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CSD 380  
Assignment 5.2

Step	Time (est.)	Notes
Rush into work	7 mins	Stressful entry, possibly chaotic, late everyday
Fill up water bottle	1 min	Personal prep to not get up again
Put lunch in fridge	1 min	Ensures lunch is cold and not room temp
Log in to computer	2 mins	Start-up process
Open Epic, Outlook, Careport	8 mins	Prepping key systems
Eat breakfast & drink coffee	10 mins	Multitasking while working
Review & prioritize task list	15 mins	Planning improves efficiency, can decide which tasks require more attention
Review old tasks to close out	30 mins	Prevents backlog, auditing to make sure smooth and safe discharge for patient
Follow up on Careport referrals (close or update)	30–60 mins	Key workflow task
Handle new incoming tasks (packets, calls, etc.)	Varies	Responsive tasks throughout the day depending floors assigned
30-minute lunch walk	30 mins	Break time, but value for health, get fresh air
Check faxes	5 mins	Ensures up-to-date communication with authorizations or appeals
Close out systems and go offline	3 mins	Proper closeout

Pack up and walk to car	7 mins	Transition step
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### Lean Analysis

Metric	Time(mins)
Total Lead Time	~180–210
Value-Added Time	~130–150
Non-Value-Added Time	~30–40
Process Efficiency	~72–83%

Opportunities	
Opportunity	Suggestion
Rushed arrival	Prep bag/night before, pick clothes out to ease wake-up time to reduce stress
Opening apps & logging in	Use automated script or set up to auto-open essentials at startup, locking screen instead of logging off, making sure computer is up to date
Breakfast multitasking	Consider prepping breakfast to avoid distraction, consider eating prior to arriving to work
Task planning	Work with colleagues to determine discharge planning, preparing for discharge as soon as patient is admitted
Referral closure process	Stay on top of closing referrals every morning so they don't pile up
Fax check	Move to earlier in the day or integrate into frequent checks and not waiting till the end of day.

Sources Used:

<https://www.connectall.com/3-easy-steps-for-using-vsm-in-everyday-life/>

<https://miro.com/value-stream-mapping/examples/>