7.1 FORMS

A. General Description

The Medical Center uses a great number of forms throughout its operating components. The format and use of these forms is varied from specialized departmental forms to standard computer output forms. In order to provide professional consultation and adequate control of the development, production, storage, and distribution of forms, the Medical Center has appointed a Forms Committee to oversee the process and to coordinate the development of forms with other organizational entities, such as the Hospital’s Medical Records Committee or our forms management contractor.

B. Committee Appointment and Membership

1. The Forms Committee will have a membership of at least six individuals who will be appointed for indefinite terms by the Dean of the Medical School.

2. The Committee membership will include representation of the following departments:
   a) Medical Communications
   b) Medical Records
   c) Hospital Administration
   d) Shipping and Warehousing
   e) Printing
   f) Forms Management Contractor (ex officio)

C. Committee Authority

1. The Committee has the responsibility and authority for the implementation and effective operation of the forms process as detailed in the attached flow charts:
   a) Originating a form
   b) Developing a form
   c) Preparing to print a form
   d) Printing/stocking a form

D. Coordinating Department

1. The Department of Medical Communications will have the responsibility to chair the Forms Committee and to coordinate its responsibilities. In this role, Medical Communications will:
a) Schedule Committee meetings as required (minimum of six per year).
b) Prepare meeting agendas and maintain Committee minutes.
c) Maintain a log or file of all forms used in the Medical Center.
d) Assume responsibility over the forms management contract and coordinate all work conducted by the contractor on behalf of the Medical Center.
e) Review and control the utilization of contracted versus in-house services to provide cost effective, yet high quality forms.
f) Assume responsibility over the in-house printing of forms by the Print Shop.

E. Forms Development Process

1. The following detailed flow charts specify the steps which are needed to properly develop a form. The process is organized into four steps.
   a) Originating a form
   b) Developing a form
   c) Preparing to print a form
   d) Printing/Stocking a form

By following the flow chart, one is assured of receiving adequate consultation, following a standardized format, and obtaining proper approval(s). The system is designed to be client oriented and to assure that the Medical Center receives optimal benefits from in-house services as well as from outside contracted services.

If you need additional assistance, contact Medical Communications, Room 2-224, Phone 675-5260.
1. Client gathers data to be used on the form.
   1.1 Client observes the process for which form will gather info and notes items to appear on form.
   1.2 Client checks existing inside/outside forms for ideas.
   1.3 Client may consult Med. Comm.

2. Client prepares a rough draft of the form taking into account:
   2.1 Size of form
   2.2 Type and number of questions
   2.3 Approximate positioning of questions on the form
   2.4 Etc.

3. Client gets approval for the form from the appropriate source(s)
   3.1 Administrative approval is needed at the proper reporting level for need for the form.
   3.2 Financial approval to originate the form is gained from reported authority
   3.3 Etc.
DEVELOPING A FORM

4. Form is taken to M.C. which prepares a typeset draft of the form.
   4.1 Using the input from the client M.C. typesets a draft.
   4.2 Using pre-established guidelines M.C. arranges the draft form with provisions for:
      4.2.1 A form number is assigned which by M.C.
      4.2.2 A patient stamp (if necessary)
      4.2.3 Appropriate terminology
      4.2.4 Etc.

5. The draft of the form is reviewed by
   5.1 The client for typos, spacing, accuracy, etc.
   5.2 The Medical Records Committee for compliance with their standards
   5.3 The Data Processing Section for compliance with their standards
   5.4 The departments affected by multi-use forms
C  PREPARING TO PRINT A FORM

6. Printing specifications are prepared taking into account:
   6.1 Special print needs such as:
      6.1.1 Computer forms which need continuous feed
      6.1.2 Serial numbering of forms
      6.1.3 Etc.
   6.2 Workloads of the LSUMC Print Shop
   6.3 Etc.

7. A printer is selected based on the criteria presented to:
   7.1 The vendor and the chairman of the Forms Committee

8. The form is prepared for printing from:
   8.1 The original which is supplied by and is the property of Medical Communications
   8.2 Plates are prepared by the printer and remain the property of printer

6.1 Special Print Needs
6.1.1 Computer Forms
6.1.2 Serial Numbers
6.1.3 Etc.
6.2 Work Loads
6.3 Etc.
7. Select Printer
   7.1 Decided by vendor and M.C. rep.
8. Prepare Printing
   8.1 Original
   8.2 Plates
   8.3 Etc.
9. The form is printed as specified

10. The printing of the form is reviewed and accepted or rejected by the client based upon specs

11. The form is stocked either
   11.1 By the vendor in compliance with the contract
   11.2 By General Stores in compliance with existing agreements
   11.3 By the client upon the client's request

12. The client is notified that the form is completed and ready for use