



## **Metro Public Health Department**

### **Actions Taken to Reduce Paper Consumption and Postage Expense September 25, 2018**

#### **Animal Control Postage Reduction**

The rabies tags and books for Metro Animal Care and Control are now being shipped using medium flat rate boxes, which cost \$13.65/box. Previously, the large flat rate boxes were used, at a cost of \$18.90/box. Animal Control typically sends 120-132 boxes each year, resulting in a savings of at least \$630 per year.

#### **Child Fatality Review Team SharePoint Site**

The Child Fatality Review Team used to receive a mailed packet of printed death records for cases to be reviewed at their monthly meeting. Now the information is placed on a SharePoint site, reducing both paper consumption and postage expenses.

#### **Envelope Size Reduction**

The Mailroom has encouraged department personnel to reduce the size of envelopes they use in order to receive a lower shipping rate. A 6 x 9 envelope weighing less than 1oz. is still considered a letter and costs .47 to mail. By using smaller envelopes, they are not being charged the 9x12 flat fee of \$1.00 per envelope, resulting in a savings of 0.53 cents per piece of mail that is sent with a smaller envelope.

#### **Digital Dental Patient Management System**

The Dental program began using a digital patient management system, which virtually eliminated the use of paper patient charts.

#### **Food and Public Facilities Protection Tablets**

The Food and Public Facilities Protection program began using iPads for their inspections and then directly uploading the inspections to the State and emailing the reports to the establishments. The inspections were previously done on three-part NCR paper forms. This program monitors in excess of 7,000 facilities each year, and the facilities are inspected an average of three times per year. Each inspection generated at least three pages of three-part NCR printed materials. This change is anticipated to save at least 189,000 pages of printed materials each year.

#### **Electronic Benefit Transfer System**

The Women, Infants, and Children (WIC) program switched to an Electronic Benefit Transfer (EBT) system. WIC users now receive reloadable cards to receive their benefits, eliminating the printing of paper vouchers.

#### **Reduction of Paper Copies**

The Tuberculosis Elimination program began doing their weekly medication lists via email, eliminating paper copies. The TB program also began doing their annual report electronically. During their twice-weekly review of patient cases, TB now uses PowerPoint instead of issuing paper copies.

#### **Elimination of Fax Machine**

The Immunizations program switched from a traditional fax machine to an electronic one.