PMMA DRAMATICALLY REDUCES TIME TO COMPLETE NEW HIRE ON-BOARDING FORMS

- **Presbyterian Manors of Mid-America has 17 offices throughout Kansas and Missouri.**
- **They hire over 1,200 people each year. Their New Hire packet had grown to 30-40 forms, took hours to complete and was extremely manual and inefficient.**
- **Working with frevvo and M-Files, they've digitized the process so that it's fully electronic, eliminates errors and data entry and saves hours of employee time.**

Customer Profile: Presbyterian Manors of Mid-America (PMMA) has been providing quality senior services to residents of Kansas and Missouri for more than 65 years. PMMA's 2,200 employees work tirelessly to provide vibrant, quality living to more than 2,300 seniors across 17 communities.

Business Situation: As a healthcare organization, PMMA is subject to numerous regulatory and compliance requirements. They hire over 1,200 people each year and their New Hire packet had grown to 30-40 forms that would take hours to complete. Duplicate information, errors and omissions, and manual data entry into their M-Files EDM system was tedious and it was impossible to report for compliance purposes.

Solution Summary: M-Files recommended frevvo to PMMA for digitizing their new hire forms. Using frevvo's easy-to-use, visual e-forms and workflow software, PMMA was able to automate the process in record time.

> "M-Files introduced us to frevvo to automate our New Hire packet. The new system is easy to use and saves employees hours of valuable time.
>
> frevvo's visual, drag-and-drop designers are easy to use and the solution meets our business needs at reasonable cost."
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> **Gary McGuire**
> **V.P. Information Systems**

New hires can click on a customized link and fill out most of the information before they get onsite. They only have to enter information once, it's automatically validated so that errors and omissions are eliminated. The e-forms automatically generated PDFs such as a Federal W-4 and I-9. The solution is integrated with M-Files and documents are electronically transferred. Payroll information is also captured electronically and exported to their payroll software eliminating manual data entry. The resulting automated system saves HR as well as new hires hours of time.

Working with frevvo, PMMA plans to automate other areas of their business such as Accounts Payable and Contracts processes.

Benefits:
- The automated processes in frevvo are significantly faster.
- New hires save hours by pre-filling information online before arriving at PMMA.
- PMMA's HR Department has dramatically reduced paper and data entry with frevvo + M-Files.
- Using frevvo, it's fast and easy to design, deploy and update workflows to solve business issues.