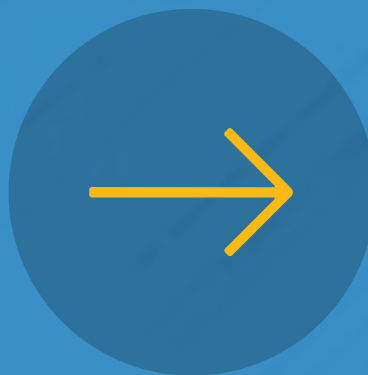




Healthcare Workflow Risk Snapshot

Where Print and Document Workflows Are
Quietly Slowing Your Health System Down



How to Use This Snapshot

This is not a checklist you breeze through. It's a diagnostic tool to expose where operational drag is hiding across your environment.

Scoring Guide

- 1 = No visibility / highly inconsistent
- 2 = Limited control / reactive
- 3 = Moderate consistency / partially managed
- 4 = Controlled / mostly standardized
- 5 = Fully standardized / system-wide visibility

For each section:



Score your organization



Note variability across sites



Identify where inconsistency = risk





IT Ticket Volume: The Hidden Drain on Your Team

Evaluate:

- % of IT tickets tied to print, scan, document workflows
- Ticket clustering by site/department/device
- Recurring issues

What this Reveals:

Whether print/scan issues are quietly consuming IT resources.

Your Score:

___ / 5



Device Downtime by Site: When Uptime Varies, So Does Care

Evaluate:

- Device downtime frequency by location
- Central vs local tracking
- Variability between facilities

Operational Risk Indicators:

-  Site frustration  Workarounds  Lack of accountability

Your Score:

___ / 5

03

Manual Workarounds in Patient Record Workflows: Where Consistency Breaks Down

Evaluate:

- Manual scanning, renaming, and routing
- Paper steps in digital processes
- Department variability

Operational Risk Indicators:

- ✓ Inconsistent training ✓ Tribal knowledge ✓ Record risk

Your Score:

___ / 5

04

Scan-to-Record & Document Routing Delays: Slow Routing Slows Everything

Evaluate:

- Time for documents to reach systems
- Consistency of delays
- Routing standardization

Operational Risk Indicators:

- ✓ Status checking ✓ Duplicate scans ✓ Workflow bottlenecks

Your Score:

___ / 5

05

Secure Print Gaps & Compliance Exposure: What's Left Unsecured Becomes Risk

Evaluate:

- Secure print usage
- Unattended documents
- Access consistency

Operational Risk Indicators:

- ✓ Inconsistent authentication
- ✓ Varying security protocols
- ✓ Lack of visibility

Your Score:

___ / 5

06

Process Consistency by Department: Variation Breaks Efficiency

Evaluate:

- Standard workflows
- Documentation vs adaptation
- Alignment across teams

Operational Risk Indicators:

- ✓ Different process steps
- ✓ Staff confusion
- ✓ Complex onboarding

Your Score:

___ / 5

07

Administrative Inefficiencies: Waste Hides in the Routine

Evaluate:

- Time spent on document handling
- Redundant steps
- Reliance on individuals

Operational Risk Indicators:

- ✓ Manual effort ✓ Repetitive tasks ✓ Delays

Your Score:

___ / 5

08

Supporting Distributed Facilities: Disconnected Sites Create Drag

Evaluate:

- Consistency across sites
- Support model alignment
- System-wide visibility

Operational Risk Indicators:

- ✓ Escalation variability ✓ Different vendors ✓ Limited reporting

Your Score:

___ / 5

Final Snapshot

Total Score: __ / 40

Score Meaning:

32–40: Strong control

24–31: Moderate risk

16–23: High risk

Below 16: Systemic risk

Key Takeaway:

Workflow breakdown shows up as interruptions, workarounds, delays, and inconsistent support.

I Want To Identify Where We're Losing Efficiency

