



Project Name

Forms Management Improvement Project – Phase I

Site

Riyadh

Department

Performance and Management Development

Project Status

Completed

Project Start Date

01-15-2017

Project End Date

09-30-2017

Problem: Why the project was needed?

Historically, Hospital database contains a lot of outdated forms that have been used across the Hospital in different transactions. In addition, Management Development noticed that many departments are using unofficial forms in their transactions which has legal implications. Therefore, this project was selected to update and remove outdated Forms from the database on portal as well as approving and validating unofficial Forms used by departments

Aims: What will the project achieve?

To categorize and triage 2549 Forms distributed to all hospital departments into Active, Inactive, Unofficial and to upload at least 50% of the Active Forms before the end of September 2017.

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)
Click or tap here to enter text.

Quality Domain: Which of the domains of healthcare quality does this project support?

(Select only one)

Efficient

Measures: Performance metrics to be evaluated

1. Triage of 2350 Forms
2. Active Form Upload (%)

Targets: Expected outcomes

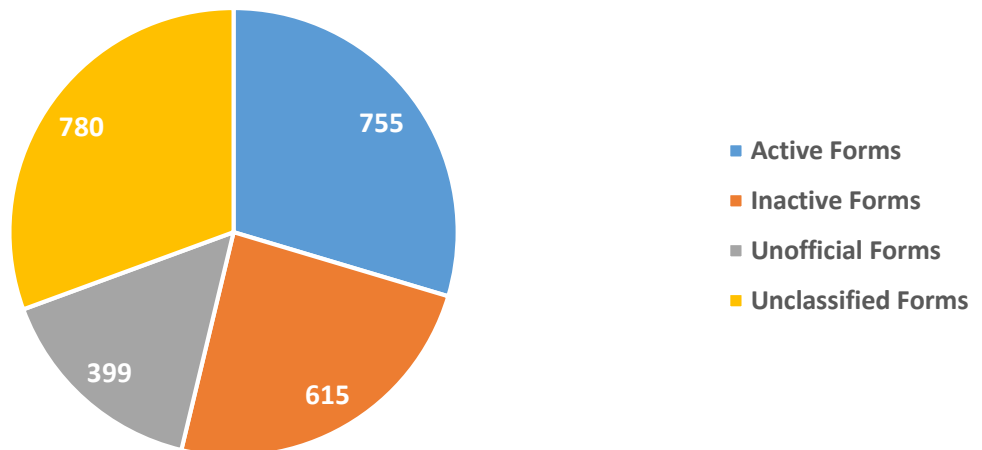
1. 100% completion
2. At least 50%

Interventions: Overview of key steps/work completed

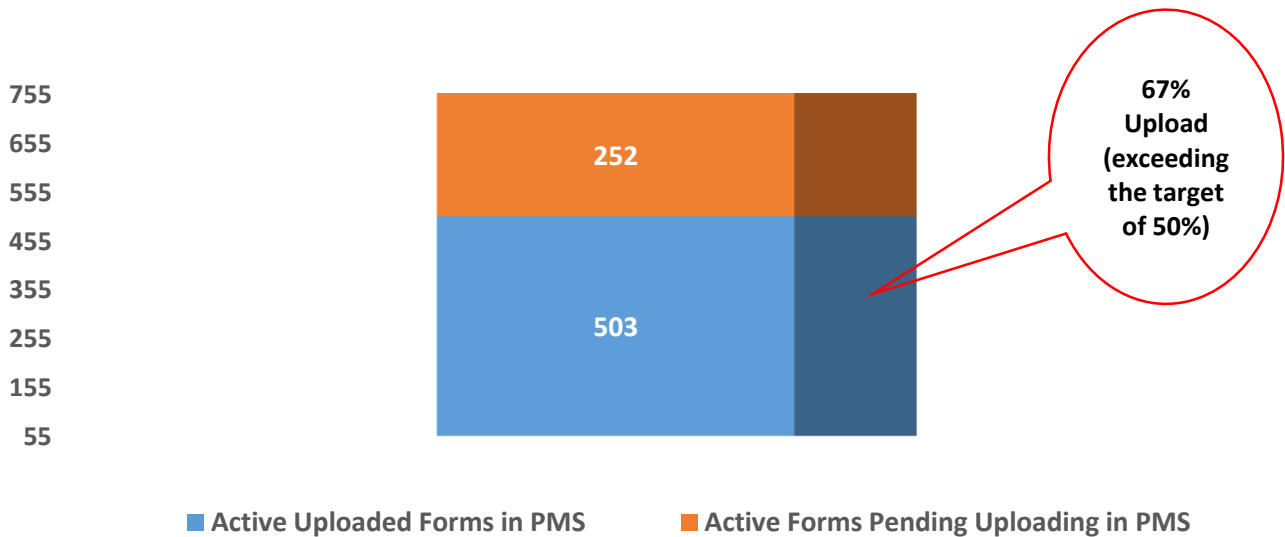
- Publication of Forms Management APP, which will simplify and control requesting and utilizing the Hospital forms effectively.
- Uploading 503 active forms (out of 2,549) through Policy Management System.
- Enhancing the awareness of having an approved Hospital forms which will protect the Hospital, employees, and patients from any legal implications.

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

Classification of 2549 Forms distributed to Hospital Departments as of September 2017



Uploaded Forms In PMS as of September 2017



Project Lead

Name

(person accountable for project)

Abdulaziz Alshegri

Team Members

Names

(persons involved in project)

Mark Giulieri
 Layla Alfantoukh
 Danah Alkadhib
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 Abeer Almutiri