



Business Outsourcing Solutions For Your Unique Organization

**Your Business
Just Got Better**

Integra Global Solutions Corp
www.globalintegra.com

Services with a single goal - Your Success

Operating a successful business is not easy. In order to succeed you have manage to the people and the systems in addition to delivering your product or service. We offer a range of services and solutions that support your unique business goals. Our solutions help eliminate some of your business problems so that you can focus on your core business and grow.



Your Benefits

Reduce Your Cost: Lower your operational cost by a min of 40%

Increase Revenues: Focus on your core and more profitable business. We manage your repeatable, less client centric tasks

Increase Competitiveness: Leverage time differences between your office and ours to build a 24 hour operation and provide quick response to your clients

Increase Client Base: Tap into our experience to reduce your overhead and focus on your core to increase your client base quickly

Improve Productivity: Focus your business resources on generating more revenue

Quality: Our well qualified and trained professionals not only provide quality services but also suggestions to improve processes and enhance your business

Reduce fixed cost: Reduce your fixed cost and replace it by a variable cost

Scalability: Ramp up quickly to meet your business growth without investment. Reduce associated training and operational expenses by using our services

Business Solutions

- ◆ Document Management
- ◆ Accounting Bookkeeping
- ◆ Medical Transcription & Billing
- ◆ Data Capture and Processing
- ◆ Search Engine Optimization
- ◆ Financial Analysis
- ◆ Remote Staff
- ◆ Claims Processing

Technology Solutions

- ◆ Web Design and Development
- ◆ E-business solutions
- ◆ Customer Relationship Management
- ◆ Software Programming
- ◆ System Integration

Our Services

Accounting Bookkeeping

Our comprehensive bookkeeping outsourcing service include:

- ◆ Write ups
- ◆ General ledger maintenance
- ◆ Cash flow maintenance
- ◆ Records data entry
- ◆ Bank reconciliation
- ◆ Payroll
- ◆ Invoicing
- ◆ Accounts Receivables and Payables
- ◆ Reports and Analysis
- ◆ Inventory Accounting



Our goal is to provide you with the most recent and accurate financial information so that you can focus on your business activities. Our bookkeeping staff works only with you to prepare custom reports, processes and schedules to meet the daily challenges of operating your business.

Some of Your Benefits

- ◆ Decrease your staffing costs by a minimum of 40%
- ◆ Expand your clientele without additional investment
- ◆ Eliminate recruiting and retaining bookkeeping staff
- ◆ Reduce temporary bookkeeping staff for seasonal work
- ◆ Utilize the time difference to provide quicker response your customers
- ◆ Create a paperless office environment
- ◆ Replace fixed bookkeeping personnel overhead cost with a reduced variable cost.
- ◆ Enjoy savings in benefit costs, office space, reduced training and recruitment costs

Our Difference

- ◆ Domestic offices (US and UK) enables to quickly set up the book keeping process and ensure a smooth transition
- ◆ Free trial period to check if our outsourced bookkeeping option works for you (Absolutely no-obligation)
- ◆ Typically a 12 hour turnaround time.

Ask for no-obligation free trial period

Our Services

Medical Transcription

We provide medical transcription services to physicians, clinics and hospitals. Our accurate and reliable transcriptions are provided to you at cost effective prices.

Your Benefits

- ◆ Lower transcription costs
- ◆ High quality transcriptions with quick turnaround
- ◆ Easy process and interfaces to use
- ◆ Billing based on actual work produced
- ◆ 24 hour access to transcriptions
- ◆ Easy web based administration and reports

Flexible Solutions for Physicians

- ◆ Multiple dictation options, toll free or recorder
- ◆ Secure Internet access for transcription downloading and uploading
- ◆ Easy to use Web interfaces for access to transcriptions

Reduced Workload for Administrators

- ◆ Increased staff productivity
- ◆ Secure 128 bit encrypted Internet access for uploading voice files
- ◆ Easy to use interface to download completed transcriptions
- ◆ Dictation status available in real time
- ◆ Get detailed reports for billing and audit

HIPAA Compliant Environment

- ◆ Administrative protocols and restrictions established and monitored
- ◆ Physical security of transcription work areas
- ◆ Data security is maintained by secure IT infrastructure

Quality Assurance

- ◆ Experienced transcription staff who constantly train on the ever changing medical lexicon
- ◆ Management who has committed to providing quality service



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Client Testimonial:
"Quick turnaround time, great service, good savings". Physician, MI

Our Services

Web and IT Services

With years of experience in the industry we are aware of the problems you face with when making an important decision like choosing to place/enhance your presence online. Our comprehensive list of services provide you with a one stop solution for your Web needs.

List of Web Design services

- ◆ Web Site Design
- ◆ Logos and Graphics
- ◆ E-Commerce and Database
- ◆ Multimedia and Flash
- ◆ Database
- ◆ Web Hosting
- ◆ Web site Submission
- ◆ Web Hosting
- ◆ Web Site Submission
- ◆ Search Engine Optimization



Web products and IT services

- ◆ Online document management system
- ◆ Content Management System
- ◆ CRM and sales force automation
- ◆ Custom programming

Document Management

Eliminate your paperwork and make it easy for you to search for the necessary papers. Our document management solution provides this capability online so that you can retrieve and share this information with company employees or with clients.

Content Management

Utilize our powerful content management solution to manage your online content without any html knowledge. Allow multiple users from your organization to manage content on your site.

CRM and Sales Force Automation

Our CRM suite is built on top of Microsoft CRM to bring its powerful features to manage your clients.

Custom Programming

Our programmers can develop custom solutions for your online and desktop applications. Whether it is a simple or a complex application our programmers can deliver the solutions you require on time within budget.

