



**Dedalus**  
HEALTHCARE SYSTEMS GROUP



## **HYDMedia G6 workflows**

Business processes  
under control at all times  
and everywhere – in a  
convenient and secure  
manner.

# HYDMedia G6 workflows

## Concentration on the actual tasks and relief for employees

The basic prerequisite for implementing an individually designed workflow is an integrated system, which HYDMedia G6 provides due to its high level of digitisation.

Every clinic and hospital wants to increase its own efficiency and profitability as well as be able to respond quickly if changes occur in its business processes. Workflows, once implemented in a system, take over a large part of the original coordination and communication tasks. This relieves employees and allows them to concentrate on their actual

tasks. Deadlines or current status values are always visible and everyone knows who has a task at the moment or why a task has not yet been started because it depends on another one. Documents are managed centrally so that it is clear which one represents the current version and who has made which changes. In addition, well-implemented workflows can be quickly adapted to respond to changes.

## The basis of every workflow: BPM and BPMN 2.0

Business process management (BPM) is a systematic approach to capture, design and execute automated and non-automated processes. The documentation and measurement as well as the monitoring and control of the processes sustainably ensure the achievement of the agreed goals.

BPMN 2.0 (business process management and notation) fulfils the legal requirements through fixed inputs and processes. Traceability is ensured by automatic logging with archiving. Predefined work steps increase employee satisfaction and improve process controlling through quantitative analysis options (KPI). The flexible adaptability of the workflow based on qualitative and quantitative evaluations promotes process optimisation. By standardising processes and inputs as well as outputs and the communication channels, errors are avoided and transparency is increased. The processing status can be viewed at any time, as the data of the intermediate statuses are available at all times.

## General advantages

- Assurance and optimisation of work processes
- Increase in productivity, efficiency and transparency
- Less communication effort
- Reduction of transit and layover times
- Reduction of errors
- Faster access to information and documents
- Faster decision-making and action
- Flexible adaptation of work processes and staff organisation

- 1 A business process is composed of various sub-processes. It has an exact starting point and produces a result at the end, e.g. a document.
- 2 A process includes activities that need to be worked through in order for it to be completed. When you model a business process, you define at this point who has to do what and when in terms of activities.
- 3 To automate these activities, they are broken down into the smallest possible steps – a workflow is created. This means that the activities can be mapped and processed by a system

### Business process level



2



### Workflow level

3



# HYDMedia G6 workflow

## Incoming invoices

### Processing of electronic invoices

The HYDMedia G6 workflow for incoming invoices offers the right overall solution for processing invoices faster and to make the processing status visible to everyone involved in the process in financial accounting and materials management at any time. Furthermore, it is traceable who entered or approved what and when – archived and logged. Workflow-integrated annotation tools improve communication with each other and save time by avoiding steps. Payment deadlines and discount periods are recorded and stored in the system right from the start, so that costs can also be saved here by being reminded of necessary approvals in good time and automatically.

### Everything flows

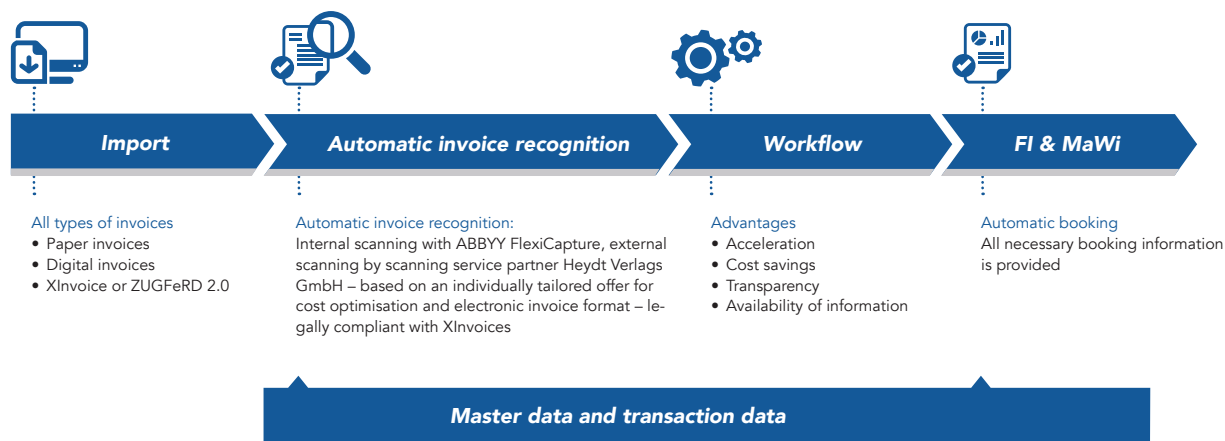
After receipt of the invoice – electronic XInvoice or ZUGFeRD 2.0 – the process is triggered in the HYDMedia G6 workflow. The prerequisite for this is correct formatting in accordance with the guidelines for proper accounting. After successful invoice recognition, all processors involved in invoice verification are informed about the receipt. Identification takes place via invoice/e-mail data or organisational management. Attachments can be attached and comments and notes can be written for better communication with each other.

