

Crowe[®] RCA

RCA Implementation Overview

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Kickoff Agenda

Agenda	
■ Introductions	5 minutes
■ Project Timeline and Overview	15 minutes
■ Next Steps	10 minutes

Introductions

Roles & Responsibilities

Role	Crowe	Contact Information
Project Sponsor		
RCA Trainer		
Implementation Subject Matter Expert		
Implementation Analyst		
Implementation Analyst		
Sales Lead		
Engagement Partner		

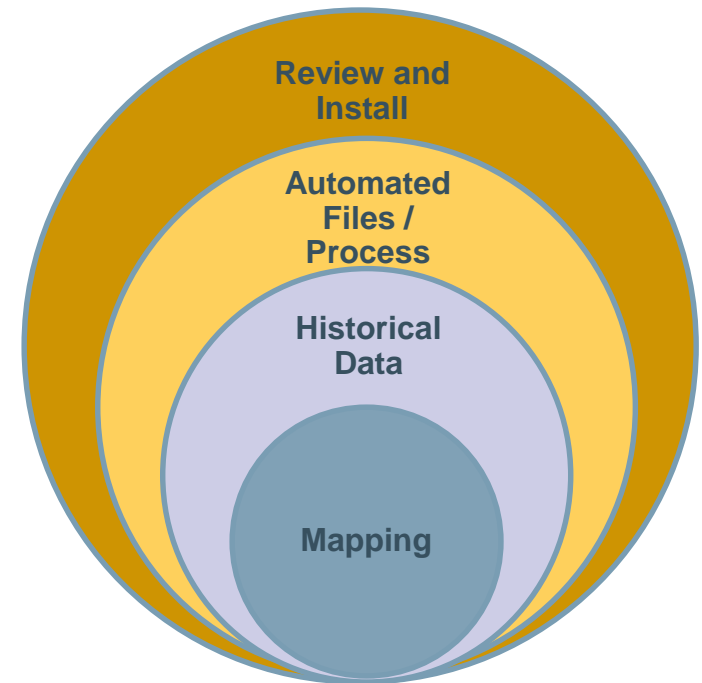
Client Roles & Responsibilities

Role	Responsibilities	Timing
Project Sponsor	Project extension or change order approval.	As needed.
Project Manager	Day to day implementation tasks, ensuring the client team is on target, helping remove any barriers to client milestones being met. Assist with project coordination.	Needed for entire project duration.
Accounting and Finance Lead	Project deliverable approvals: RCA Mapping Table Extracts, Historical ATB Reconciliation, Historical ATB Crosswalk, Historical Aged Trial Balance Reports (AR50), Historical ART Variances Results etc.	Need throughout the project, heavily when deliverables need approval.
System Report Writer	Generating historical and automated daily files.	Majority of effort complete once file have been provided. Needed throughout to help investigate data items found.
SFTP Point of Contact	Providing historical and automated sample daily files to Crowe using Crowe's secure SFTP site.	Needed while files are being provided for review.
Reconciliation Lead	Reviewing historical & automated daily files, confirming they reconcile to the Controller's Reports.	Needed while historical and automated daily files are being generated and forward as all files generated should be reconciled before install and after as an ongoing process.

Implementation Process Overview

Implementation Process

- Standard 16 week process
- Built at Crowe and installed on Client's or RCA Hosted servers
- During implementation project, data is provided via a secure file transfer portal (SFTP) site
- High Level deliverables to be covered in detail during onsite visit
 - Deliverable I: Mapping
 - Deliverable II: Historical ATB Files
 - Deliverable III: Historical Transaction Files
 - Deliverable IV: Automated Daily Files
 - Deliverable V: Review and Installation
 - Deliverable VI: Training



Project Timeline

- Phase 0: Pre-Kickoff and Project Initiation Packet
 - Pre-Kickoff call
 - Project Initiation packet which includes information to prepare the client for Phase 1
- Phase 1: 3 Day On-site Working Session (Week 1)
 - Project Kickoff
 - File Specification Walk Through and Mapping Discussion
 - Strategy Session
- Phase 2: Data File Creation and Review (Weeks 2 – 12)
 - Historical and Go Forward Files
- Phase 3: Quality Assurance (Weeks 13 – 16)
 - Client approval of data loaded to RCA
 - Crowe to complete internal QA review of RCA Application
- Phase 4: Installation and Training
 - Crowe to complete RCA Installation and On-site Training

Next Steps

Phase 0 Project Initiation Packet

- **On-site Kickoff Agenda**
 - Phase 1 agenda for the three day on-site kickoff
- **RCA Implementation Guide**
 - Describes the implementation process and the file requirements
- **RCA Implementation Roles**
 - Describes the roles to be assigned to a client team member
- **Contact List**
 - Contains all team members to be included in the project, their roles on the project and at the hospital
- **Mapping Template**
 - This template will help the team translate the patient accounting system codes as needed for the RCA tool
- **Technical Scripts**
 - Sample scripts that can be leveraged when creating the data files.
- **Strategic RCA Implementation Questions**
 - Discussion questions that will provide detailed information needed for the creation, customization and implementation of your RCA Application



Thank you

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