



Singapore Healthcare Management 2024

Go paperless

Implementation of electronic approval for Internal documents - Waiver of Competition (WOC), Variation Order (VO) and Approval paper.

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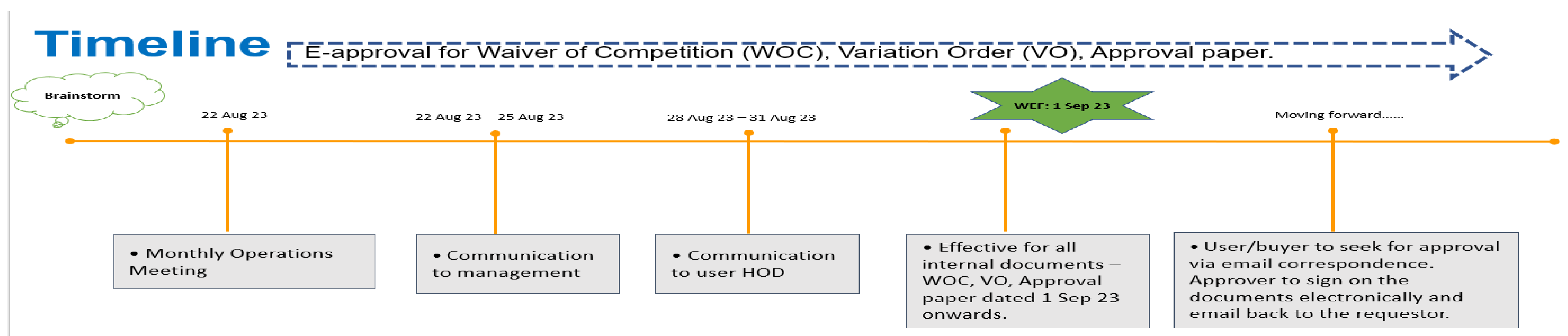


AIM

To shift from physical circulating of hard copy internal documents for internal approval to using electronic methods.

METHODOLOGY

Requestor to seek for approval via email correspondence. Approver to endorse on the internal documents attached in the email electronically using Adobe Acrobat and send back the endorsed documents to the requestor electronically. This allows the approvers to review and endorse the documents electronically.



RESULT

Transited from paper to paperless, hassle-free.

- ✓ Enhances efficiency by enabling approvers to approve anywhere, anytime.
- ✓ Reduce the need for printing, save on paper and print charges (Go Green).
(Estimated Annual Number of internal documents for approval:
500 x 15 pages/set = 7500pcs)
- ✓ Reduce operational man-hours for physical circulation of the documents for approval. (30mins per internal document as it involves multiple approvers)
(30mins x 500 = 15,000mins)
- ✓ Improve turnaround time.
- ✓ Reduce the need for storage space, cabinet and retention cost.

CONCLUSION

By utilising email routing and Adobe Acrobat Sign improves the traceability of the documents, shorten turnaround time, promotes environmental friendliness and lower cost. Better, Faster, Cheaper.

