

The End of Total Paper

Matthew Bishop

1. Paper
 - a. History

 - b. Usage

2. Definition
 - a. Paperless

 - b. Paperless Office

3. Necessity of paper – video

4. How paperless do you have to be to be “paperless”?

5. Paper Generation

6. Disposal of paper containing NPI

7. Paperless options
 - a. Faxing

 - b. Printing

- c. Software – Expectations
 - i. Security – Pillar 1

 - ii. Growth

 - iii. Flexible - Pillar 7

- 8. Reasons to go paperless
 - a. Reporting in real time – Pillars 4 & 5

 - b. Reducing physical storage

 - c. Securing NPI – Pillar 3

 - d. Saving Money

 - e. Saving Time

- 9. Implementing a paperless environment

- 10. Handling obstacle to a paperless environment