



# OnBase

a Hyland Software solution

## OnBase Integration for FormFast®

Healthcare organizations can have upwards of a thousand forms in use. These forms are often difficult and expensive to control, process and maintain. Combining the power of OnBase document management and workflow with FormFast, the healthcare industry leader in electronic forms (e-forms) automation, eases the management of forms from creation to deletion.

### CONTROL FORMS STARTING AT ADMISSION THROUGH CLINICAL DOCUMENTATION AND DISCHARGE

With the OnBase Integration for FormFast, healthcare organizations can redesign and replace forms that are no longer meeting current needs while converting or importing ones that are still relevant and accurate into FormFast. In patient access, forms completed during registration, such as consent, privacy and Medicare forms, can be either completed electronically or printed out for patients to complete before admission. At nursing stations, all chart forms can be printed on demand to populate the patient chart, while physicians can generate pre- and post-operative and discharge orders.

All the printed forms are bar coded with the type of form and patient information so that they will be automatically indexed as they enter back into the system. These completed forms can be immediately scanned back in at scanning stations, or they can be collected and centrally scanned in health information management (HIM) departments.

Once scanned, they are stored in OnBase where they can be maintained without taking up valuable floor space, sent through processes with automated workflows and retained for appropriate periods of time. Authorized users retrieve documents as they are needed, ensuring the forms are accessible, yet safe and HIPAA and JCAHO compliant.

### AUTOMATE BUSINESS PROCESSES

In administrative and business offices, the OnBase Integration for FormFast facilitates more efficient and transparent processes. Paper documents, which can be misplaced, stalled or lost, slow the completion of work, hinder timely revenue recognition and impact patient and employee satisfaction. With the OnBase Integration for FormFast, information is completed electronically and kicks off paperless workflows, eliminating the delays associated with paper-based processes.

Forms and associated documents are archived into OnBase, where they can be automatically linked to related content. In patient financial services, they can be linked to explanations of benefits (EOBs) and insurance information, in human resources to employee reviews and compensation changes and in accounts payable to invoices and packing slips.

### BENEFITS OF THE ONBASE INTEGRATION FOR FORMFAST

- Standardizes forms and workflows across a healthcare organization
- Prevents forms from being lost, stalled or damaged by converting paper forms to e-forms
- Allows users to launch and retrieve related forms from within their everyday screens
- Creates more efficient, transparent workflows with automated paperless processes
- Ensures forms are accessible, yet secure and JCAHO and HIPAA compliant
- Eliminates the costly storage of paper forms

### CREATE AN ENTERPRISE STANDARD ACROSS A HEALTHCARE ORGANIZATION

Further extending the value of the OnBase Integration for FormFast, users can launch and retrieve e-forms from directly within the screens they are most familiar. While working in their usual environment, users simply click a link to create or view the e-form directly related to the information in that screen. Whether an electronic medical record (EMR), revenue cycle management system or other line-of-business application, they continue to work in the same interface. Users see the integration as an added functionality of their current software, minimizing training and encouraging high end user acceptance.

Because both FormFast and OnBase are enterprise solutions, using them in tandem with the OnBase Integration for FormFast creates an enterprise standard for departments across a healthcare organization. Forms are current, accessible and controlled, bringing efficiency and security to everywhere they are deployed.

For more information about OnBase, an AHA-endorsed solution, please contact an Authorized OnBase Solution Provider or visit [www.onbase.com/healthcare](http://www.onbase.com/healthcare).

