

**Project Title**

Automating Processes to Prepare and Disseminate Reports for Data Analysis & Decision Making

**Project Lead and Members**

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**Organisation(s) Involved**

SingHealth, National Dental Centre Singapore

**Aims**

To automate mundane processes, raise capabilities and competencies of Finance staff, and be more self-reliant.

**Project Category**

Process Improvement, Productivity, Technology & Automation

**Keywords**

National Dental Centre Singapore, Process Improvement, Productivity, Technology & Automation, Finance, System Enhancements, Turnaround Time, Reduce Manpower, IHIS, Visual Basic for Applications, , Computation Programming, Cleaning of Data, Generation of Reports, Reports Dissemination

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## (1) INTRODUCTION

Leveraging on technology helps finance staff to get their work done more efficiently. By harnessing the in-built Excel programming, Visual Basic for Applications (VBA), finance staff are able to automate many repetitive and mundane tasks. This cuts short preparer's time, increases productivity, reduces work errors and leaving more time for high value-added work.

## (2) AIMS



To automate mundane processes such as:

- "cleaning" data
- report preparation
- sending standard emails



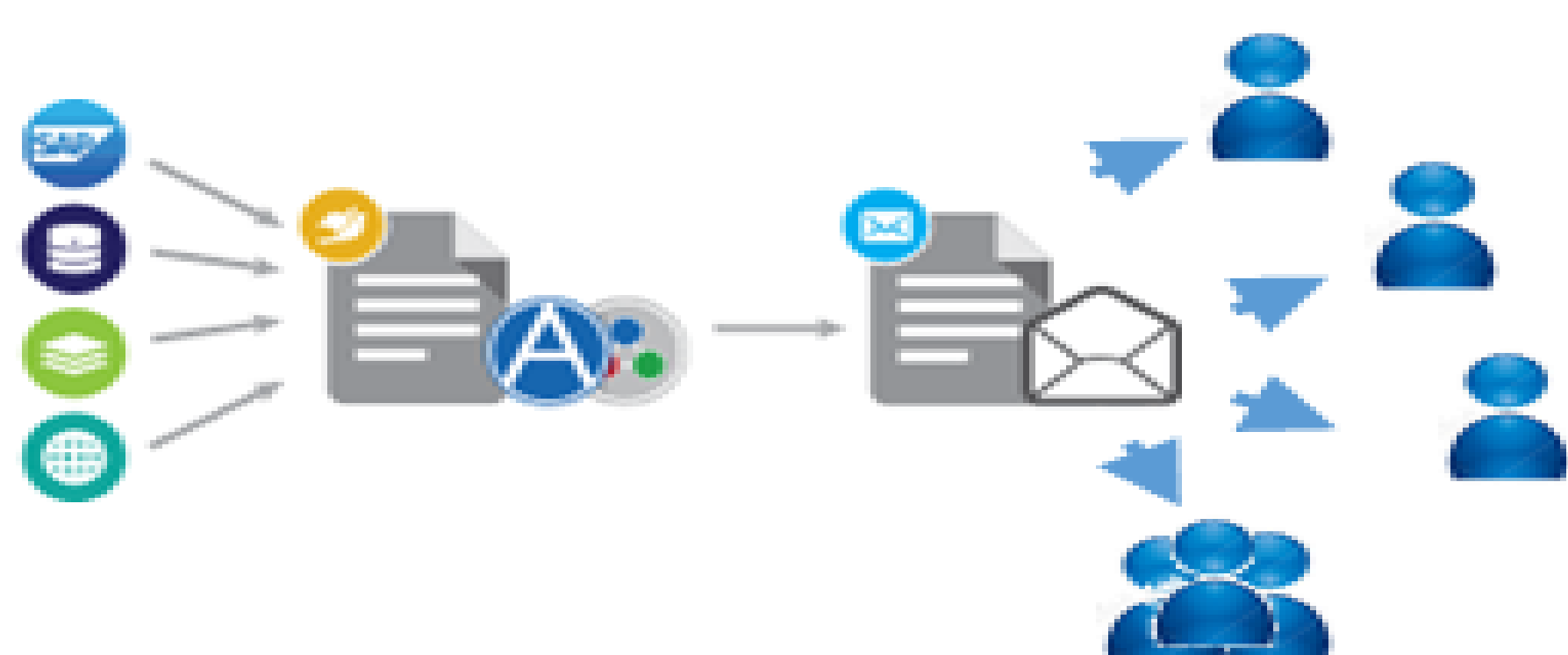
To raise capabilities and competencies of Finance staff by:

- providing appropriate training
- using VBA to write programmes for work projects



To be more self-reliant:

- previously rely on IHS to assist with development work for reports
- changes to report requirements can be addressed promptly



## (3) METHODOLOGY

Using VBA, we programme the mundane repetitive tasks in the following areas:

### A. Cleaning of Data

Raw data downloaded from SAP, OAS or OBIEE may not be in a form that is ready for analysis. With VBA, we are able to automatically 'clean' the database so as to enable us to slice and dice data meaningfully.

