Changi General Hospital
SingHealth

Reorganisation of The Central Working Files Depository

Wee Jing Heng, Stephanie Sung, Jane Han & Ler Sock Hoon
SCM

I. AN INTRODUCTION

Even though important documents such as approval papers and final quotations are deposited in the Electronic Purchase Requisition system (ePR), there are many other bulky documents which are tedious to be scanned and deposited electronically. Therefore, these essential supporting documents such as internal and external correspondences, vendors' submissions etc to support compliance checks, audits and are important sources of reference for future purchases need to be filed. Thus it is imperative that the working files are kept organised and are able to be retrieved easily by Supply Chain Management (SCM) staff.

II. SOME BACKGROUND + AIMS

Working files were kept at each staff's desk

- No centralised filing
- Documents went missing during staff turnover
- Essential supporting documents were not easily and readily available during audit/compliance checks

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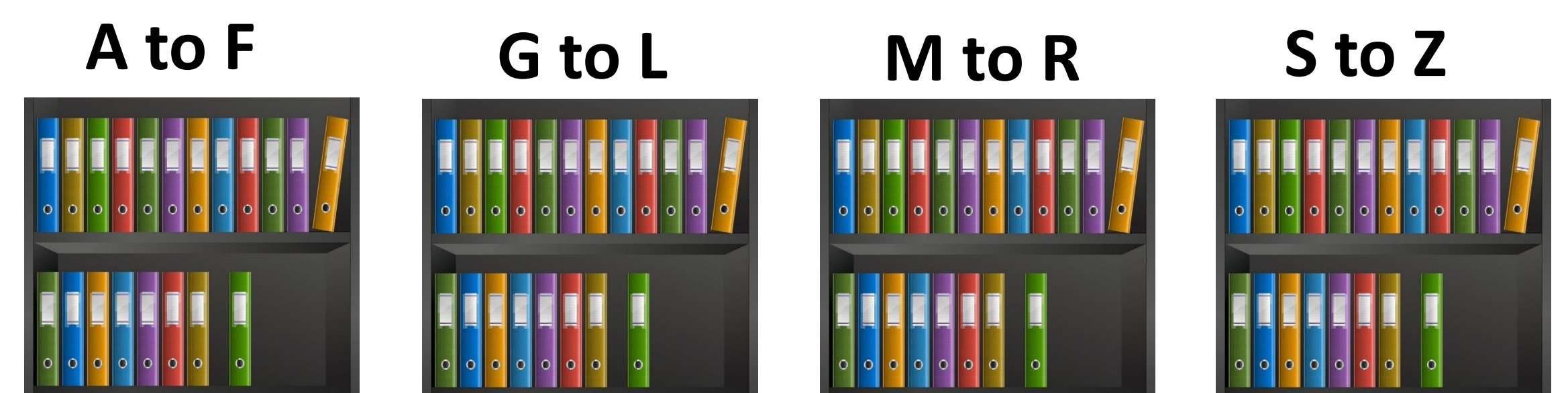**AIM:** All working files must be filed in a centralised location

AIM: The filing system must be properly categorised

AIM: Each working file must be properly labelled

III. HOW WE'VE DONE IT

All buyers have to submit their working files to contract management for centralised filing at the central shelving in the department office. Each file was labelled with vendor's name and contract number. The files were filed in alphabetical order according to the vendors' name. Each section of the shelving was assigned for a range of the vendors.

A to F   **G to L**   **M to R**   **S to Z**

IV. RESULTS, RESULTS + RESULTS

The Initial Results:

- ✓ All working files were filed in a centralised location
- ✓ Files were labelled properly with vendors' name & contract numbers
- ✓ Shelving has clear sections to locate files

❌ **BUT as time went on:**

Some sections have more/thicker files, resulting in spill overs to other sections and constant rearrangement of the files. There were difficulties in locating files after they were rearranged.

A to F   **G to L**
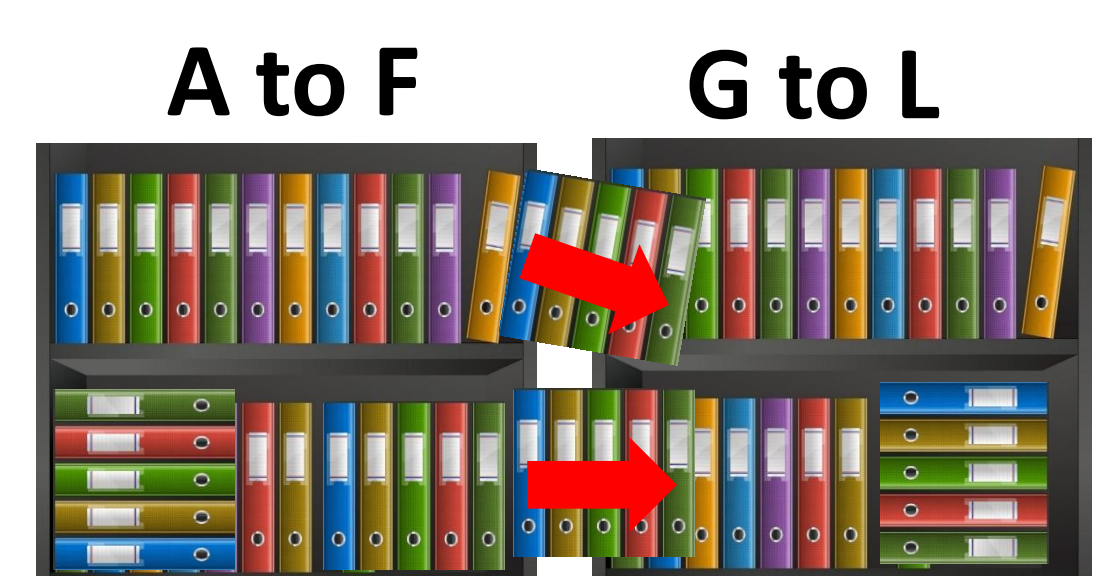
How We've "RE-DONE" It:

