



Improvements Achieved

Project Name: AP Lean
 Project Facilitator: Jory Janzen

<p>Cost Savings</p>	<ul style="list-style-type: none"> Invoices are no longer required to be printed in order to stamp, code and authorize. The resource savings are in the printing invoices out multiple times on paper and copy machine wear. The time saved is in the amount required to print invoices, rescan invoices and manually hand print out general ledger codes and replicate the tax and total breakout amounts in stamping part of the process. With the new process, between the department manager and site clerk, an estimated combined time saved is one minute per invoice. That equals to a time savings of 6 administrative hours for PDGH, 2 administrative hours for EMS and 3 administrative hours for CMH every month. This works out to \$3300 in saved wages annually for these three locations. By reducing the amount of paper we are consuming by 15,000 pages of paper every year, we are saving an average of \$150.00 annually.
<p>Patient Safety</p>	<ul style="list-style-type: none"> N/A
<p>Cycle Time</p>	<ul style="list-style-type: none"> All invoices are processed in less than five business days whereas previously invoices being processed would stretch out to 12 business days. An improvement of 7 business days. This resulted in lost early discounts offered by our vendors and even late payment penalties
<p>Other.....</p>	<ul style="list-style-type: none"> Simple fixes removed major frustrations and hindrances. By implementing a general accounts payable email address for each site resulted in the elimination of invoice duplication and adds as an assurance that invoices will be processed when staff are away from the office Removing the batching at the site level was beneficial in that it alleviated time and effort from the site clerk though we identified that it only moved the process to the staff in the Southport office. Currently batching adds a control that we cannot remove until we are entirely prepared in the Southport AP department. The Southport AP department requires to develop a method on how to receive thousands of invoices unbatched. We are going to revisit this option when we test phase two in the AP Lean project. Many processed invoices were unintentionally 5s'd. Removing the stamping and tax/total breakout resulted in cleaner invoices with less additional unnecessary information and less confusion Environmental Impact – By reducing the amount of paper we are consuming by 15,000 pages of paper every year, we are leaving a smaller carbon footprint on our earth

*Identify savings as one time or annual.