### B. Preparing the Reports

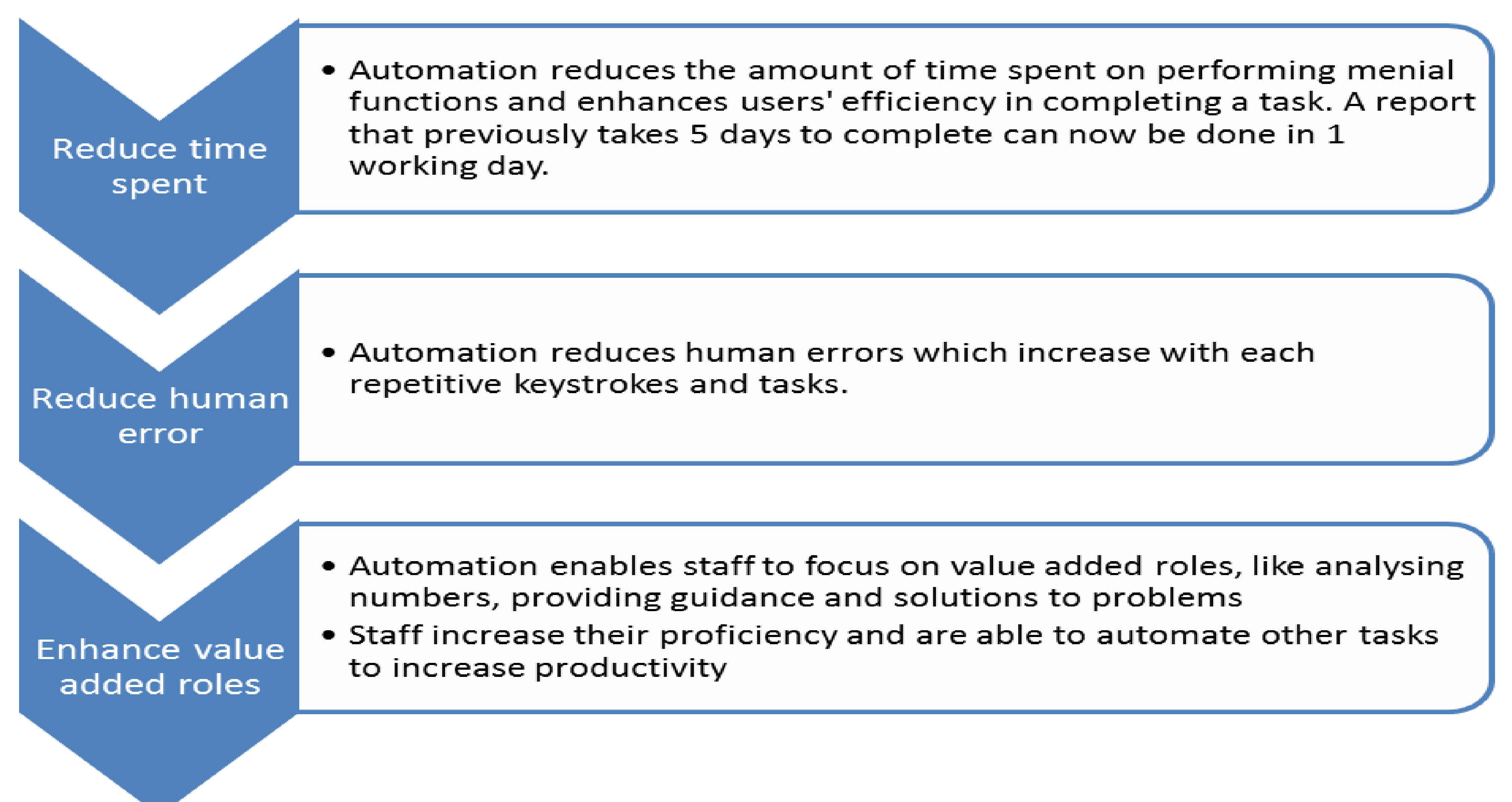
From the 'cleaned' data, we automate the report preparation process. After the initial set up of the report format, the programme will pull relevant numbers from the database, populate the reports for departments and individual clinician, save the files and password protect individual files with the clinician's unique identification number.



### C. Disseminating the Reports

We use VBA to programme the emailing of reports to HODs and individual clinician. The programme matched each individual's email with the recipient's name, attach the right file and copy to the relevant supervisors. This whole process is done with the push of a button and takes about 15 minutes to send to approximately 100 clinicians.

## (4) RESULTS



## (5) Conclusion



Automating mundane processes: -

- Increases efficiency of finance staff
- Frees up Finance staff's time to focus on higher level work
- Empowers finance staff to find areas for improvement and increase productivity