**HIMSS-ELSEVIER DIGITAL HEALTHCARE AWARD 2015**

**AWARD CATEGORY: OUTSTANDING ICT ACHIEVEMENT AWARD**

**CASE STUDY TEMPLATE**

***Part 1***

***General Information***

**Award Objective**

To recognize outstanding achievement in harnessing ICT to provide substantial improvement in patient’s care and safety.

The ICT solution adopted may not be new but it has been effectively used by the hospital to significantly improve patient care and outcome and/or address major challenges faced by the hospital.

Other limiting factors like the hospital financial background, the niche community that the hospital is serving, the long-standing problem that the target population is facing, etc…will also be taken into consideration.

**Guidelines for Case Study Submission**

1. Submission should include representatives from clinical, performance improvement and   
 information technology teams.

2. Submission should be no more than five pages plus appendix which includes any graphs or   
 charts. No additional links to other sites will be reviewed.

3. Submission should be in English and be in electronic format in font size 12, Times New   
 Roman.

5. Includes metrics and key measures within the case study.

6. Appendix: May include graphs, charts and supporting evidence or any case study previously   
 developed on the same case as the submission

**General Judging Criteria**

The following criteria will be considered in assessment.

1. Provides improvement to patient care and safety
2. Provide evidence of local problems being addressed and intended improvement made
3. Level of detail in problem intervention's SOP structure
4. Level of ease in replicating problem intervention
5. Indication of main factors that contributed to the choice of the specific intervention
6. Level of details in describing the actual course of the intervention
7. Measurable Outcome/Value tied with intended benefits

***Part 2***

***Cover Page & Executive Summary***

The Cover Page should include all the information below, if applicable, answered to the best of your ability. The cover page will act as an initial impression for our judges to better understand the project and organization before the judging process.

However, the cover page information does not count towards your overall page count.

1. ***Applicant’s Background Information***
   1. Submitter’s Name
   2. Submitter’s Job Title
   3. Submitter’s Email and Phone
   4. Name of Applicant Organization
   5. Organization Address and Country
2. ***Hospital Background Information***
   1. EMRAM Stage Level
   2. Total Number of Staff based on job function
      1. Clinician
      2. Nurses
      3. Admin Staff
      4. Others – Please add in as accordingly
      5. No. of Beds available
      6. Total Admissions last year

***Total Admissions:*** *Includes the number of adult and pediatric admissions only (excluding births). This number includes all patients admitted during the 12-month reporting period, including neonatal and swing admissions****.***

* + 1. Total Discharges last year
    2. Total Patient Days last year

*Refers to each calendar day of care provided to a hospital inpatient under the terms of the patient’s health plan, excluding the day of discharge. “Patient days” is a measure of institutional use and is usually stated as the accumulated total number of inpatients (excluding newborns) each day for a given reporting period, tallied at a specified time (like midnight) per 1,000 use rate, or patient days/1,000. Patient days are calculated by multiplying admissions by average length of stay (ALOS).*

* + 1. No. of Outpatient visits

*The total number of patients seen on an outpatient basis including clinic activity and any hospital outpatient services during the hospital’s last fiscal year. ER and home health visits are excluded.*

* + 1. Total Annual Operating Revenue

*This does not include non-operating revenue, it is also equal to the name of Net Patient Revenue + Other Revenues; a common name for this used in Annual Reports is "Total Unrestricted Revenue and Other Support".*

* + 1. Total Annual Operating Expenses

*Represents the sum of total labor cost, professional fees-admin physicians and other contractors, consulting and legal fees, contracted non-salary costs, supply expense, repair and maintenance expense, lease and rent, utility expense, insurance, depreciation, interest and all other operating expenses.*

1. ***Project Overview***
   1. Name of Project
   2. Total Time taken from Design to Roll-Out
   3. Cost Benefit Overview
      1. Overall Investment Budget
      2. Ongoing Operational Cost
      3. List of Financial Benefits, if applicable,

E.g. increased revenue and/or reduced costs

* + 1. Non-Financial Benefits,

e.g. Length of stay reduced, errors reduced, duplicated avoided and etc.

* 1. Which Delivery System was used for the Project?
     1. Commercial Off The Shelf System
     2. Inhouse software development
     3. Consultant Help
     4. System Integrator
     5. Other?
  2. Target Audience Impacted
     1. Percentage and Numbers of Wards impacted
     2. Percentage and Number of Staff using new system, By Job Function
        1. Clinicians
        2. Nurses
        3. Admin Staff
        4. Others
     3. Percentage of Patient Impacted

***Part 3***

***Submission Template***

We highly recommend that case studies be submitted using the guideline and format provided below.

**1. Local problem being addressed and Intended Improvement**

* Briefly describe your organization, population served, leadership, your organization’s mission
* Explain how your organization designed the improvements to meet the needs of your patient population and review the reasons for your health IT solution.
* Describe the basis for the intervention, e.g. evidence-based care guidelines, literature or user groups etc.; and summarize the intended benefits.

**2. Design and Implementation**

* Describe the step-by-step process for the intervention and its component parts in sufficient detail so that others could reproduce it. (Please include any steps that did not work and/or adjustments made in the process).
* Indicate the main factors that contributed to choice of the specific intervention (for example, needs analysis; learn from relevant experience of other healthcare organizations with a similar local situation).
* What was unique in the entire implementation process that you would like to highlight?
* Based on your plans, how did you implement the intervention?

**3. Value Derived/Outcomes**

* Describe the actual course of the intervention (for example, sequence of steps, events or phases; type and number of participants at key points). A timeline or graph in the Appendix might be helpful to further describe the intervention.
* Provide measurable outcomes/value in graph form if possible. Tie to intended benefits.
* Identify the major challenge(s) faced in planning and implementing the described HIT solution and the major lessons learned.