

Going Beyond eForms, Workflow Automation *Simplifies* the Cancer Staging Process for Registrars and Physicians

Cancer Staging



simple
Collaborative
FAMILIAR
efficient

Maintaining timely, accurate, and complete cancer incident and treatment data is a collaborative effort among Registrars and Physicians. The processes involved in gathering and maintaining this data are often manual, time consuming and error-prone. Today, you can improve these processes and create a seamless environment for managing the cancer staging process on-line.

FormFast's Cancer Staging Workflow solution automates the process of routing cancer staging forms electronically, providing a simple and familiar interface for users to provide the required information. With a secure electronic system, the inefficiencies associated with paper processes are eliminated. No more mailing of forms, and no more lost or misplaced forms. The system even requires an electronic signature, where appropriate, before the user can move the form to the next stage of the workflow, eliminating that common deficiency.

For the Registrar, the system manages the workflow from beginning to end. Once the Registrar starts a workflow, the system handles the routing, sends alert messages and reminders to users, collects the data, and enables the Registrar to monitor the progress of each workflow item.

Physicians appreciate the task-oriented simplicity of the system, the familiarity of the electronic forms that are similar to the paper predecessors but optimized for ease of use, and the convenience of a system that integrates with technologies such as email, the internet, and portals.

All users appreciate the database connectivity of the forms which can be used to pre-fill data onto the form, eliminating much of the need for manually entering data redundantly. Additionally, the data collected can be stored in a database that is accessible for reporting, data mining, and the abstracting process. The final forms retain all of the staging information and can be archived, added to the permanent eMR, or transmitted electronically to a final end point.

Increase Efficiency For All Users

Registrars:

- Categorized list of forms
- One-click launching of a workflow
- Data pre-fill
- Pre-defined routing
- Automated - Launch the workflow and it will take care of itself
- Process monitoring
 - Stalled workflow notification
 - Workflow progress
 - Workflow history
- Reduced document deficiencies
- Required tasks at workflow stages
- Real-time results
 - Eliminate delivery delays
 - Eliminate "lost forms"

Physicians:

- Familiar forms
 - Optimized for usability
 - 45 AJCC Compliant Forms
 - Populated with available data automatically
- Familiar technology
 - Email integration
 - Portal integration
- One-click access to workflow items
- Task oriented
- No need to be involved in routing of forms

Information Technology:

- Server-based installation
- Security & Entitlements integration
- Turn-key solution



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Since 1992, FormFast has been passionate about delivering high-value document automation and management systems to healthcare providers. FormFast technology supports the natural progression from time-consuming processes of filling, managing, and processing forms manually to the increased efficiency of an output management system, with electronic forms and form packets automatically filled and printed on-demand. This evolution is supported with the workflow system, FastFlow, which manages document routing, approval, collaboration, and integration with archival systems.

Web-Based Cancer Staging Workflow Solution

Working with Certified Tumor Registrars, FormFast has developed a system for managing the processes, tasks, and documents involved in cancer staging. Leveraging the powerful workflow technology of FormFast's FastFlow system, the Cancer Staging Workflow Solution represents an end-to-end process improvement for Cancer Registrars.

The solution provides a web browser-based interface to the latest AJCC Cancer Staging Forms. The users of the system have the ability to fill the forms, review the forms, electronically sign and automatically route the forms. The system can be configured to reflect the current workflow in your organization while providing the opportunity to further optimize the workflow for greater efficiency.

Understanding Workflow

Workflow is simply the process of completing a series of tasks. A workflow can be very simple and include one person, or it could be a complex and dynamic series of processes among many people, groups or departments.

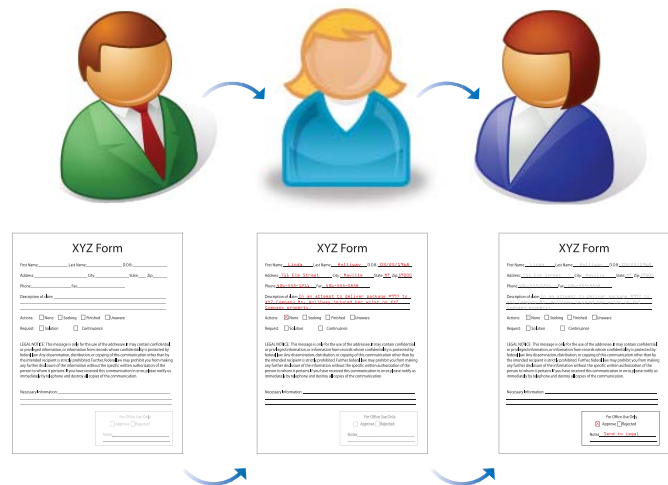
In most cases forms are created to be part of a workflow. For example, a job application form or purchase order are both forms that represent workflows. These forms are given to someone to complete and are then routed to recipients for review, approval or other actions.

In an environment where forms are paper, the task of routing and delivering the form are done manually. When a specific procedure is not documented or followed, often a required step or task is not completed or the form is sent to the wrong person. Errors such as these are time consuming and can be costly.

Automating Workflow

Workflow Automation is an area of process improvement in which businesses benefit from higher efficiency, better time management, and a higher level of organization. Automation eliminates errors in routing, incompleteness, and delivery. The system creates an environment where processes can be completed in a fraction of the time it would take traditionally.

FastFlow is a true Workflow Automation system. The system provides the ability to manage documents, routes, tasks, electronic signature requirements, collaboration, and users. Additionally, the system integrates with existing business systems such as, databases, archiving systems, and portals.



The diagram above shows a simple 3-step workflow. In the first step, the form is selected and sent to the person who will complete the form. That person then completes the form. Next, the form is automatically routed to the final person, the reviewer, who reviews and then approves or rejects the form. When the workflow is completed, the data can be written to a database, the form can be archived, printed, or sent to other recipients; there are many possibilities.

Workflow Vocabulary

To help manage workflows it is important to understand a common vocabulary:

Workflow: The movement of documents and/or tasks through a work process; how tasks are structured, who performs them, what their relative order is, how they are synchronized, how information flows to support the tasks and how tasks are being tracked.

Task: The activities that may or may not be required to be completed at each stage of a workflow process. Tasks include signatures, approvals, and form/field completion.

Route: The work process order. The route is defined by destinations and their order. It includes not only users but also a final disposition.

Final Disposition: The endpoint for a workflow item. This includes Users, data systems, archiving and other possibilities.

User: Person with access privileges to use the system. The system uses user identification and a hierarchy for routing, to manage entitlements and control access.