
- 2 million+ ongoing monthly electronic transfers

***For the past 20 years, we have provided data and document conversion services and real time electronic access for 150+ customers, past and present.***

## SCALABLE & COMMITTED RESOURCES

DOMA has developed a cross-training program that allows us to matrix other DOMA resources in support of specific projects for short durations or to meet surge requirements. Based on the business requirement and delivery schedule, we can easily add full-time, part-time or temporary resources to support specific task and/or projects.

### 1. Chain of Custody, Receiving, Categorization, & Warehousing



Inbound Receipt of Content



Electronic Manifest



Inventory Barcoding



Warehoused

### 2. Document Preparation, Scanning, Key Entry, & Quality Control



Document Preparation



Scanning & Key Entry



Quality Control Check

### 3. Cloud Access, Reporting, & Final Hard Copy Delivery



Real-time Electronic Access



Volume & Status Reporting



Hard Copy Return, Storage, or Shredding



Customer Acceptance

# THE DOMA DIFFERENCE

## Digital Transformation



DOMA's digital services leverage our years of experience to provide insight into industry standards that support your digital transformation journey through the development of records management, information governance, and workflow requirements.

## Intelligent Automation



Advanced optical character recognition (OCR), barcode processing, and electronic forms capture are just a few of the ways that DOMA leverages the latest technology to make data capture more cost-effective and efficient.

## The DOMA Experience



We created the DX platform with ease of use, scalability, and customized functionality in mind. It can be rapidly deployed and seamlessly integrated into current workflows.

- SaaS Platform Powered by AWS
- Content Ingest From All Digital & Physical Sources
- Barcode & Optical Character Recognition
- Transaction-Based Pricing Model
- Unlimited Users
- Electronic Forms Capture
- Auto Document Classification
- Outlook Plugin
- REST API Integration
- Secure Fax Receiving/Sending

## Cloud Leader in Compliance & Security

Our team is constantly in risk assessment mode to mitigate risks from data breaches, data loss, account hijacking, insecure APIs, denial of service, and malicious insiders. We are vigilant in our safeguarding of Personally Identifiable Information (PII) and Protected Health Information (PHI) and DOMA's electronic security meets NIST, HIPAA, SAS70, DoD, and Federal guidelines.



Learn More About Our Digital Services At:

[DOMAonline.com/DigitalServices](https://DOMAonline.com/DigitalServices)