



Project Name

Remodeling The Filing Process, In Financial Services Division.

Site

Jeddah

Department

Financial Service

Project Status

Completed

Project Start Date

03-01-2018

Project End Date

12-31-2018

Problem: Why the project was needed?

The basement filing room is located in the West Building basement floor next to Parking Area. It contains cartoon of files since KFSHRC-J transferred their Admin office to Hamad Center (West Office Building).The basement was not tidy ,and the documents were not organized which made finding it difficult to retrieve any document.

Aims: What will the project achieve?

1. To establishing and maintaining Financial records and be able to retrieve it easily.
2. Expandability and flexibility to meet the needs of the office.
3. Standard procedures for disposal of obsolete records.
4. Protection of vital records.
5. Compliance with legal and audit retention requirements.

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

Interventions: Overview of key steps/work completed

- We sorted the area and identified the types of records located in the boxes.
- Set boxes in order to be able to review the document inside cartoons.
- Separated Original documents from copies.
- Relocated important record in the shelves.
- Sorted disposable documents inside boxes and categorize them to be sent for disposal which we have to obtain certain approvals to proceed with.
- Implemented a new system to maintain the improvement.

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



Project Lead**Name**

(person accountable for project)

Amal Qurban

Team Members**Names**

(persons involved in project)

Nour Al-Attas (QM Facilitator)

Mutaz Alghamdi

Abdulrahman Al-Amoudi

Aseeel Alfelebani

Rakan Alharbi

Haytham Alharthi