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ALPS-SGH Non-Pharma

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 paperbased 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.

Act

Plan

- Based on the data collected and feedback received, adjust strategies as needed to further optimize the reduction in paper printing.
 Address any challenges or barrier to
- Printing.

 Address any challenges or barrier to adoption of the new digital system, such as providing additional training or support.

 There are significant projected savings over 5 years in terms of storage and paper usage.
- Collect data on the number of pages printed, cost savings and time savings to evaluate the effectiveness of the interventions.
- Gather feedback from MMD buyers and vendors on their experience with the new digital system and any challenges they may encounter.

- Clearly define the goal of reducing paper printing from 58,900 pages to 0 pages per year within 12 months.
- Document the current processes for printing documents and trial forms, including associated cost and time spent.
- Develop strategies for reducing paper printing such as implementing digital solutions like FormSG for trial forms and transitioning to paperless filing for purchasing documents less than \$20K.
- Implement the strategies developed in the planning phrase, including deploying FormSG for trial form submission to paperless files filing for purchasing documents less than \$20K.
- Provide training and support to MMD buyers and vendors on how to use the new digital system effectively.

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

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

