

Class Activity – Loan assessment process

2 A loan application is approved if it passes two checks: (i) the applicant's loan risk assessment, done automatically by a system, and (ii) the appraisal of the property for which the loan has been asked, carried out by a property appraiser. The risk assessment requires a credit history check on the applicant, which is performed by a financial officer. Once both the loan risk assessment and the property appraisal have been performed, a loan officer can assess the applicant's eligibility. If the applicant is not eligible, the application is rejected, otherwise it is approved.

1 Once a loan application is received by the loan provider, and before proceeding with its assessment, the application itself needs to be checked for completeness. If the application is incomplete, it is returned to the applicant, so that they can fill out the missing information and send it back to the loan provider. This process is repeated until the application is found complete.

3 Once a loan application has been approved by the loan provider, an acceptance pack is prepared and sent to the customer. The acceptance pack includes a repayment schedule which the customer needs to agree upon by sending the signed documents back to the loan provider. The latter then verifies the repayment agreement: if the applicant disagreed with the repayment schedule, the loan provider cancels the application; if the applicant agreed, the loan provider approves the application. In either case, the process completes with the loan provider notifying the applicant of the application status.

Not a Process
A loan application may be coupled with a home insurance which is offered at discounted prices. The applicant may express their interest in a home insurance plan at the time of submitting their loan application to the loan provider. Based on this information, if the loan application is approved, the loan provider may either only send an acceptance pack to the applicant, or also send a home insurance quote. The process then continues with the verification of the repayment agreement.

Put together the four fragments of the loan assessment process written above. Model the complete scenario. Extend the resulting model by adding all the required artifacts.

Exercise 1.6 Consider the following process at a pharmacy. Customers drop off their prescriptions either in the drive-through counter or in the front counter of the pharmacy. Customers can request that their prescription be filled immediately. In this case, they have to wait between 15 minutes and one hour depending on the current workload. Most customers are not willing to wait that long, so they opt to nominate a pickup time at a later point during the day. Generally, customers drop their prescriptions in the morning before going to work (or at lunchtime) and they come back to pick up the drugs after work, typically between 5pm and 6pm. When dropping their prescription, a technician asks the customer for the pick-up time and puts the prescription in a box labeled with the hour preceding the pick-up time. For example, if the customer asks to have the prescription be ready at 5pm, the technician will drop it in the box with the label 4pm (there is one box for each hour of the day). Every hour, one of the pharmacy technicians picks up the prescriptions due to be filled in the current hour. The technician then enters the details of each prescription (e.g. doctor details, patient details and medication details) into the pharmacy system. As soon as the details of a prescription are entered, the pharmacy system performs an automated check called Drug Utilization Review (DUR). This check is meant to determine if the prescription contains any drugs that may be incompatible with other drugs that had been dispensed to the same customer in the past, or drugs that may be inappropriate for the customer taking into account the customer data maintained in the system (e.g. age). Any alarms raised during the automated DUR are reviewed by a pharmacist who performs a more thorough check. In some cases, the pharmacist even has to call the doctor who issued the prescription in order to confirm it. After the DUR, the system performs an insurance check in order to determine whether the customer's insurance policy will pay for part or for the whole cost of the drugs. In most cases, the output of this check is that the insurance company would pay for a certain percentage of the costs, while the customer has to pay for the remaining part (also called the co-payment). The rules for determining how much the insurance company will pay and how much the customer has to pay are very complicated. Every insurance company has different rules. In some cases, the insurance policy does not cover one or several drugs in a prescription, but the drug in question can be replaced by another drug that is covered by the insurance policy. When such cases are detected, the pharmacist generally calls the doctor and/or the patient to determine if it is possible to perform the drug replacement. Once the prescription passes the insurance check, it is assigned to a technician who collects the drugs from the shelves and puts them in a bag with the prescription stapled to it. After the technician has filled a given prescription, the bag is passed to the pharmacist who ~~17~~ Further Exercises 29 double-checks that the prescription has been filled correctly. After this quality check, the pharmacist seals the bag and puts it in the pick-up area. When a customer arrives to pick up a prescription, a technician retrieves the prescription and asks the customer for payment in case the drugs in the prescription are not (fully) covered by the customer's insurance.

With respect to the above process, consider the following questions:

1. What type of process is the above one: order-to-cash, procure-to-pay or issue-to-resolution? order-to-cash
procure-to-pay
2. Who are the actors in this process? customers, technicians, pharmacist, doctor and DUE
3. What value does the process deliver to its customer(s)? deliver suitable medicines on time
4. What are the possible outcomes of this process? ① safe medicines delivered
② no medicine delivered
5. Taking the perspective of the customer, what performance measures can be attached to this process? - # of drugs age-appropriate
- # of drugs incompatible
- # of customers paying by insurance
6. What potential issues do you foresee this process might have? What information would you need to collect in order to analyse these issues? unavailability of drugs
7. What possible changes do you think could be made to this process in order to address the above issues?

safe alternatives
budget friendly
alternatives

Exercise 1.1 Consider the following process for the admission of graduate students at a university. In order to apply for admission, students first fill in an online form. Online applications are recorded in an information system to which all staff members involved in the admissions process have access to. After a student has submitted the online form, a PDF document is generated and the student is requested to download it, sign it, and send it by post together with the required documents, which include:

- Certified copies of previous degree and academic transcripts.
- Results of English language test.
- Curriculum vitae.

When these documents are received by the admissions office, an officer checks the completeness of the documents. If any document is missing, an e-mail is sent to the student. The student has to send the missing documents by post. Assuming the application is complete, the admissions office sends the certified copies of the degrees to an academic recognition agency, which checks the degrees and gives an assessment of their validity and equivalence in terms of local education standards. This agency requires that all documents be sent to it by post, and all documents must be certified copies of the originals. The agency sends back its assessment to the university by post as well. Assuming the degree verification is successful, the English language test results are then checked online by an officer at the admissions office. If the validity of the English language test results cannot be verified, the application is rejected (such notifications of rejection are sent by e-mail). Once all documents of a given student have been validated, the admission office forwards these documents by internal mail to the corresponding academic committee responsible for deciding whether to offer admission or not. The committee makes its decision based on the academic transcripts and the CV. The committee meets once every 2 to 3 weeks and examines all applications that are ready for academic assessment at the time of the meeting. At the end of the committee meeting, the chair of the committee notifies the admissions office of the selection outcomes. This notification includes a list of admitted and rejected candidates. A few days later, the admission office notifies the outcome to each candidate via e-mail. Additionally, successful candidates are sent a confirmation letter by post.

With respect to the above process, consider the following questions:

1. Who are the actors in this process?
2. Which actors can be considered to be the customer (or customers) in this process?
3. What value does the process deliver to its customer(s)?
4. What are the possible outcomes of this process?

① students, staff members, admissions office, academic recog. agency, academic committee, information system

② students

③ It selects the deserving candidates for admission in the university.

④ The candidates are either accepted or rejected.