



adicom.

## PERSONNEL PLANNING IN THE HEALTH CARE SECTOR MADE EASY...



THE SOLUTION FOR  
OPTIMIZED PERSONNEL  
PLANNING IN

- HOSPITALS
- CLINICS
- CARE FACILITIES
- REHABILITATION  
CENTERS
- HOMES



# ...THE RIGHT EMPLOYEES IN THE RIGHT PLACE AT THE RIGHT TIME...

## The Challenge

These days, the search for suitable specialist personnel in the health care sector is shaped by increasing cost pressure and modified statutory framework conditions.

A growing demand for qualified staff and a lack of specialist workers means that personnel planning is crucial. The use of various planning methods and tools is the norm in the wards of clinics and hospitals or in the departments of care facilities and homes.

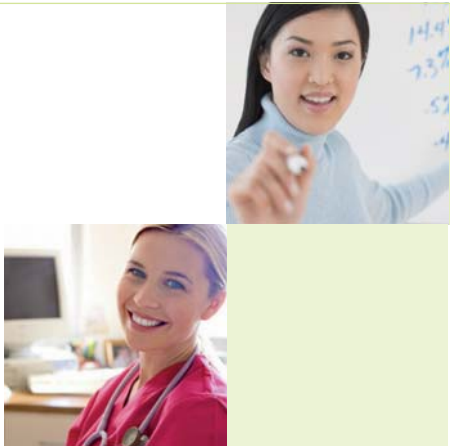
The diversity of personnel planning options ranges from the classic paper duty roster through to spreadsheets with varying degrees of complexity and isolated software applications. All these types of planning support are effective to a greater or lesser extent, but prevent further processing and effective use of the data obtained.

Employees often struggle with difficult working conditions and vastly varying shift patterns. Transparent planning and accounts settlement mean that disparities can be recognized quickly as unfairness in the distribution of shifts. This frequently leads to frustration and annoyance among employees.

In contrast, it is often difficult for planners and management to ensure sufficient and high quality manning of wards. The transparency of vacations and weekly working days of individual employees required for fair personnel scheduling is also lacking.

At the same time, the complexity of legal and collectively agreed provisions makes things difficult for HR departments and management. It is barely possible without IT support to implement legal guidelines and checks, such as monitoring maximum hours for periods of time and days.





In response to the challenges and problems faced by these groups of people, the Adicom® Software Suite offers a comprehensive tool: Adicom Health Care Facility (HCF).

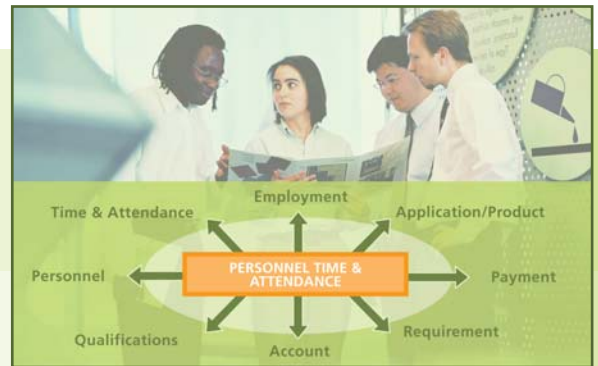
It assists planners with their planning tasks, creates greater transparency of work and working time for employees and aids management with their checks and calculations in accordance with statutory framework conditions.

### The Solution

Adicom HCF, a personnel planning system for hospitals, offers the possibility of linking wards (workstation, requirement, number, period) with the available employees (qualification, availability, number), taking into account time-related information (attendances and absences, time models, working-time accounts, remaining quotas).

The result is that Adicom HCF is able to live up to the motto of deploying “the right employees in the right place at the right time.”

At the same time, the data acquired as a result of planning can be used for employee account settlement, taking account of the statutory framework conditions. And this transparency continues through to individual employees. The Adicom employee portal structures the continuous flow of information within the building, often communicated entirely by telephone, more efficiently. Ultimately, employees are encouraged to organize their work more efficiently due to transparency in planning and accounts settlement, and through their involvement in the process.



## Benefits of Adicom Health Care Facility

A personnel planning system for the health sector, Adicom HCF is a standardized planning, information and accounts settlement tool for heads of care facilities and wards, managers, administrative staff, HR departments and employees that provides increased transparency and simpler accounting of staff deployments.