The working files are rearranged to be filed according to their electronic purchase (ePR) numbers. An ePR number is a unique reference number tagged to each purchase. ePR numbers beginning with "C" are for CAPEX purchases while those beginning with "K" are for OPEX purchases. The shelving spaces are divided into the 2 sections: CAPEX & OPEX.

FINAL RESULTS!

- ✓ All working files are filed in a centralised location
- ✓ Each file has been labelled with its unique ePR number
- ✓ Files are in running sequence according to its ePR number
- ✓ Shelving has less fragmented sections (CAPEX & OPEX) and clear labelling to locate files easily
- ✓ More sustainable in long run to support increasing volume and more complex purchases due to the hospital's expanded operations

ePR number label on each file

Filed according to ePR number in running sequence

ePR number range labels on shelves
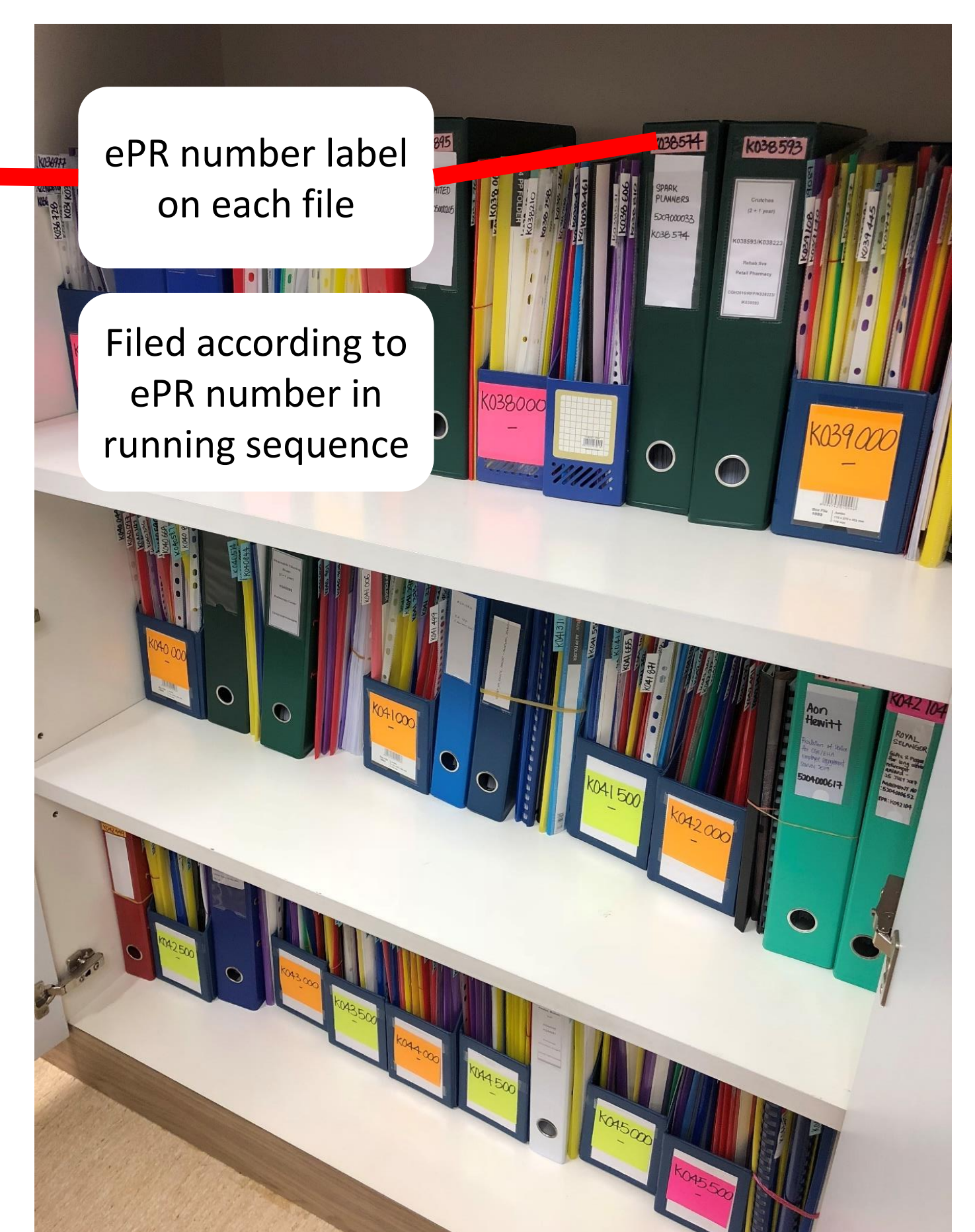
V. AND WE CONCLUDE THAT...

The new filing system enables working files to be retrieved more efficiently and accurately for daily operations and audit review, and is more sustainable to support the increasing load due to the expanding operations of the hospital.