

5 Key Points: How to Grow with DPO

(Document Process Outsourcing)



1.) IDENTIFY

Identify business opportunities where DPO will benefit in both labor and physical costs - include mailroom, archive, and LOB possibilities.

2.) CALCULATE

Calculate all related value areas like labor, physical plant, overhead to maintain the facility, etc.



3.) DOCUMENT

Document your regulatory requirements and match these to the DPO provider of choice.

4.) STANDARDIZE

Standardize and automate your processes whenever and wherever possible.



5.) ESTABLISH

Establish goals and metrics related to DPO to ensure service levels are being met



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