UCH PAR and/or QSight™ Inventory Management Program

Getting Started

Your Department has been scheduled for the Logistics Management PAR and/or OMS QSight Program.

What's next?

1. **Look for Your Implementation Packet.** The Implementation Manager(s) will send a UCHC PAR and QSight packet to your designated Champion. The packet contains resources you will use in the implementation process: a welcome letter, an Implementation Guide, and your Department Implementation Checklist.

   The Implementation Guide discusses:

   - Preparation
   - Data Gathering
   - System Requirements
   - Security
   - Integration with other applications
   - Hardware
   - The Initial Count
   - On-Site Department Training

2. **The Getting Started Meeting.** In this meeting, the OLM Implementation Manager, Director of Logistics Management (if applies) the OMSolutions QSight Implementation Manager kicks off the implementation process and reviews the flow of implementation activities from planning and preparation to ongoing application. Meeting participants include:

   - University Director of Logistics Management
   - OLM Implementation Manager
   - OMSolutions QSight Implementation Manager (for QSight Only)
   - UCH Department Director
   - UCH Department Champion and Director
   - UCH PAR/QSight Admininistraor
   - OMSolutions QSight Field Implementation Lead (for QSight Only)

   During the Getting Started Meeting, participants will:
   1. Identify primary contacts for both the department (and for QSight – the OMSolutions field support team)
   2. Assist the Implementation Manager in completing sections of your department's site profile
   3. Discuss the facility's floor plan
   4. Discuss your department's product mix
   5. Set a "Go Live" date (based on availability of department's information and resources)
   6. Answer any questions
   7. Identify the next steps for implementation planning and preparation

3. **Planning & Preparation.** Implementations typically require 6 to 8 weeks after the initial Get Started meeting, to allow for thorough planning and preparation and an easy transition to the inventory programs (the time frame may be less based on your department needs). After the Getting Started Meeting, the Implementation Manager(s) creates a custom schedule for your department's implementation and shares it with your team. Take some time to review the schedule to get a better understanding of the sequence of activities and the time required for the implementation process. The Implementation Manager(s) and Implementation Lead oversee the completion of all internal tasks. They will also guide you through each step that requires your direct involvement.

Account Activation

The UCH Team and your Department Leads will work closely with the Implementation Manager(s) and the UCH/OMS database management team.

The Implementation Manager(s) will provide the following:

- Activate your account in the UCH PAR and/or QSight Program
- Provide User IDs and Passwords to your Site Administrators.

Entering Product Data

Next, product data from the UCH Banner and Macola systems will be loaded into the PAR or QSight system. The database contains nearly all medical-surgical products used in your department, so you don't need to worry about creating a basic product database: the data we're referring to here is your pricing, par levels, order ID's and billing ID's. Any of this data that you wish to be loaded in advance should be provided in electronic form as early as possible in the process. Also, you'll always have the freedom to enter and change data as you go forward, through the UCH PAR and/or QSight customization pages. All data fields that may be uploaded are documented in the Customer Implementation Guide.

Best Practice:	Load product codes, PAR levels and pricing prior to the Initial Count Weekend to make the "Go Live" date a smooth success.

To ensure a successful implementation, make the time to gather as much information as possible. Accurate information will ensure that the transition runs smoothly to the UCHC or QSight Systems.

QSight Integration Only:

What systems do you want to interface? Interfaces to QSight can take many forms, depending on the current role of other applications in your department's workflow. Although QSight has several "ready-made" interfaces, nearly any external system can be interfaced to QSight. If you're considering maximizing QSight's flexibility by integrating it with billing, ordering, patient registration or item master, the OMSolutions QSight Implementation Manager will provide you with QSight interfacing documentation to assist you in determining what's best for your applications.

Placement of QSight Workstations

Next, decide where you want staff to have access to QSight. QSight requires a PC with Internet access and Microsoft's Internet Explorer[1] and a scanner for each PC.

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[1] The browser should be version 5.5 or newer

4. **PAR and/or QSight Initial Inventory Count:**   As we move towards the "Go Live" date, the Implementation Lead plans the Initial Inventory Count day(s). To complete the initial count, an experienced Materials Management Lead and/or OMSolutions physical inventory team pairs up with selected staff members from your department to batch, count and scan product (following QSight's initial count process). We recommend one hospital employee per room in the department. For example, if your department has four suites, it would be optimal to have four hospital department staff members to assist on the initial count. Materials Management will also provide staff for the count process. Implementation Leads assign employees to the count as soon as the Initial Count date is set. The ideal team size depends on department size, including the number of rooms and stocking locations.

   Typically, the count is performed the weekend prior to the "Go Live" date. The Implementation Lead plans and directs the initial count. Once the initial count is complete, an inventory audit will be performed to assure accuracy.

5. **GO LIVE!** The initial count is complete, and we are ready to begin using the UCH PAR and/or QSight Programs. Typically, the "go live" date is the Monday following the Initial Count Weekend or the day after user training is complete.

6. **QSight On-site User Training.** The OMSolutions QSight Implementation Lead will spend one to two days training all necessary QSight users. Typically, user training begins the day after the initial count. Training is provided on an individual basis to ensure full understanding. Each user receives a QSight Quick Reference Guide as an aid until using QSight becomes second nature.

7. **Follow Up.** The day after user training, the UCH PAR Administrator and/or OMSolutions Implementation Lead will call you to answer any questions that have arisen since the training and provide support. Additionally, the UCH PAR/QSight Administrator will call you once each week for follow-up and updates. The UCH PAR Administrator is your one-stop Help Desk for the system.

8. **Ongoing Application.** As you continue to use the UCH PAR and/or QSight Program, you will receive helpful communications from us, including best practices, new feature notices and update announcements. You may also receive customer satisfaction and utilization questionnaires from us. At any time, you may contact your UCH PAR/QSight Program Administrator for assistance. You will receive appropriate reporting from the UCH PAR and/or QSight program regularly. Depending on your business needs, custom reporting is available through your Program Administrator. Reports are also posted to the Logistics Management Web site and Q-Sight.

9. **Your Logistics Management & OMS Contacts:**

UCH PAR/QSight Administrator:	Adam Mike at 679-3255
UCH Value Analysis & Supply Chain Manager:	Dan Hannon at 679-2740
UCH Logistics Managers:	Adam Mike at 679-3255
UCHC Director of Logistics Management:	Jeff Boyko at 679-1955
OMS Implementation Manager:	866-327-5418