



## Document Control and Automation on the Web using **FastSite**® and **FastFlow**® Work Agent



**FastSite** is a web product which manages electronic and paper documents on line. Using components of FastSite, users can view, print, fill out, route, approve, review, authenticate, track and archive documents. 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 FastSite Administrator. Based on password the user will have access to some or all of the forms and functional processes on the site.

Access can be by user type, department, functional group or form specific.

### There are four 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) FormFill 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, i.e. vacation request, employee evaluation, requisition, check request, time card, preregistration.
- 4) Using a more sophisticated approach, forms may be filled in within the FastFlow WorkFlow Agent.** Using FastFlow, forms may interact with databases. They can be authenticated through use of single sign on. Workflow rules can be built into forms to automatically route forms or data to appropriate function or department. Forms can be tracked and can be archived upon completion. FastFlow is commonly used to create or enhance automated workflows for human resources or administrative applications. See page 2 for details.

**FORMFAST SITE** **FormSite**

**REQUEST FOR NEW POSITION**  
DEPARTMENTAL

Position Title: Project Manager - Information Technology  
Department: Information Technology  
Dept Number: 8781  
Date Originated: 1/17/2005  
Originating Author: Larry Kelly  
Authors: John Wilson

Budgeted Position: Yes  Post Position: Yes   
(If unbudgeted Salary Change/Position Control Change Form and justification must be attached)

Position Control No.: #736339  
This Position is: Replacement  Actual Scheduled Hours (Biweekly): \_\_\_\_\_  
Position is/was vacated by: \_\_\_\_\_ Date of vacancy: \_\_\_\_\_  
Reason for employee leaving position: \_\_\_\_\_  
This position is: \_\_\_\_\_

**Request for  
New Position  
or Position Review**

**FormFast, Inc.**  
636-256-6529  
800-218-3512  
[www.formfast.com](http://www.formfast.com)  
[info@formfast.com](mailto:info@formfast.com)



# FORMFAST

Throw Away Your Paper!

Most Hospital WorkFlows today are manual: Human resource processes, administrative processes, clinical forms are mostly handwritten on paper forms.

**The problem with paper is not the paper itself. The problem is the cost and risk associated with paper.**

Some of the negative elements associated with paper include:

- Paper forms and documents are expensive to process.
- Paper forms and documents are expensive to buy and store.
- Paper forms and documents have a tendency to “vaporize” i.e. can’t find it.
- Paper forms and documents can only be in one place at a time.
- You can’t track where paper forms and documents are in a process.

Note that cuneiform tablets had the same issues.

Automated document workflows relieve the problems. Cost to purchase and store disappear. Cost to process is a fraction of the cost of paper processing. You can always find it. Multiple people can use it simultaneously. You can always track where the “form” is. You file and retrieve it from an automated archive.

## IT Can Be So Simple.

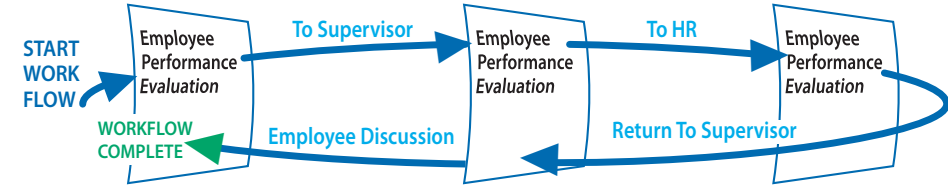
Issues which have made automation and workflow of forms difficult in the past are eliminated by FastFlow:

- Flexibility -** The workflow is not imbedded in expensive applications.
- Ease of Use -** A specific easy to use WorkFlow toolset is provided with templates for common healthcare applications.
- An Enterprise Solution -** It is available for the 80-90% of simple transactions which are not automated today: Administration, HR, Materials Management. You are in control.
- Affordable -** It is an affordable solution.
- Easy to Install -** It is a zero client fully web based application. No plugins. Data is authenticated and preserved within the firewall. Commitment of IT resources is minimal.
- Reliability -** It is offered by the leading forms automation software vendor in healthcare with an installed base of 600 hospitals.

You can build your own forms and workflows or have our professional services personnel bring it up for you. Templates below include typical routing information sequences, rules and role based processing (just link it to an employee reporting chart). All typical workflow actions are supported: Create a Document, Update/Modify a Document, Approve, Control, Publish, Wait, Track, Archive, Notify, Assign, Review.

FastFlow provides templates for the following common workflow applications templates

- Human Resource WorkFlows: such as Manpower Request
- Clinical WorkFlows: such as Cancer Treatment Forms
- ERP WorkFlows: such as Capital Expenditure Request
- Administration WorkFlows: such as Incident Reports
- Departmental WorkFlows: such as Print Shop Request



Employee (creates document) to Supervisor (Approves and processes) to HR (Notification) to Archive to Employee (Notification back)

For Document Workflow

FormFast, Inc.  
636-256-6529  
800-218-3512  
www.formfast.com  
info@formfast.com

