edm
healthcare consulting ltd

G Cloud
Services Description Document



Records management subject matter experts for Health & Social Care, helping Healthcare Organisations with:

- Records management strategies
- Electronic document management consultancy
- Managed service project delivery
- Digital outcomes and specialists resources
- Compliance and audit
- Internal scanning bureau implementation
- Project reviews and gap analysis

Managed Service Solutions

Subject Matter Expertise insight, oversight and deployment frameworks for EDM, its infrastructure, its security and its ongoing management meets resourcing specialism.

Reducing risk and optimising your implementations RoI.

1. Define

We work to define your requirements and business drivers for records management. Is back scanning the right approach for your organisation? What challenges do your physical health records present when scoping and delivering your organisation's paperless digital strategies? What is your organisation's Digital Maturity and in contrast to an EPR, what role can the EDM play? Internal vs. external scanning?

2. Develop

Aiding the development of your business case and output based specification, ensuring our Subject Matter Expertise, industry awareness and lessons learnt from previous implementations are applied.

3. Deliver

BASELINE

We baseline your organisation's current health records usage, availability and resourcing. A number of techniques including time and motion studies work to define detailed cash and non-cash projections, providing a baseline for the project to be assessed to.

INITIATE

Our delivery methodology utilises standardised and proven implementation frameworks which are then tailored to your organisation's needs and records management objectives. This works to facilitate effective forecasting of project timescales and benefit realisation.

GO-LIVE SUPPORT

Both the project scope and organisational requirements will define the pace of the project's roll-out. We are well placed to support any scale of go-live and meet the associated training and floor-walking support requirements.

BENCHMARK

Post implementation benchmarking measured against the initial baselining can inform how your project has met its business drivers. Where the project is partially or fully met through central funding, this can help demonstrate and validate the project successes.

BAU

Our handover plans and documentation work to help your organisation manage the EDM efficiently and effectively post BAU handover.

Peripheral Services

INTERNAL SCANNING BUREAU IMPLEMENTATION

Once 'back-scanning' is complete, it is often more cost effective and efficient to internalise 'day-forward' scanning functions.

An on-site scanning solution can provide a more timely and bespoke service to meet your organisation's needs. Bureaus can present challenges when being implemented though and as a result, EDM Healthcare Consulting can work with your organisation to reduce the risk of setting a bureau up to operational standards.

FORMS DESIGN

To ensure clinical and non-clinical staff interacting with the system can navigate the necessary content as efficiently and effectively as possible, indexing is required.

Barcoding existing forms can be an excellent way to reduce the need for additional barcoded coversheets. This in turn can reduce scanning costs as these are often charged per page scanned, as well as print and stationery costs within the organisation.

EDM Healthcare Consulting can offer a comprehensive forms re-design and barcoding service. Our Business Analysts work with each department within your organisation to identify, catalogue and process each clinical form for barcoding. This works to significantly reduce 'day-forward' scanning costs and risk of human error when using barcoded coversheets.

information and records management society member
ico. Information Commissioner's Office
bsi.
Crown Commercial Service