



ACCESS EVOLUTION

Speed Forms Processing, Cut Costs and Improve Data Availability Hospital-Wide

Hospitals are driving towards electronic medical records (EMR), but when it comes to administrative departments, many facilities are still stuck with the financial, productivity and environmental costs associated with paper forms.

Traditionally paper-driven processes such as capital requests, employee information updates, purchase requisitions and many others across the back office and beyond are slow and inefficient. Paper forms can be lost or may sit on desks for days before they are processed, and it's difficult for management to implement best practices with an untraceable paper trail.

In addition to causing delays, paper necessitates error-prone and time-consuming data entry into ERP and other business systems and forms may be unreadable when duplicated or faxed. Then there are potential compliance issues, as it is impossible to completely secure hard copies.

Access's Evolution e-forms solution, part of the industry-leading Enterprise Forms Management (EFM) suite, is helping hospitals overcome these issues. Evolution quickly captures, verifies, approves and integrates data used in enterprise processes with the critical systems used to run hospitals worldwide. An intuitive user interface that enables everyone from IS administrators to employees typically wary of new software, to easily take control of powerful forms management tools.

Benefits of this proven, hospital-wide solution include:

- Boost productivity and speed tasks such as capital requests, personal information and benefits changes by replacing paperwork hassles with the efficiency of electronic forms and workflow

- Seamlessly extract discreet forms data and interface it directly into your Lawson, Oracle PeopleSoft, Microsoft Dynamics or other ERP system

- Improve information sharing and portability by attaching documents and data to e-forms and send them through automated workflow, with concurrent viewing and editing from any location

- Save forms locally to avoid version control issues, complete at your convenience and then easily upload back onto the forms server

- Ensure only current forms are in use and apply best practices with electronic workflow that best reflects your business processes

- Allow external parties, such as job candidates, to fill in forms on your company website. The data is then immediately available in business systems, with alerts to prompt quick action

- Support compliance with the requirements of HIPAA, Section 508, Sarbanes-Oxley and other regulatory mandates

Add Value to your Existing Business Software Applications

Move data to and from business systems quickly and easily using forms or process logic with secure two-way integration

Utilize industry standards such as XML, SMTP, HTTP, ODBC, and SOAP to connect to your existing infrastructure

Capture, route, and archive submitted forms as records that can enter your retention cycle

Implement real-time data collection and integration with simple SQL

Manage Data and e-Forms with Ease

Administer forms publishing and processing

Establish multi-level security access

Control form access and processing by user or user group

Modify existing forms or process logic

Manage and track form versions

Configure custom integration between forms and back-end systems

Evolution in Action

Here's an example of how Access's Evolution e-forms solution simplifies the capital request process. This product can enhance dozens of other administrative processes:

An employee opens the request for capital in a browser window

She uses the "Vendor Search" button allows to select the correct vendor and this data is auto-populated on the form

The request form is completed and signed electronically

Upon submission, the dollar value is evaluated and the form is routed to the VP of finance for approval based on the amount

The VP of finance approves the request

The Capital Request is routed to the accounting office

Evolution automatically updates the relevant accounting system record/s

Access's Evolution simplifies the processing of hundreds of forms, including:

Human Resources

- Benefits enrolment
- NDA agreement
- Personal information change forms
- Payroll forms
- Performance Review
- Change of position
- HIPAA
- Job Posting
- Tuition Reimbursement
- Disciplinary Process
- I-9, W-4, W-2

Accounts Payable & Financials

- Capital request form
- Vendor and facility contracts
- Check request form
- Vendor and product master update requests

Assessment and Diagnostics

- Ambulance Pre-Treatment Information
- Anesthesia Pre-Op Evaluation
- ER Initial Trauma Assessment
- Nutritional Screening
- In-Home Nursing Evaluation

Insurance and Billing

- Beneficiary Claims Authorization
- Lifetime Benefits Authorization
- Anesthesia Charge Sheet
- ER Patient Charge Form
- Laboratory Request
- Patient Charge Card Authorization Release

Requisitions

- X-Ray Request
- Radiologic Consultation Request
- Durable Medical Equipment Order
- Bed Reservation Form
- Central Pharmacy Requisition
- Loaner Uniform Agreement