



Project Name

Transformation Project (budget level).

Site

Jeddah

Department

Financial Service

Project Status

Completed

Project Start Date

04-17-2018

Project End Date

10-31-2018

Problem: Why the project was needed?

1. We have one budget element from ministry of finance (MOF) named (Transformation) and this element are shared between Jeddah and Riyadh.
2. Jeddah invoices payment is done from Riyadh site, that will delay the process of invoices related to transformation project more than (30days) as we need to send the invoices to Riyadh / log the invoice in Riyadh records & process the payment in Riyadh and that is not right as each site should record the expenses which belong to them for the accuracy of financial data.
3. Current process is lengthy, accuracy of financial data is not optimal.

Aims: What will the project achieve?

Increase the number of paid invoice to vendor within (30 days) from 0% to 90% by Dec 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)
Click or tap here to enter text.

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

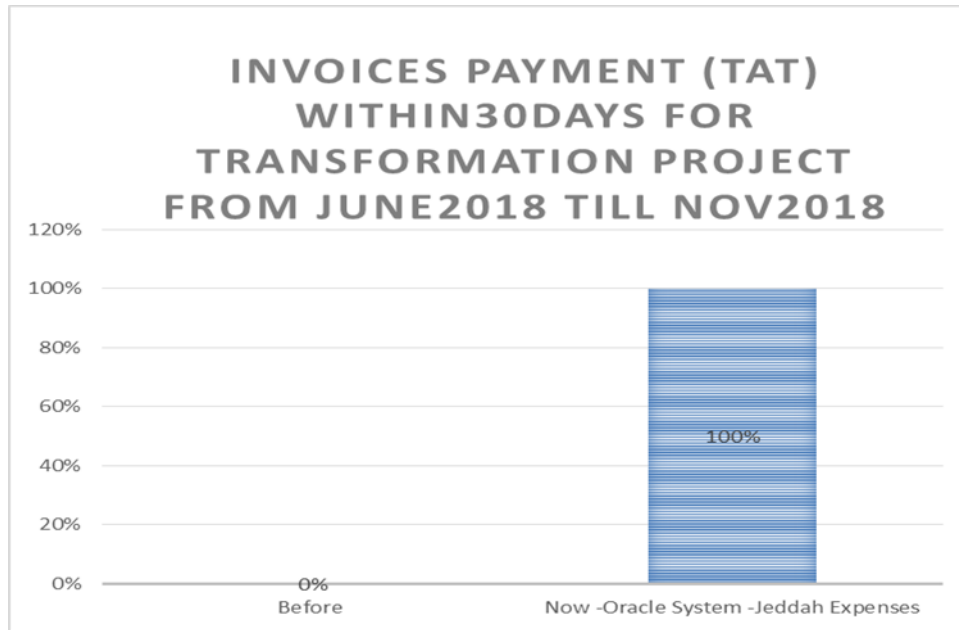
(Select only one)

Efficient

Interventions: Overview of key steps/work completed:

- Financial service develop adequate and appropriate accounting cycle for all KFSH Jeddah to process the Invoice and payment to supplier in Jeddah (no need to send anything to Riyadh).
- The budget element from MOF (Transformation) will be from Riyadh.
- The expenses should be segregated for both site as each Site should record their expense which related to them.
- The process of payment will be from Riyadh budget while the recording of expense will be from Jeddah.
- Reduce the waiting time for supplier as we received the invoice in Jeddah / process the payment in Jeddah
- Answer suppliers queries on timely manner.
- With coordinate with healthcare information technology affairs (HITA) we complete this project

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)

Ghada Abdmajeed

Team Members

Names

(persons involved in project)

Nour Al-attas (QM facilitator)

Moaz Hilal

Najlaa Al atabani

Rola AlTawail

Abdrhman Mohammed Abdrhman