### Advantages at a glance

- **Speed**  
Faster processing of invoices
- **Transparency**  
Invoices and processing status can be viewed at any time
- **Traceability**  
Who entered or approved what?
- **Compliance**  
Archived record of inputs and releases
- **Better communication**  
Integrated options for annotations
- **Cost savings**  
Achieving cash discount targets and avoiding time-consuming communication and steps

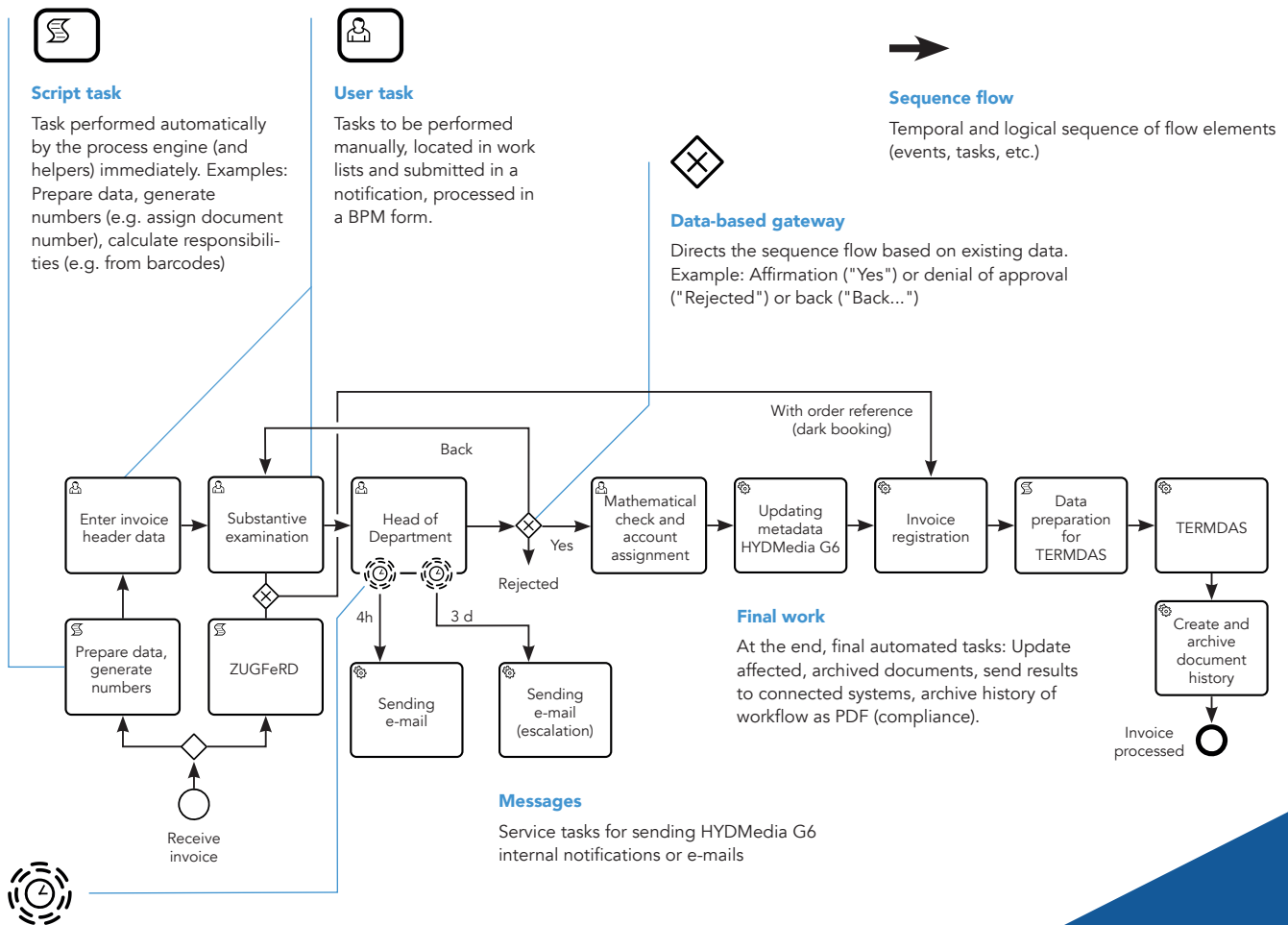
As soon as an invoice has been approved or rejected, it is forwarded to the next processor according to responsibility. This can be done manually or automatically according to defined rules. These work steps are repeated until the invoice reaches the accounting department, where it is booked manually or automatically – either with or without a payment block. The HYDMedia G6 workflow for incoming invoices is thus completed and the invoice is archived in HYDMedia G6 together with the history document in an audit-proof manner. The history document contains the logged life cycle of each incoming invoice.

#### HYDMedia G6 workflow process for incoming invoices



# Everything flows

Section of a workflow for incoming invoices drawn with BPMN 2.0



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