Employee files management process improvement

**Description** This capstone paper enables students the ability to apply viable strategic decisions to problems that relate to health care organizations and delivery systems. Your paper MUST be tied directly to your capstone project. Be sure to discuss the focus of your paper with your instructor within the first two weeks of the course.This will need to be done formally in writing. Your final paper must be a reflection of your capstone experience and must be informed by the literature.•The paper must be written in a scholarly, informative and organized manner (See APA guidelines). Your paper must include the appropriate in text citations and documentation of works cited.In addition, it must include all the sections outlined below. Title PageTable of ContentsAbstract/Summary•The abstract/summary is appropriately concise and complete, including statement of the problem, purpose of the paper(s)/project, methods for implementing the findings/project, and conclusions/evaluation.Problem/Purpose•The purpose of the paper/project is clearly stated using a problem format.•The significance of the problem to be explored is addressed.•The problem statement is supported by appropriate literature and rationale.•The purpose flows from knowledge about the problem, those aspects not know, and the scope of the problem that will be addressed.•Parameters of the problem are clearly defined and directly related to the purpose of the paper/project. •Limitations and assumptions are clearly identified.Operational Framework/Review of the Literature•A conceptual/operational model may be used in the paper as a framework for studying the problem.•Relationships among the problem elements and the framework used for the paper are clear.•Evidence of review of previous relevant research/literature can be identified and is appropriate.Operational/Evaluation Questions•Questions posed by the paper/project are clearly stated and can be answered by the method chosen•The level of operational/evaluation questions are consistent with purpose, operational framework and the plan. Methodology or Organizational SWOT Analysis•The method for addressing the purpose, operational/evaluation questions is clearly described, including rationale, model used, contextual framework, objectives/outcome criteria, and procedures.•The contextual framework includes detailed description of the setting(s) used and their relevance to the purpose of the project•In lieu of a research, you may elect to complete a SWOT analysis for the organization. If you choose to do so, it must be detailed and must have appropriate references and documentation. •If your project is research based, you must include adetailed description of the procedures, the participants and their credentials, assumptions and possible biases inherent in the project is provided.•A plan for evaluation/validation of the operational/evaluation questions is described.Results/Evaluation Method•Results are presented in a logical and concise manner.•Evaluation of the project is consistent with the methodology and the contextual framework withinwhich it took place.•Full discussion of the paper/project includes examples from the operational context of the methodology Discussion/Conclusions/Recommendations•Discussion and conclusions are consistent with the purpose, operational and contextual framework, methodology, and outcomes•Results are interpreted in light of previous research, the contextual framework of the project, the participants, and the paper’s author•Health care strategies and implications are included and recommendations made•Include areas for future researchBibliography •A minimum of 20 scholarly (referred) and current sources in APA format.