### Integrated into the accounts settlement process, yet easy to operate, which saves time...

Planners receive a tool that optimizes personnel planning thereby saving time and money. Adicom HCF enables needs-based planning with an overview of the level of coverage during each shift and in terms of employee qualifications on

the ward. Information such as time account status, employee qualifications and master data, as well as planned and unplanned absences can contribute to decision-making.

A clearly structured overview, based on standard duty rosters, allows planners to react quickly to shortfalls, thus avoiding understaffing. Simple operation means that they are also able to relocate employees quickly and confidently and assign them to the correct shift according to their respective qualifications and requirements. In doing so, the employee's individual hours worked and target working hours are taken into account. This eases the planning process considerably.



### ARCUS Clinics

Uwe Schmidt, Chief Financial Officer

*"The use of the Adicom® Software Suite and our doctor locator system allows us to reinforce the high standard of medical care with professional and patient-oriented personnel scheduling and locating. In a high-performance establishment like ours, top-notch medical care can only be guaranteed in the long term when all systems interact effectively."*





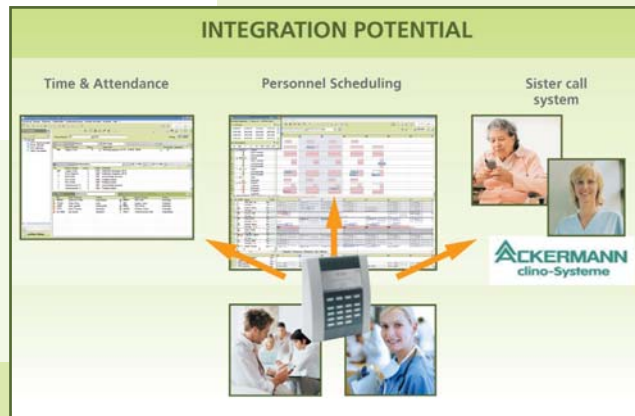
# ...MEASURABLE PLANNING IMPROVEMENTS THANKS TO INTEGRATED FLOW OF INFORMATION FROM HEAD OF WARD THROUGH TO EMPLOYEE AND ACCOUNTS SETTLEMENT...

Adicom HCF is a visually clear and simply structured work tool that promises a rapid return on investment. This module is easy to use and will be presented as part of the train-the-trainer concept.

The application is easy to grasp within a short period of time. The Adicom personnel planning system for the health care sector can be tailored to your individual requirements. Multilingual views and multi-client capability are included in the standard version, for example.

## The Target Group

Users of Adicom HCF include care facilities, clinics, hospitals, rehabilitation centers or homes employing between fifty and several thousand staff. These may also work at several separate sites.





### Benefits for Planners:

- 4-line display (plan 1, plan 2, actual, result) for tracking planning progress
- Quick planning dialog with valid and frequently used shifts and absences in the respective department/ward
- Supports rotating shifts and employee wishes
- Overview of employee attendances and absences before the start of a shift or working day
- Unavailable/ill employees are taken into account in personnel planning
- Temporary relocation of employees to other wards and cost centers
- Planning is made easier through the option of automatic or manual planning or a combination of the two
- Maximum/minimum guideline for requirements and highlighting of shortages or overlaps
- Increased planning fairness thanks to "fairness lists"
- Cost management per person and department
- Consideration of individual restrictions, e.g. further education classes or pregnancy with individual comments during planning
- Monitoring of statutory restrictions during planning, indicated by warning or error message
- Simple planning of individual shifts or shift sequences at the click of a mouse (drag & drop)

### Benefits for Employees:

- Greater planning transparency
- Immediate information concerning individual time accounts
- Immediate and direct information about vacation and account status
- Application for vacation and other absences directly in the system, including information on processing status
- Correction of forgotten postings directly in the system with approval (if authorized)
- Printout of vacation account and time account directly via intranet/Internet
- Entry of shifts wanted into the system
- Increased fairness due to evaluation/implementation of shifts wanted

## Standards offer a future-proof investment for lasting efficiency!

The use of a central system means that crucial information is supplied quickly to employees online.

For this, future-proof technology/IT is required in addition to a basic organizational setup.

