Steps to a Successful eForms Implementation

PLAN AHEAD FOR SUCCESS

eForms technology saves your healthcare organization both time and money. By planning ahead and preparing for implementation, you can ensure a successful rollout and see the benefits of eForms throughout your organization. Here are some considerations you should make before moving to an electronic forms solution.

1 DETERMINE YOUR EXISTING COSTS FOR USING PAPER

Evaluate and document your cost of doing paper-based business. Include costs associated with both time and money, such as paper, form design, print fees, and the time it takes staff to complete the manual paper process, scanning, etc.

2 EFORMS BRING PATIENTS AND TECHNOLOGY TOGETHER

Some patients may be hesitant about using new technology. The best eForms solutions, such as dbtech's eForms solution, can accommodate both paper and electronic methods.

3 CREATE A FORMS COMMITTEE

Your committee should include representation from all departments within your hospital where forms are used.

4 INVENTORY & ANALYZE EXISTING FORMS

Review every form in use to eliminate multiples and ensure content is correct. As each form is approved, give it an ID number or name, log the form in inventory and initiate version control.

5 BE PREPARED TO PRESENT PHYSICAL FORMS TO PATIENTS

Depending on the devices you use, especially for signature, your patient may not be able to view the digital form in its entirety. Options for presenting forms electronically include a secondary monitor or full size tablet. Otherwise, have laminated copies of forms available for review.

6 KNOW THE TYPES OF EFORMS SOLUTIONS IN THE MARKET

Print & Go: Vendors provide blank forms that can be printed as needed or ordered in bulk. The vendor can also create new forms and modifications for a fee.

Print-To-Scan: Vendors merge patient data with a form that can be printed with barcodes. End-users generate forms on demand or the process can be automated.

Full-Service: These vendors offer a solution for ALL your printed and interactive forms, production services, APIs, and ongoing eForms maintenance.

dbtech is a Full-Service eForms Vendor.

QUESTIONS TO ASK AN EFORMS VENDOR

- ✓ Are there any forms that are not supported? Does your solution support financial forms? Clinical forms, including consents?
- ✓ Does the eForms solution support electronic signature?
- ✓ Is there an HL7 interface? If so, which transactions are supported?
- ✓ Are any other formats supported when it comes to data exchange?
- ✓ Are forms generated on demand, or can your solution automate them?
- ✓ Is there an API to the eForms functionality?
- ✓ Are there additional fees for creating or updating forms?
- ✓ Does the eForms solution offer downtime functionality?