مستشفى الملك فيصل التخصصي ومركز الأبحاث
King Faisal Specialist Hospital & Research Centre
Gen. Org. — مؤسسة عامة

Strategic Priority: SP1- Medical, Research, Academic Research

Project Name
Digitizing (Digitalization) and standardizing MCA Physician files

Site	Department
Riyadh	MCA

Project Status	Project Start Date	Project End Date
Completed	02-22-2018	11-30-2018

Problem: Why the project was needed?

Unmaintained physician files that are kept in MCA filling, need to be standardized and digitalized to meet the accreditation requirement. More than 1200 physicians' files found unmaintained. Therefore, this project was selected to decrease the number of not maintained physicians' files.

Aims: What will the project achieve?

To decrease the number of not maintained physician file from baseline of 1200 files to 800 files (targeting 70%) by the end of October 2018.

Benefits/Impact: What is the improvement outcome?
(check all that apply)

☐ Contained or reduced costs
☐ Improved productivity
☒ Improved work process
☐ Improved cycle time
☐ Increased customer satisfaction
☒ Other (please explain)
   Accreditation requirements

Quality Domain: Which of the domains of healthcare quality does this project support?
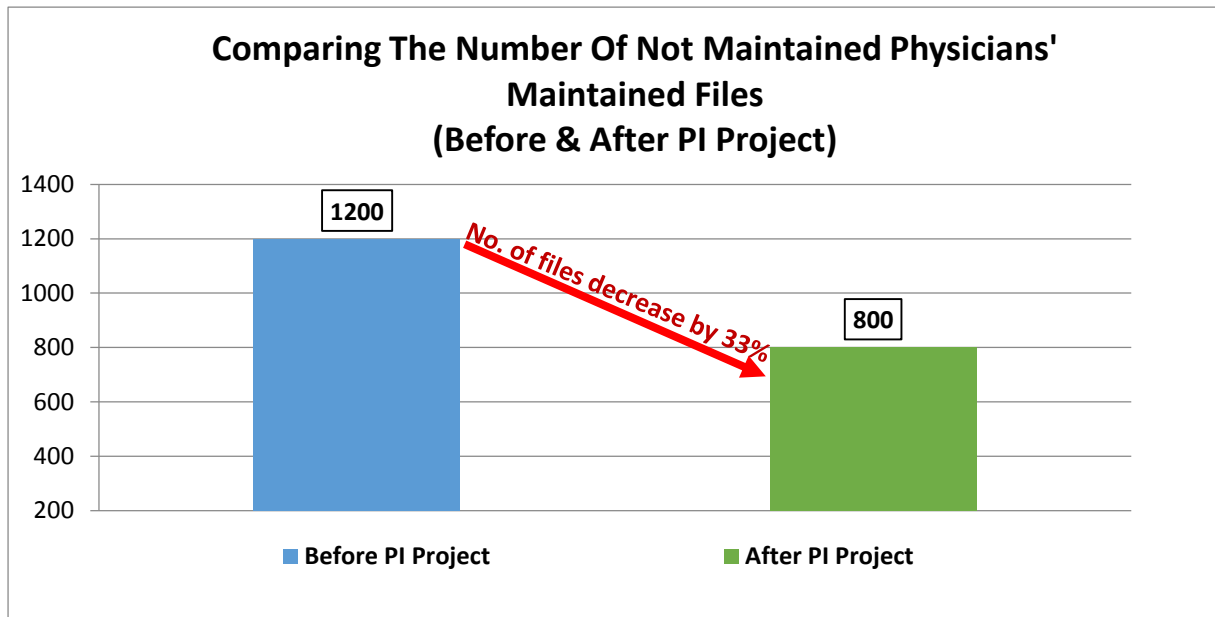*(Select only one)*
Efficient

Measures: Performance metrics to be evaluated	Targets: Expected outcomes
Total number of not maintained files	800 files

Interventions: Overview of key steps/work completed

- Review all physicians' files in MCA.
- Standardize the contents with accreditation /privileges documents & discards other documents duplicated in personal file area.
- Remove the terminated physician's files.
- Scan the terminated physician files electronically.
- Submit a request for Environmental Services Disposal (shredding).

Results: Insert relevant graphs and charts to illustrate improvement pre and post project
(Insert relevant graphs, data, charts, etc.)

- ➢ The total number of onboard physician files is 800 out of 1200+.
- ➢ Around 10 filing cabinets were in used which reduced to total of 6 cabinets.

**Comparing The Number Of Not Maintained Physicians' Maintained Files
(Before & After PI Project)**

Project Lead	Team Members
Name *(person accountable for project)* Jasmin Jawdat	**Names** *(persons involved in project)* Candice Olinyk Abdullaziz Areeshi Editha Estrada Aurora Gutierrez Maria Velasco Jesbyl Pangan Manhal Al Qurashi