

Learn How Galactica Works

A Simple, Secure Path from Paper to One Unified Record



Galactica Document Archiving Repository is designed to fit naturally into healthcare operations capturing documents at the point of origin, applying intelligent indexing, and making information securely available across departments.

Below is a high-level view of how Galactica works from intake to access.

1 Documents Are Captured Where Work Happens

Galactica supports centralized or department-based scanning, allowing documents to be captured as part of existing workflows without forcing teams to change how they work.

Documents may originate from:

- HIM scanning operations
- Finance and Revenue Cycle teams
- Admissions and Business Office
- HR and Medical Staff offices
- Accounts Payable and Materials Management

Both paper and electronic documents can be archived into Galactica.

Result: Documents are captured once at the source.

2 OCR Converts Documents into Searchable Records

Once documents are captured, Galactica applies OCR (Optical Character Recognition) to extract text and key identifiers.

OCR enables:

- Searchable document content
- Faster retrieval across large volumes
- Reduced reliance on manual indexing
- Improved consistency and accuracy

OCR can be applied to:

- Financial documents (EOBs, invoices, remittances)
- Administrative documents
- Patient and clinical documentation

Result: Documents are not just stored they become usable data.

DESIGNED FOR HEALTHCARE NOT JUST DOCUMENT STORAGE

Galactica is purpose-built for healthcare environments, supporting:


- ✓ Multi-department operations
- ✓ High-volume scanning
- ✓ Regulatory compliance
- ✓ Long-term scalability

It works across departments, not in isolation, helping organizations reduce complexity while improving access, accuracy, and control.

WHY ORGANIZATIONS CHOOSE GALACTICA

- ✓ One unified document repository
- ✓ OCR-enabled enterprise search
- ✓ Multi-department support
- ✓ Secure, compliant, and auditable
- ✓ Built for healthcare workflows

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3 Intelligent Indexing & Standardization

Galactica applies standardized indexing rules while still allowing department specific requirements.

Indexing may include:

- Patient identifiers
- Account or encounter numbers
- Document type
- Department or source system
- Barcode Reading

This approach ensures:

- Consistent enterprise governance
- Departmental flexibility
- Reduced duplicate scanning
- Reliable downstream access

Result: One governed structure used across the organization.

5 Access Documents When and Where They're Needed

Authorized users can access archived documents quickly and securely without searching multiple systems or requesting records from other departments.

Benefits include:



- Faster response to audits and requests
- Improved staff efficiency
- Reduced re-scanning and document loss
- Consistent access across clinical, financial, and administrative teams

Result: Documents are not just stored they become usable data.

4 Secure Archiving in One Enterprise Repository

All documents are stored in one secure, centralized repository, eliminating silos across departments and systems.

Galactica supports:

- One patient record
- One financial record
- One operational record

Security and governance features include:

- Role-based access controls
- Audit tracking of access and activity
- Standardized retention policies
- HIPAA-aligned storage and controls

Result: A single source of truth with enterprise security.

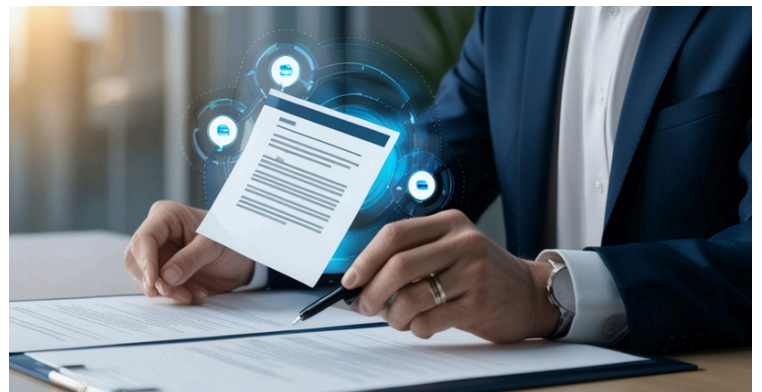
READY TO SEE GALACTICA IN ACTION?

Galactica Document Archiving Repository is more than storage—it's the foundation for enterprise document continuity.

[Request a Demo](#)



[Talk to a Galactica Expert](#)



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