

EmprintWeb's eForms Conversion Guide

When you're ready to take advantage of the benefits of converting some or all of your forms to eForms, use this simple guide on how EmprintWeb can help. To make the process as fast and easy as possible, we can do most or all of the typesetting and other organizational work for you, too.

The EmprintWeb's eForms conversion process, step by step:



Step 1: Preparation

The information-gathering step. This often involves multiple stakeholders, locations, and forms libraries from hospitals, clinics, and home health agencies. The information we'll need from you includes:

- Library contents
- Nomenclature and categorization—we recommend a consistent standard for this, especially for forms
- Forms design requirements—including margins, patient label, and position of name/logo
- User access guidelines—permissions for system users
- Standardization criteria—important if there's dynamic info like logos and addresses that changes based on where forms are being used

Step 2: Document gathering/evaluation/prioritization

The sorting step. Together, we'll create a plan to simplify and streamline. You can do it yourself, or have EmprintWeb help. Your choice:

- Gathering—pulling documents from databases and all departments
- Evaluating—of the forms gathered, we look for standard materials and duplicated documents
- Prioritizing—your call, but we can help



Step 3: Document and packet creation

The creation step. The most time-consuming part of this stage is the proofing, and we recommend keeping in touch with EmprintWeb to ensure everything stays on track:

- Typesetting—EmprintWeb performs this service for you, typically completing about 200 forms per week
- Proofing and approval—whenever you're ready
- Push out for use—as soon as you approve forms
- Packet creation—this is the process of identifying and grouping forms that are repeatedly used together in any area. EmprintWeb works closely with you on this part of the process



Step 4: Training

This can be done virtually. Sessions are available on demand and for larger teams, we can do onsite training. EmprintWeb is always here to answer all your questions:

- Live webinars—we take you step-by-step through the program, tailored specifically for you and your users
- Recorded webinar or video—these are training videos, or recordings of previous live webinar that are available online and that can be viewed at any time
- User guides—this is the same information in the video recordings, only in a PDF format that can be printed for quick reference



Step 5: Go live

The date, established by you, that all users can begin accessing documents.

Step 6: Maintenance

This phase typically begins one to two weeks after Go Live.



EmprintWeb Technical Process

EmprintWeb and your technical team will work together at the same time to launch the program. These are the four key areas:

- ADT interface
- User management
- Distribution of URL—the stage at which the URL is pushed to all your users
- Training

