



ACCESS EFR

Manage Forms Electronically to Speed Processes, Improve Care & Cut Costs

Managing paper-based forms creates numerous headaches at your facility – financial, productivity and environmental costs, delayed patient care, and service and accessibility issues to name just a few. Relying on hard copies also limits the potential of your electronic medical records (EMR), patient safety and disaster planning initiatives.

There's a better way.

Access's e-Forms Repository (EFR) enables hundreds of hospitals like yours to efficiently design and manage a consolidated forms library. Authorized users in admissions, clinical departments, HIM and any other area can instantly access the required forms, and print them with patient data already applied.

With EFR, there's no more searching through shelves and drawers, no more affixing sticky labels and assembling folders. Just the right forms, at the right time, in the right place to deliver the best possible care and service to your patients.

With EFR, your organization can:

- Replicate and modify existing forms and create new ones using the intuitive forms design tool, and select from a library of more than 3,200 forms

- Instantly access forms from any computer terminal, and print them with patient data automatically applied

- Distribute completed forms anywhere in the hospital via print, e-mail or fax, or directly interface them to the document management/imaging system

- Ensure that only current versions that comply with HIPAA, FDA and Joint Commission standards are used and that duplicate and outdated iterations are no longer circulated

- Reduce the financial and environmental costs associated with storing, duplicating and wasting paper forms

- Boost staff productivity in admissions, clinical departments and other areas by eliminating manual, paper forms-related tasks

- Register patients and access clinical forms electronically during HIS downtime or a natural disaster

- Make changes to a single master form that can be instantly applied to forms across the facility

Enhancing the Disaster Plan at Mercy Medical Center

“Forms are revised once and as soon as that’s done they’re available to every department using EFR. There has been a huge time savings for people who manage our forms.”

Vicki Wittmer
Systems Analyst

Instead of relying on vulnerable paper documents, Mercy Medical Center in Cedar Rapids, Iowa, now manages forms in Access’s EFR, and prints them on demand from any department. If Mercy Medical was hit by a flood or other natural disaster, the forms that the facility needs to offer patients uninterrupted service would no longer be at risk. In addition, the costs and delays of replacing thousands of paper forms would be avoided.

Enabling Downtime Registration at Coffee Regional Medical Center

“EFR enabled us to register patients and make their information available on our clinical floors during the HIS conversion. It made the downtime period during the conversion more efficient than if we’d registered patients on paper.”

Pete Furlow
IT Director

At Coffee Regional Medical Center, EFR facilitates seamless, hassle-free patient registration and clinical forms access during HIS downtime. Nurses can immediately access the forms they need directly from any PC at any of the facility’s nursing stations, rather than wasting time searching for paper forms in file cabinets. More than 80 percent of the facility’s forms – including physician orders, progress notes and nurses’ notes – are now managed electronically in EFR, ensuring that current, consistent forms are being used and all required patient information is being gathered.



Facility-Wide e-Forms Management Solutions

EFR is part of Access’s industry-leading range of electronic forms management offerings, which deliver time and cost savings and complement EMR, patient safety and disaster planning initiatives at hospitals worldwide. Here are just some of the departments that Access provides solutions for:

- Patient Admissions/Registration
- HIM
- Clinical Departments
- Patient Finance/Business Office
- Emergency Department
- Physician Services
- Nursing
- Cancer Staging
- Accounts Payable
- Human Resources
- Risk Management
- Housekeeping/Environmental Services
- Dietary Department
- Payroll