

Massillon City Health Department 2021 QI Project: Conversion of all Accounting Practices From Paper to Electronic

Plan

Identify an Opportunity and Plan

Aim Statement

By August 1, 2021, all Massillon City Health Department accounting practices will convert from the current paper format to electronic bookkeeping.

Examine the current approach

Currently, all bookkeeping is performed on paper ledger, and the paper bookkeeping is then compared to the City Auditor's accounting software to ensure accuracy. If figures do not match, the software reports would need to be compared to the paper ledgers to determine the discrepancies.

This project will examine how the implementation of electronic bookkeeping will ensure efficient and accurate reporting for all Health Department accounting. The administration time and total number of discrepancies found monthly will be monitored pre and post switch to electronic bookkeeping.

Collect Baseline Data

Baseline data was collected to assess the average administrative time spent monthly on all bookkeeping, as well as total number of discrepancies found. Data was collected and available to assess pre/post trends. See data in Table 1 reflecting administrative time and discrepancies found both pre and post.

Identify Potential Solutions

By implementing electronic bookkeeping, administration time will be decreased, and monthly discrepancies will be substantially reduced.

Develop an Improvement Theory

An existing electronic system is used by multiple City of Massillon departments. If the paper ledgers were an accurate and efficient means of bookkeeping, the City Auditor would not be utilizing an accounting software, and the Health Department would not have sought to implement a new bookkeeping system.

Study

Use Data to Study Results of the Test

The new electronic bookkeeping system initiated in April 2021 has eliminated errors and reduced administrative time.

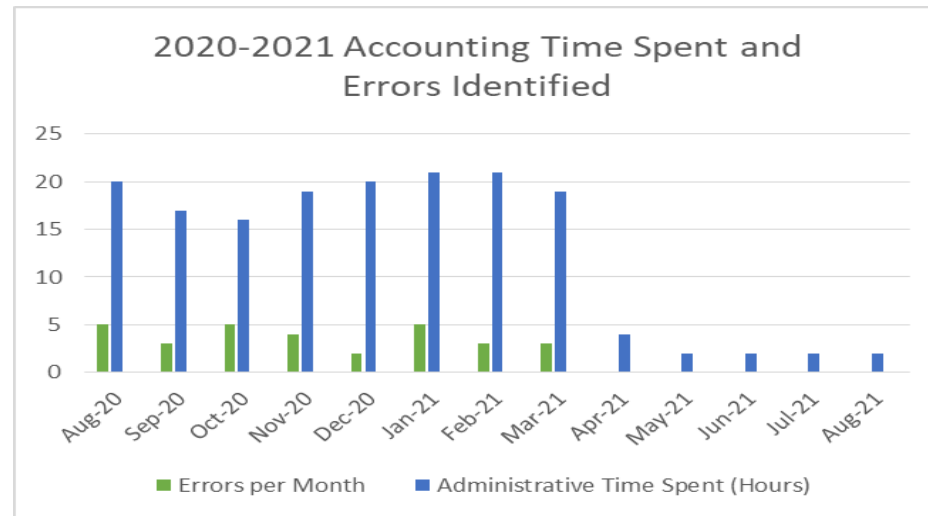


Table 1

Do

Test the Theory for Improvement

Test the theory

Administrative time and bookkeeping errors will be substantially reduced with the implementation of an electronic bookkeeping system.

Collect and Document Data

Data on average monthly administration time and discrepancies found from August 1, 2020 to August 1, 2021 were gathered and are shown in attached Table 1.

Act

Standardize the Improvement and Establish Future Plans

Electronic bookkeeping will be used for accounts payable, accounts receivable, and department budgeting. This will allow the Health Department to improve accuracy and maximize employee time.

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