

Forms Management Structure - Meridian Health
High Level Workflow Summary
5/1/2006

**Forms
Standardization
Council
(FSC)**

Forms Standardization Council

1 - Provide strategic oversight, direction and mediation to
Forms Work Group

**Forms
Work Group
(FWG)**

Forms Workgroup Group

- 1 - Reviews and approves the forms from the Fast Track Approval Team (FTAT)
- 2 - Directs the transition to optical imaging of medical records.
- 3 - Publish & maintain rules hospital content authors MUST complete prior to bringing a form before the FTAT.
- 4 - Final approval of ALL forms must come from this Group.

**Fast Track
Approval Team
(FTAT)**

Fast Track Approval Team (FTAT)

- 1 – Assemble permanent members to the FTAT comprised of HIM, Pharmacy, Nursing, Ancillary and Risk, as required.
- 2 – Select and schedule appropriate forms' owners and their corporate counterpart to a forms consolidation meeting
- 3 – Manage the expectations of the forms' content owners prior to meeting
- 4 – Review the forms' owners approved consolidated form in a timely manner, assign a bar code. If not approved return with comments.
- 5 – If approved route the form to the Medical Executive Committee (MEC) for their approval. If approved send form to Allied & Allied recaps all forms and enters these forms on the agenda for the FWG. If not approved return to content owners with comments.