

# FORMFAST FOR HUMAN RESOURCES

## IMPROVING HUMAN RESOURCE PRODUCTIVITY

As healthcare shifts from a volume-based delivery model to a value-based system, the need for greater efficiency and quality has increased. Therefore, improving operational excellence has become a priority. This is especially true for healthcare human resources.

HR leaders are seeking ways to empower hospital staff to more effectively manage tasks, educate team members about the organization's objectives and create an environment that fosters positive workforce engagement.

FormFast gives hospitals the tools they need to more effectively manage administrative work, monitor the completion of tasks, quickly respond to requests and notify staff of policy changes.

Both clinical and HR personnel value FormFast's ability to streamline communication across the enterprise. FormFast enables HR processes, such as onboarding, offboarding, credentialing, employee recognition, employee status changes and more, to be completed and tracked electronically. The result is a more efficient HR department and a more productive, engaged staff. FormFast's integrated Admission Packet Automation solution allows hospitals to produce patient-specific documentation, wristbands and labels automatically during the registration process.

FormFast eForms are dynamically grouped, barcoded and imprinted for archival. They are then printed based on logic triggered by patient demographics collected from the HIS system.

## STREAMLINING HUMAN RESOURCE PROCESSES

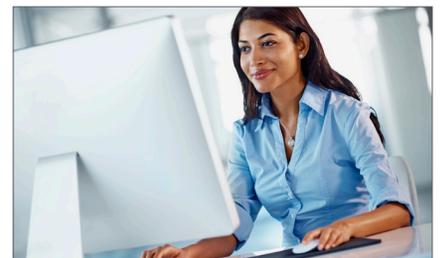
Eliminating paper forms is the first step to higher performance. Equally important is automating resource-intensive processes that guide electronic administration of HR activities.

FormFast converts hospital HR paper-laden processes into electronic workflow. This improves productivity by eliminating errors associated with paper forms, saving time and improving quality.

Exclusively serving hospitals since 1992, FormFast understands healthcare's unique HR needs and helps you define processes, access data and drive your rules-based procedures.

## Solution Benefits

- Reduces redundant processing to save staff time
- Increases accuracy of records and eliminates extra work
- Improves productivity and speeds turnaround time to expedite processing
- Decreases risk through efficient documentation
- Enables reporting to identify improvement opportunities
- Ends paper storage and supply needs to free storage space and save costs
- Reinforces policies with workflow rules to enforce compliance



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**Onboarding**

Applying FormFast's Enterprise Workflow technology to the new hire process helps achieve compliance while simplifying tasks and enforcing related policies.

**Credentialing**

FormFast's Enterprise Workflow enables every department involved with the Physician and Staff Credentialing process to use online forms that circulate to the appropriate personnel for data gathering, review and approval.



**Policy and Procedure Management**

FormFast's workflow engine automates the process of adding and updating documents as well as notifying the staff that will implement the new policies and procedures.

**Employee Change of Status**

FormFast not only automates employee status changes, it adds accountability, reporting and tracking to the critical process that was once an untamed mess of paper files, phone calls and emails.



**Human Resources Inquiry**

Submit paperless inquiries to the human resources department instantly from anywhere in the organization. Easily track the progress of HR inquiries with the online, electronic system.

**Payroll Adjustment**

FormFast gives hospital staff easy, one-click access to the Payroll Adjustment form from anywhere inside the hospital. This enables the adjustment to be requested quickly and will then activate the approval process.

**Employee Recognition and Coaching**

Collect employee recognition submissions electronically and track scheduled coaching activities. Keep your staff motivated and engaged by collecting valuable feedback via the online workflow tool.

**Employee Evaluations**

FormFast automates the process of annual employee evaluations and helps gather data required for staff planning and budgeting.



**Offboarding**

Streamline offboarding processes, ensuring compliance and security, and delivering necessary documents to offboarded employees in a timely fashion.

