



# eForms Station™

Quick Access to Electronic and Printable Documents and Forms



Member of Omtool's Healthcare Suite



## Symptoms

Nursing units and other clinical departments spend far too much time performing repetitive administrative tasks in their treatment of the patient. In many hospitals, nursing department staffs are responsible for ordering the documents they use from the materials department and collating them to form patient charts. These charts, stored in a "forms closet" on the unit, take up valuable real estate in the clinical setting and are subject to financial loss through obsolescence. Antiquated patient identification technologies, such as embossers, imprinters and labeling systems provide the primary means for proper identification of vital documents that make up the patient record. These technologies often prove to be unreliable and are very costly to purchase and maintain. Nurses and unit clerks spend valuable time manually imprinting or labeling each document in the chart and must obtain new embossed cards/labels when information changes. While the FTE costs related to imprinting/labeling documents are indeed high, the risk of failing to properly identify just one document in the patient chart represents an even greater cost to the hospital and the patient care process. All in all, the typical hospital's clinical document management and identification process is highly inefficient and in need of improvement.

## Solution: eForms Station™

The eForms Station application combines forms automation, scripted workflow, digital patient identification (with barcodes) and an electronic document library to produce an efficient clinical document management process, while at the same time helping the hospital achieve dramatic cost savings. All of the documents you need are just a click of the mouse away!

## Re-engineering The Process

Omtool begins its engagement by conducting an onsite Process Consulting & Re-engineering Workshop in the nursing departments. While other vendors concentrate on selling the tools to implement E-Forms and may define a successful project by the customer's completion of a training course, Omtool works with the customer to re-engineer the core processes to provide optimal results. Working on-site with the key nursing managers, we assess current processes and the documents that make up the patient chart, provide recommendations for change and implement the automation to improve workflow. The result is a scripted process for handling all patient types that may be admitted to the nursing unit/seen in the clinical department. The best part is the workflow changes are transparent to the end user, delivered in a turnkey fashion and the hospital begins realizing their return on investment in as little as 8 weeks.



## Documents and Workflow

Documents are automatically generated from a laser printer, as a by-product of the admission event, and are based on unique, pre-defined “workflow scripts”. Workflow scripts are generated by the print job received from the hospital’s host system and do not require any manual intervention by staff. Selection of the proper media, routing information, quantity and sequence of documents are all built into the script and handled automatically by the Omtool server. Staff have the ability to select individual documents or form sets from an on-demand “electronic document library”, when replenishments of forms contained in the scripts are required. All documents are barcoded with the patient account number, medical record number and form ID. The document contains a “digital plate print” of the patient’s identification information, eliminating the need to manually imprint forms and ensuring each document is properly identified before it is filed in the medical record. Documents may be printed on multiple media types and in multiple languages. Plain paper (letter and legal), carbonless (NCR), card stock, wristbands, labels and combination label/wristband media are all fully supported in the laser environment and often from a single printer.

The screenshot shows a software window titled "File Tools Admin Help". It contains several sections:

- Demographic Data:**
  - Account No: 179201123
  - Patient Name: George, Catherine
  - Name: Geoffrey Kieres
  - Service: HIN
  - Room: 103A
  - Adm Date: 07/19/01
  - Buttons: LockUp, Done
- Quick Print:**
  - Buttons: Facsheet, ED Label, Pod Label
- Select Forms to be Printed:**
  - Show Forms By: [Dropdown]
  - By Form Name: [Text Field]
- Available Forms Table:**

Form #	Description	Dept
613	Consent Form	ER
548	ER Registration	ER
694	Medication Adm...	ER
587	CP Facsheet	ER
- Selected Forms Table:**

Form #	Description	Dept
613	Consent Form	ER
548	ER Registration	ER
694	Medication Adm...	ER
587	CP Facsheet	ER
- Buttons:** Add >>, << Remove, Add All >>, << Remove All, Change Printer, Print
- Status Bar:** User: bdonahue | Printer: 192.168.8.93 0180 | 1:10 PM 5/17/2002



## Outcome: eForms Station

- Elimination of pre-printed documents results in form expense reduction of up to 40%
- Nursing can spend more of their time providing direct patient care, rather than on document collation and imprinting
- Identification and patient safety are enhanced
- Easy to use interface makes training unnecessary

## Omtool Healthcare Suite

- ADT eForms™ Production System
- eForms Station™ Electronic Forms Library
- Image-In™ Point of Service Image Capture System
- Image-In™ Business Document Capture and Archive System
- Image-In™ Clinical Back Office Scanning
- Image-In™ Queue Document Processing
- AccuRoute® Document Handling Platform
- ObjectArchive™ Electronic Archive

## About Omtool, Ltd.

Omtool, Ltd. is a leading provider of document handling solutions that simplify the integration of paper and electronic documents in enterprise information management systems. Our flagship product family, AccuRoute, streamlines the capture, conversion, communication, and archive of paper and electronic documents, enabling fast, secure, simultaneous distribution to multiple destinations in multiple formats. AccuRoute products deliver faster, more efficient workflows, while reducing cost, complexity and risk. Omtool solutions are used worldwide by businesses in document-intensive industries that demand secure handling, integration and tracking of documents in full compliance with a range of regulatory requirements. Based in Andover, Massachusetts with offices in the United Kingdom, Omtool can be contacted at 1-800-886-7845 or [www.omtool.com](http://www.omtool.com).



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