



### Background

ALPS-SGH Materials Management Department (MMD) currently uses approximately 58,900 pages annually for purchases under \$20K and medical consumables trial forms.

To enhance sustainability and efficiency, the department aims to eliminate paper for purchases under \$20K entirely within 12 months.

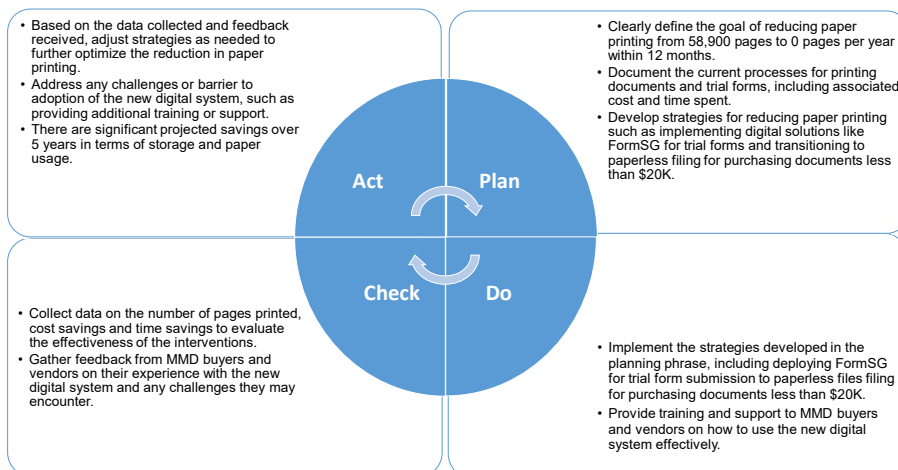
This transition to a paperless and digital system will streamline operations, reduce costs, and significantly lower the environmental impact, aligning with global sustainability goals and improving document accessibility and security.

### Objectives

- The objective is to transition ALPS-SGH MMD from a paper-based system to a fully digital documentation process for purchases below \$20K and for medical consumables trial forms within 12 months.
- This will involve eliminating the use of approximately 58,900 pages annually, thereby enhancing operational efficiency, reducing costs, and minimizing environmental impact.
- This will also streamline the submission process for vendor as they will be able to submit the forms digitally from anywhere without the need to be physically present.
- Digital trial forms are received instantly and thus reduce the time taken for documents to reach MMD.
- The successful implementation will set a precedent for sustainable practices in healthcare procurement.

### Methodology

The methodology that we are using is PDCA (Plan Do Check Act) so that we are constantly looking for ways to continually improve our work processes.



### Results

PDCA helped us to control and practice continual improvement of our processes.

With the aid of technology and manpower training, current intensive manpower activities including printing, filing and searching for hardcopy documents are being replaced in the new process.

Factor to measure	Existing Process (Print of Purchasing Documents and Trial Forms) <b>No of documents printed : 58,900</b>	New Process
Hard Savings	<p><b>Paper</b> (500 pieces/ream) Unit Cost = \$5/ream 58,900 pieces = ~118 ream X \$5 = \$590</p> <p><b>Printer Cartridge</b> (3,000 pieces/cart) Unit Cost = \$250/cart 58,900 pieces = ~ 20 cart X \$250 = \$5,000</p> <p><b>Storage Cost</b> (8,750 pieces/pallet) Unit Cost = \$29/pallet/annual 58,900 pieces = ~ 7 pallets X \$29 = \$203</p>	Zero paper printed & Zero storage cost
Soft Savings	<p><b>Man-hour to print and file documents</b> 0.3min/piece * 58,900 = 17,670 mins = 294.50 hrs = 36 man-days</p>	

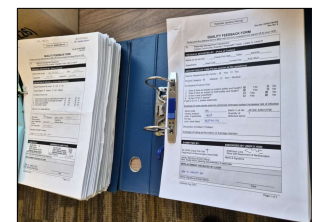
**Savings Achieved (annually)**  
**Hard Savings : \$5,793**  
**Soft Savings : 36 man-days**



### Conclusion

Using FormSG for trial form submission will be a continuous improvement process in MMD as it is environmentally sustainable. This also benefit the vendor by streamlining the submission process, providing faster processing time and contributing to environmental sustainability. The processes will be constantly reviewed to remain relevant to users' needs and requirements. It can be subsequently upscaled to more areas.

**BEFORE:**  
storage space required for documents and labour-intensive for filing & retrieval



**AFTER:**  
no physical storage space required and using technology for filing & easy retrieval of documents

