

# Management System for Laboratory Medicine at Gävleborg County Council

FORMPIPE

PLATINA

## Industry

Public sector/Laboratory

## Difficulties

- Difficulties in guaranteeing valid versions of the documents
- Time-consuming manual routines.
- Accreditation requirements.

## Solution

FormPipe Platina

## Results

- Valid versions of governing documents.
- Assured administration process.
- Less time-consuming administration.

Gävleborg County Council work in a structured and orderly way with the governing documents required to carry out high quality diagnostics of patient tests. We also manage the records required for an accredited test laboratory. It is the standard platform FormPipe Platina which organises and manages the documents.

## Difficulties

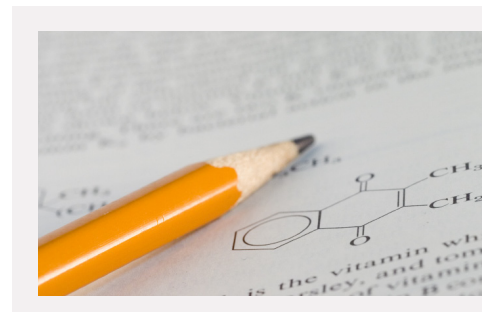
Laboratory Medicine at Gävleborg County Council runs its operation at six laboratories. In order to guarantee quality and safety within the operation, there are approx. 2 000 governing documents and approx. 500 records. These can be anything from supervisory documents, work place descriptions or quick reference guides for testing equipment to records required for accreditation from SWEDAC. It is of the utmost importance that these documents are always updated with valid versions.

The administrative process previously entailed paper documents and folder systems which created a very unwieldy process. There were difficulties in guaranteeing valid versions of the documents and, with approx. 200 employees in six different locations, it was difficult to guarantee that the documents were updated at all locations. It took a long time to update new instructions and paper consumption was high.

## Solution

### Work flow, document management and publication on the Intranet

FormPipe Software's partner Agio was given the task of setting up an IT-support to co-ordinate the management system for Laboratory Medicine. They started by designing a model for the different stages of the work process, which was developed from the traditional paper and folder administrative system. The FormPipe Platina was then configured to provide support for the process. With the help of FormPipe Platina's inbuilt features to create the work flow, the whole process is now carried out electronically.



The different functions which manage the creation, checking and approval of the documents are automatically communicated when the appropriate time has come to be involved in the process. Once a task has been completed, the process continues until the approved document is published on the Intranet. Thanks to the system's inbuilt features for document management, it is always possible to check the version status of the document as well as which changes have been made and by whom. Access rights and roles are easily administered in FormPipe Platina's user management system which is integrated with the County Council's AD (Active Directory).

Creation of document

Checking

Approval

Publication

Reading

## Results

### Effective and secure management of governing documents

Today, folders and paper have been removed and shelves and benches are gone. It is easy to search for governing documents via the Intranet and be confident that a valid version is being used in one's work. With a single source to the documents, it no longer matters where one is sitting geographically and the documents are accessible both day and night. Administration time has been reduced as has the amount of paper used.

### Accredited by SWEDAC

The State authority, SWEDAC, which is a national accreditation body, has accredited the operation. Gävleborg County Council now has a user-friendly solution which complies with SWEDAC'S strict requirements for accreditation of analyses within Clinical Chemistry, Clinical Microbiology, Clinical Pathology and Cytology as well as within Transfusion Medicine.

The screenshot shows a web browser window titled 'Dokumentkort -- Web Page Dialog'. The interface is divided into several sections for document creation:

- Document Data:** Includes fields for 'Mallgrupp' (set to 'Foliat'), 'Dokumentrubrik', 'Beskrivning', 'Mall', and 'Status'.
- Extradata for the template:** Includes 'Ledningssystem' (17 - Metoder och beskrivningar), 'Enhet' (K - Klinisk Kemi), 'Område' (G - Gävle), and 'Dokumenttyp'.
- Document Number:** 'Dokumentnummer' is set to '17KG - 001829'.
- Search Results:** A section with 'Sökresultat' and buttons for 'Sök grupp/person' and 'Skicka påminnelse'.
- Personnel:** Fields for 'Skapad av' (Alice Fröjdh), 'Metodansvarig' (Charlotta Gruveström), 'Medicinskt ansvarig' (Leif Jansson), 'Kvalitetsansvarig' (Alice Fröjdh), 'Granskare' (Gunilla Nygren), and 'Fastställare' (Leif Jansson).
- Other Fields:** 'Datum' (2007-10-12) and 'Giltigt t.o.m.' (2009-09-15).

Interface, workflow for producing document.

## About FormPipe Software

FormPipe Software is a leading developer of Enterprise Content Management solutions, enabling organisations to capture, process, store, archive and supply information in a systemised and controlled manner.

Flexible and scalable solutions help customers to lower costs, minimise risk exposure, reduce lead times and improve quality control.

Contact us  
Phone +46 8 555 290 60  
E-mail info@formpipe.se

FormPipe Platina is an integrated quality information management system for companies operating in strict regulatory environments such as GMP and ISO. The web-based software enables easy creation, management, tracking and control of all quality-related information, documents, records, tasks and processes. Using FormPipe Platina you can ensure regulatory compliance across your entire operations from research and development to drug manufacturing and distribution.

