

Executive Summary - Forms Fast Track Approval Process

In order to prepare Meridian Health for the Electronic Medical Record (EMR) and to quickly consolidate and standardize forms, the Forms Workgroup has established a forms fast track approval process. Meridian Executive Leadership has established a goal to have all medical record forms standardized and bar coded by September 1, 2006.

The Meridian Forms Workgroup (FWG) has identified the **Corporate Directors and Service Line Managers as key members of this process**. The roles/responsibilities of these key team members are:

1. Coordinate the consolidation of all forms in their area;
2. Attend the consolidation meetings; and
3. Present the consolidated form(s) to the Fast Track Approval Team for final approval.

The process of consolidation begins with a meeting of the Key Team Member and the three forms content owners – one from each hospital – facilitated by Allied, our forms management vendor. **The content owners' roles and responsibilities are:**

1. Bring 3 copies of all medical record forms used in their area;
2. Collaborate by aligning like forms;
3. Identify an "owner" of each form and draft a new revision;
4. Submit draft to Allied to create a proof in a PDF format;
5. Complete the "Forms Approval Request" form and forward electronically to all key stakeholders for approval; and
6. Submit form and approval request form to the Fast Track Team.

The Fast Track Approval Team will ensure that the form is functional and has been reviewed/approved by the key stakeholders. Team members include the HIM Site Managers and representatives from Pharmacy, Nursing, Ancillary Services and Risk Management as required. A target of 2 to 3 business days has been established as the turnaround time for approval.

The HIM Site Managers will then forward the form to the HIM Committee and/or Medical Executive Committee (MEC) for a review process to ensure the form meets with their approval. Once the MEC has approved, the FTAT Coordinator will forward the approved form to Allied to put on the agenda for the Forms Workgroup meeting. This is not a review - it is to ensure that all key stakeholders have reviewed and approved the form and notification to everyone that these forms will be put into production.