Our Services

Data Entry

We process documents that are handwritten or printed. Projects can be one time or continuous. All your projects receive the same attention you deserve.

Brief list of data entry projects we handle

- ◆ Forms
- ◆ Registrations
- ◆ Surveys
- ◆ Books
- ◆ Payments
- ◆ Legal Documents
- ◆ Employee information
- ◆ Mailing Lists
- ◆ Subscriptions
- ◆ Applications
- ◆ Invoices
- ◆ Mortgage papers
- ◆ Transportation Waybill
- ◆ Coupons

Languages we do data entry

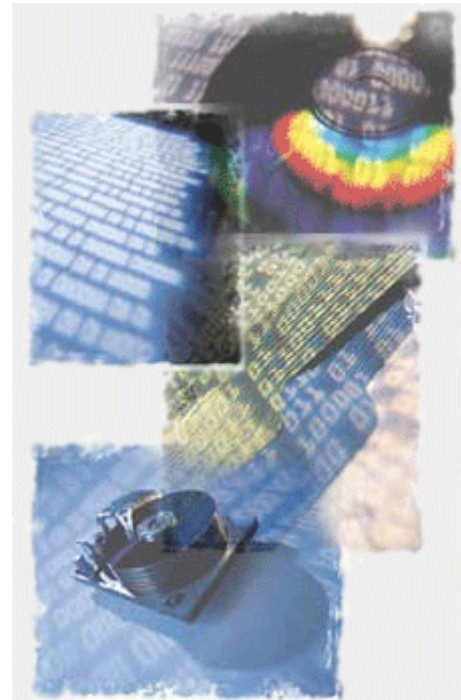
- ◆ English
- ◆ Spanish
- ◆ German
- ◆ Other European Languages

Data is delivered to you in the following formats

- ◆ Database Format
- ◆ MS-Excel (.xls)
- ◆ MS-Word (.doc)
- ◆ Adobe Acrobat (.pdf)
- ◆ MS-Access (.mdb)
- ◆ HTML (.htm)
- ◆ ASCII
- ◆ Binary
- ◆ Other formats specified by clients

A sample of industries we have done projects for

- ◆ Healthcare
- ◆ Finance and Insurance
- ◆ Marketing
- ◆ Manufacturing
- ◆ Retail
- ◆ Publication and Education
- ◆ Non-profit
- ◆ Legal
- ◆ Transportation
- ◆ Accounting



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Our Services

Medical Billing

We are dedicated to improving your reimbursement through accurate electronic processing. We adhere strictly to HIPAA regulations and handle sensitive client and patient information with utmost confidentiality.

Billing tasks performed by us

- ◆ Demographic entry
- ◆ Claim submission and charge entry
- ◆ Cash application
- ◆ Secondary carrier billing
- ◆ Patient Billing
- ◆ Insurance claim follow up phone calls
- ◆ Maintain patient demography
- ◆ Analysis and report generation

Our service level guarantees

- ◆ High quality with close to 100 % accuracy
- ◆ Increased operational efficiency with 24/7 service
- ◆ Quick turnaround time – 1 to 2 days
- ◆ Guaranteed payroll savings ranging from 40% to 50%
- ◆ Increased revenues through improved collection process



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Our Services

Financial Analysis

- ◆ Analyze company filings
- ◆ Financial ratios analysis and reporting

Claims Processing

- ◆ Analyze company filings
- ◆ Compile Financial ratios
- ◆ Reporting

Remote staff

We can hire staff based on your custom requirements. They will train on your processes and complete your Projects. It is having a virtual staff in a remote location that completes your projects on time and well within your budget.

- ◆ Highly educated staff
- ◆ Quick learning curve
- ◆ Reduces your cost by 50%



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A partnership that delivers continuous value

Experience our Difference

We listen to you, adapt our services to fit your unique needs and excel in creating continuous value for your organization.

Our Value Proposition—Deliver continuous business value

- Lower costs and improved process
- Deliver value with every encounter
- Provide services with commitment and integrity
- Accelerated time to sustained profits
- Guaranteed service levels with high customer satisfaction
- Use process and technology to advantage
- Reliable and secure infrastructure
- Flexible, scalable and adaptable services

Security of your information:

Confidentiality of your information is extremely important to us. Our security standards adhere to the Federal Reserve and HIPAA standards. All data resides at a secure server location in the USA. File transfers between our branch are done through a secure site. Every employee is bound by confidentiality and non-disclosure agreements. Besides, our employees do not have access to printers, floppy disks, CDs, e-mail or internet access at our service facility.



Client Testimonials

“The staff are very professional and I get quality results. I have saved more than 50% of my costs”.

Book Publisher – VA, USA

“Great job, fantastic savings, high quality, highly recommend to others”.

Fine Art Products Retailer – NY, USA

The Team:

Integra Global Solutions Corp is an outsourcing solutions provider with a focus on providing value to our clients on a consistent basis. We work with our you to reduce operational costs, increase your profits and to improve business service levels using a combination of world class services and technology.

Our committed staff executes your processes to perfection and tries to exceed the service levels continuously. Senior management is has very strong experience in combining business processes and technology to provide you with consistent value.

Our service staff is experienced in the areas they work at. This helps reduce your training time and to ramp up your services quickly without additional burden. A combination of talented professionals and industry experts ensure effective and efficient delivery of solutions to clients worldwide.

Our service teams are led by professionals with significant experience in managing operations in our clients industry, supported by well educated, motivated and innovative process executives. Quality Assurance managers ensure security compliance. Our firm commitment to training with a focus on client satisfaction ensures that our people are equipped with the skills and capabilities required to manage your transaction-intensive processes.



Integra Global Solutions

For more information on how our services can positively impact your business, contact us at

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