MEMO

Name of the student:

Name of the University:

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# **Memo**

**To: Investors Committee**

**Business Impact Summary: This case study invites the attention of investors committee into a possible integration of the present-day IT architecture into the enterprise-wide SAP solution. This transformation of the basic infrastructure is necessary to streamline system procedures for hospital which can have many benefits for the patients, physicians and administration. The recommendations given below would be useful in highlighting the actionable strategies for implementation of the SAP system.**

**Recommendation 1: Prevention of medical errors**

the possibility of medical errors is relatively high in hospital settings due to communication gap which is often created between two parties. This results in medical errors unless a medical record is present in front of them which reduces errors. The medical records can be linked on every employee via cloud for better departmental coordination.

**Recommendation 2: Automatic tracking of insurance documents**

The hospital’s insurance department is responsible for handling the billing documents for various insurance charges and negotiating with insurance companies on charges incurred by patients. Manual handling of the bills becomes tedious and mistakes can be made in standardizing the charges for admission procedures and other medical supplies. Installation of a centralized accounting system can help track of real-time insurance documents the moment it is filed in the database. These documents can also be cross-referenced when required by the Audit Department. Bills can be reproduced easily and standardize processes can be set while creating invoice for medical supplies and outpatient records.

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**Author:**