

Project: eFax in Hospital

Name: Ariana

School: Cummings School of Veterinary Medicine

Role: Staff

Description: Dianna Manley and I would like to suggest eFax for the hospital. eFax is a software through Ring Central that would allow us to send and receive faxes from the computer. There would no longer be paper records sent in or out of the hospital but we can still communicate with other hospitals fax machines from our computers. I spoke with Ring Central and was quoted for 3 fax lines (including 3 different emails where the records would be delivered) - the first idea was one line for medical records, the second line for the liaison office and the third line could later be determined for potentially administration or other offices/ needs. We would be able to add or minus fax lines as needed, understanding pricing would be affected.

People Involved: Administration for approval and all client service staff

Budget: After speaking with Ring Central, Kelley McKenna is the senior account executive who is helping me with pricing. For 3 fax lines that could be used anywhere on campus (attached to 3 different general emails where the records could be located), the total is \$1,080.00 yearly which includes unlimited faxes in and out of the hospital. We can contact her via email or her direct phone line at any time with questions.

Timeline: The first step was contacting different companies to see what they offer and if they would be able to accommodate a large hospital/ university, once I found a company I spoke with the representative who emailed me pricing information after understanding our needs, if the software is approved training will be needed for supervisors to teach anyone receiving or sending out medical records. Once the software is in this should take only a number of weeks to make sure everyone is trained properly. We would further be able to track the amount of paper saved over time based on the amount of faxes received via email and the number of pages in each emailed fax.

Benefit to Tufts Community: eFax through Ring Central would help Tufts further our goal is being a green community and university, this will also help to verify when medical records have been received, due to multiple fax numbers and machine locations, at times records can be hard to track down. Finding medical records and making sure they are in on time for appointments would be much easier. This would be as simple as looking in one place for the medical records.