Recommended global standards are:

- Ethernet/WAN/LAN with corresponding SSL encryption
- Standard data storage using MS SQL Server or Oracle
- Use of modern identification devices such as contactless ID technology (LEGIC, MIFARE, EM4102)
- Display and visualization means such as LCD screens for employee information

## Benefits for the Accounts Department:

- Automatic calculation of time bonuses
- Automatic calculation of shift and rotating shift premiums in accordance with the German public service wage agreement (TVöD)
- Automatic calculation of annual vacation entitlement in accordance with the German public service wage agreement (TVöD), Federal Holiday with Pay Act (BurlG), Disabled Persons Act (SchwBG), Civil Service Code of Practice (Zivildienstleitfaden), individual company agreements, etc.
- Automatic calculation of on-call and stand-by duties, including travel times, rounding, waiting time allowances, utilization, etc.
- Warnings if laws are contravened (e.g. upper limit for working time, 48 hour checks)
- Automatic transfer to payroll accounting application
- Central vacation planning, including workflow and approval process
- Manual forms and records are dispensed with (e.g. no more paper applications or vacation cards)
- Automatic calculation of extra work and overtime premiums, taking into account individual company agreements
- Central information in one system (e.g. no more questions about vacation status)
- Simple and quick generation of statistics (e.g. hospital statistics for the regional statistics office, personnel and absence statistics, etc.)





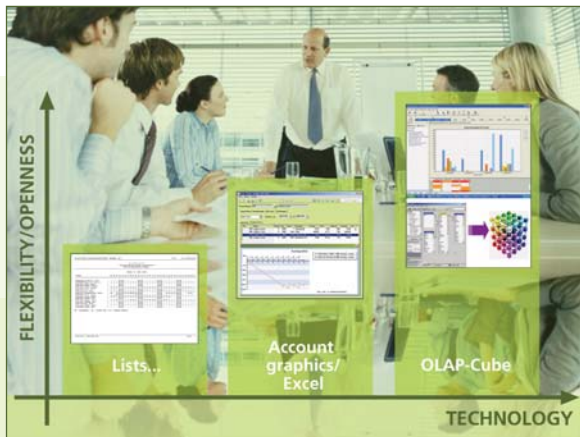
## ...TRANSPARENCY AND OVERVIEW RESULT IN QUICK AND CORRECT DECISIONS!

As an important component of modern software, Adicom HCF offers the possibility of integrating clear and practice-oriented reports and statistics.

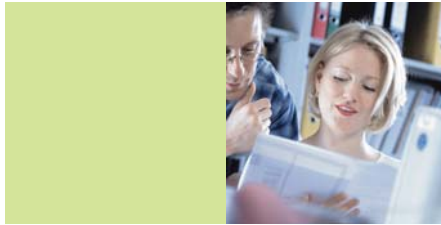
Reports and evaluations prepared in the system include, amongst others:

- Ward duty roster in A3/A4 format with various display options (1 to 4-line, with/without fulfillment of demand, with/without key, with/without zoom)
- Credit card-sized employee duty roster with plans for one calendar week

- Fairness list
- Personnel and absence statistics
- Hospital statistics for the regional statistics office
- Age distribution list
- Various fluctuation statistics
- Job chart
- Account status and information on vacation still to be taken with cost center totals
- Diverse personnel lists
- Diverse balance lists
- Employee working-time account
- etc.



Why not see for yourself what potential and possibilities there are to improve your processes when you become our partner.



## Solution Highlights:

- Automated planning
- Personalized view of planning chart possible
- Complete integration into Adicom Time & Attendance with a single interface and data structure
- Option to integrate sister call systems
- Option to integrate with payroll accounting application

- User-group compatible view of planning
- Multidimensional authorization concept
- Monitoring of rule breaches (individual/law)
- Online documentation
- Simple handling thanks to drag & drop functions
- Supports approval processes
- Supports employee wishes
- Duty roster printouts in A3/A4 format and color with customization option
- Color coding of a day with additional information and planning instructions

Plantafel		i24au - Station 24		Aug 2008	
Arbeitsplatz: Arbeitsplatz Besetzung		Vnr.: 05.08.2008, Donnerstag		05.08.2008 - 05.08.2008	
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### Winner of HR-Award 2007

The Adicom® Graphical Pegboard was awarded the HR Award by Saint-Gobain ISOVER G+H AG.

Of all the projects submitted, the integrated Graphical Pegboard achieved the best results in the categories of "use," "innovation," and "adaptability to other consolidated companies" according to the five-member jury.



### Awarded Industry Prize 2008

The Adicom® Graphical Pegboard was awarded the Industry Prize 2008 by the Initiative Mittelstand (SME Initiative). The solution impressed the jury in the "software" category due to its proven suitability for SMEs and high integration ability.

We would be glad to demonstrate our industry expertise to you.

Please contact us – we're looking forward to hearing from you.

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