

## NEW HIPAA AND FERPA-COMPLIANT DOCUMENT SCANNING SUPPLIER – SPECTRUM INFORMATION SERVICES



Procurement Services is happy to announce that Spectrum Information Services (“Spectrum”) has agreed to a campus wide agreement with UCI to perform, among others, Document Scanning and imaging.

Spectrum’s agreement with the campus covers handling of Protected Health Information (“PHI”) and Personally Identifiable Information (“PII” such as student records).

### To initiate services:

1. Contact Spectrum at 866.485.7226 to receive a quote (there are NO SETUP FEES!).
2. If the cost in the quote is acceptable, create a KFS Requisition (vendor # 26745-0) and process through your departmental workflow.
3. Review, sign, and forward statement of work to [contracts@uci.edu](mailto:contracts@uci.edu).

If you have additional questions, send an email to [hung.pham@uci.edu](mailto:hung.pham@uci.edu) and/or [contracts@uci.edu](mailto:contracts@uci.edu)