



# Document Control and Automation on the Web using FormFastSite

FormFastSite is a web product which manages electronic and paper documents and allows users to fill out documents on line. User can be a hospital employee, doctor, patient or prospective patient. Each hospital is provided with its own website or website link which can be accessed by authorized users using a password. The password is issued by the hospital's FormFastSite Administrator. Based on password, the user will have access to some or all of the forms on the site. Access can be by user type, department, functional group or form specific.

## There are three types of transactions which occur on the site.

**1) View Forms / Documents** - User may want to see a form or to access procedures, policies, instructions stored on the site. There are optional links to hundreds of sources of information for compliance of forms to government and accreditation guidelines. These are libraries of standard and best practice documents for reference for improved efficiency and compliance.

**2) Print / Download Forms** - User may want to print blank forms to their printer so that they may process them. If desired they can download a file for later use. Form types can be Adobe Acrobat (.pdf), Word, Excel, HTML or Print files. This function allows a central distribution source that all authorized users can access to get forms. It eliminates the need to physically distribute printed forms to users and provides the ability to update them online at one central source. This module can track usage of paper and electronic forms with links to requisition forms for central supply or external vendors.

**3) WebFormFill allows forms to be processed on the web** - Forms can be filled out on line and emailed to other users or departments for further processing, ie vacation request, employee evaluation, requisition, check request, time card, preregistration. Workflow rules can be built into forms to automatically route forms or data to appropriate function or department.

## PreRegistration Application on the Web

FORMFAST SITE

FormFast Hospital

Logout

Forms

Pick Category

Home

**FormFast Hospital**  
123 Pine Street  
St. Louis, Mo. 63011  
(636) 555-1212

### Web-Based PREADMISSION REGISTRATION

Form: FF000003  
Revision: 10/07/2003  
Author: FormFast, Inc.

Patient Visit ID	Medical Record #	Admit Date	Room	Bed	Billing Code	F/C	Hospital Service		
A61324	MR634567	12/3/2003	111	2	BC2356	FCR12/CCR1123	Gast. Tech.		

Pref	Last Name	Suff	First Name	M.I.	Birth Date	Birth Location	Age	Race	Gender	Social Security Number
Mr.	Billmore	Sr.	William		12/03/1948	Kahana HI	55	C	M	321-00-2165

Address	City	State	Zip Code	Country	Home Phone Number	Work Phone Number
1121 Wilson Court	Vandale	Mo.	63321	USA	(314) 555-2398	(636) 555-2355

AttendingDocFirstName	AttendingDocLastName	PatientType	RefDocFirsrtName	RefDocLastName	ConDocFirstName	ConDocLastName
William	Killdare					

Marital Status	Alias	Religion	Mothers Name	Location
Single				

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**You can: • View • Download • Fill Out • Route • Requisition Documents**

To visit our Electronic Document Demo Site at: <http://www.formfastsite.com>, and assess its functionality, email [info@formfast.com](mailto:info@formfast.com) for username and password.