2018 PAPERLESS VALIDATION UPGRADE
SUMMARY

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Overview

- What's Coming and Why?
- When?
- Benefits
- Timeline
- Communication Plan
- Q&A

What's Coming?

- Upgrading how we manage the ~500,000 parking validations dispensed annually to URMC/University departments

- Paperless, online platform (blue requisition forms no longer required)

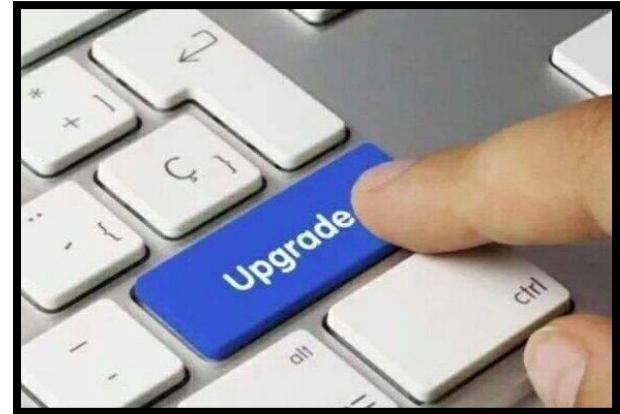- Mobile friendly approach

Why?

- Improves auditing process

- More convenient for patients/visitors

- Greater efficiency for Departments

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WHEN?

FALL

2018

We will launch this <u>optional</u> service in the FALL of 2018 by inviting departments to learn how the system works via a webinar and other communication tools.

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Benefits: All Departments

Request and retrieve discounted validations online

- Validate lot entry tickets for visitors

- Email validations to users which can be printed or used via smart phone

- Print validations on demand (keep 100 on hand or just print a few as needed)

Greater Efficiency

- Depts. pay only for validations used

- Blue requisitions no longer needed

- No more waiting for validations

- Reduced risk of theft

- Auto journal entry for department account
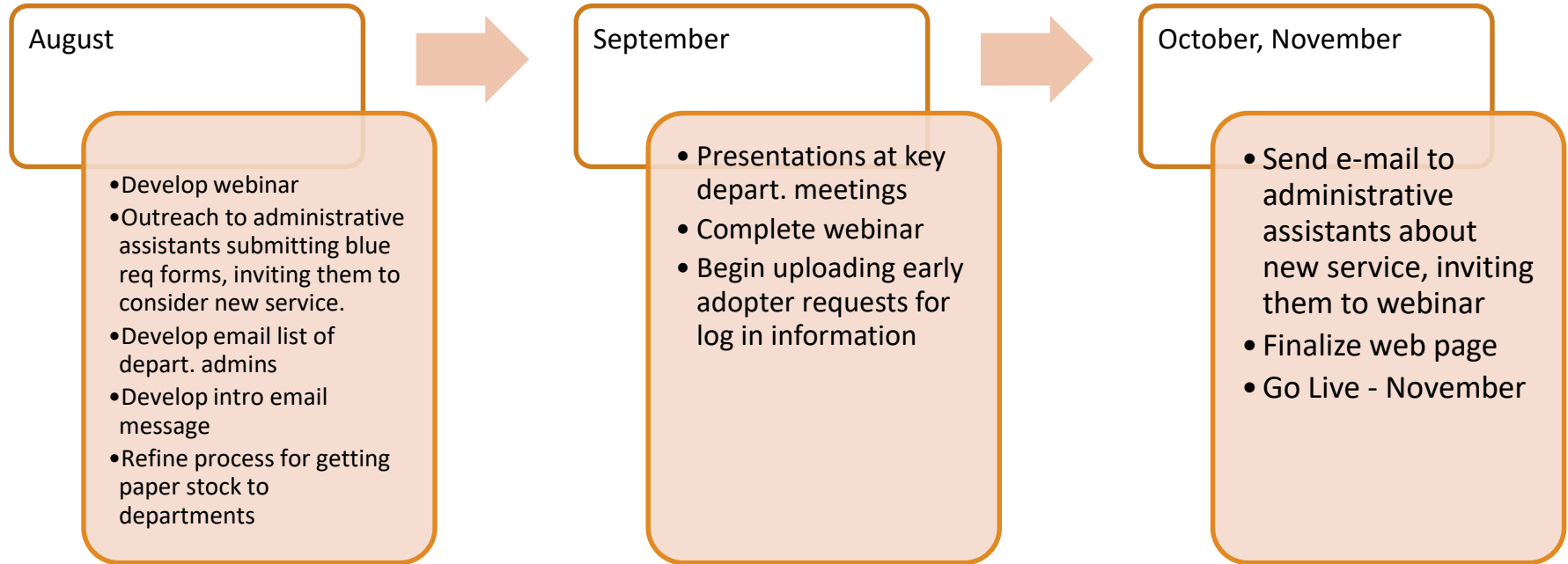
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Benefits: Patients & Visitors

Convenience

Department administrators are able to validate entry tickets for visitors and patients as needed.

Department administrators are able to generate validations and email an electronic copy to patients and visitors ahead of time.

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Timeline/Communication Outreach

August

- Develop webinar
- Outreach to administrative assistants submitting blue req forms, inviting them to consider new service.
- Develop email list of depart. admins
- Develop intro email message
- Refine process for getting paper stock to departments

September

- Presentations at key depart. meetings
- Complete webinar
- Begin uploading early adopter requests for log in information

October, November

- Send e-mail to administrative assistants about new service, inviting them to webinar
- Finalize web page
- Go Live - November

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FAQ

Q: I still need to have a stack printed. Where will I get the paper?

A: The access validation request form has a field to put the estimated amount of validations needed annually. Transportation and Parking will provide the paper and mail it to your intramural address.

Q: Will the validated tickets have a unique bar code? How will department be charged?

A: Each validation has an individual QR code. Depts. will be charged for all validation that are used in a month through a journal entry. This information is also on the access validation request form.

Q: What if we prefer the old system?

A: The current process to obtain validations is still available

MEDICINE *of* THE HIGHEST ORDER

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