


*Best  
Practices  
For  
Optimizing  
Your  
Electronic  
Health  
Record  
System*



# *Table of Contents*

- 1.** *What Is Optimization In Regards To Electronic Health Record (EHR) Systems?*
  - 2.** *Does Your EHR System Need Optimization?*
  - 3.** *Our Steps & Strategies To Achieve Effective EHR Optimization–The “Best Practices”*
  - 4.** *How Medical Transcription Helps To Optimize Your EHR System*
  - 5.** *The DataMatrix Difference–Solutions To Optimize Your EHR*
- 

# *What is EHR Optimization?*

## *optimize*

### ***verb***

To make the best or most effective use of (a situation, opportunity, or resource)

As more practices begin to implement electronic health records (EHR), it's more crucial than ever to understand how to optimize EHR.

**Optimization means to refine your EHR in a way that meets your practice's specific needs, all while improving clinical productivity and efficiency.**

If your current EHR software isn't properly functioning within your practice, it's time to optimize. More often than not, practices jump into EHR set-up without truly understanding how the software works.

By taking a step back, you can fully understand the areas where your EHR is lacking. Throughout the course of this guide, we will break down the need for proper EHR optimization.

We will discuss best practices and strategies to fully optimize EHR within your practice—including how a medical transcription service can help you optimize!

“

*Optimization means to refine your EHR in a way that meets your practice's specific needs, all while improving clinical productivity and efficiency.*

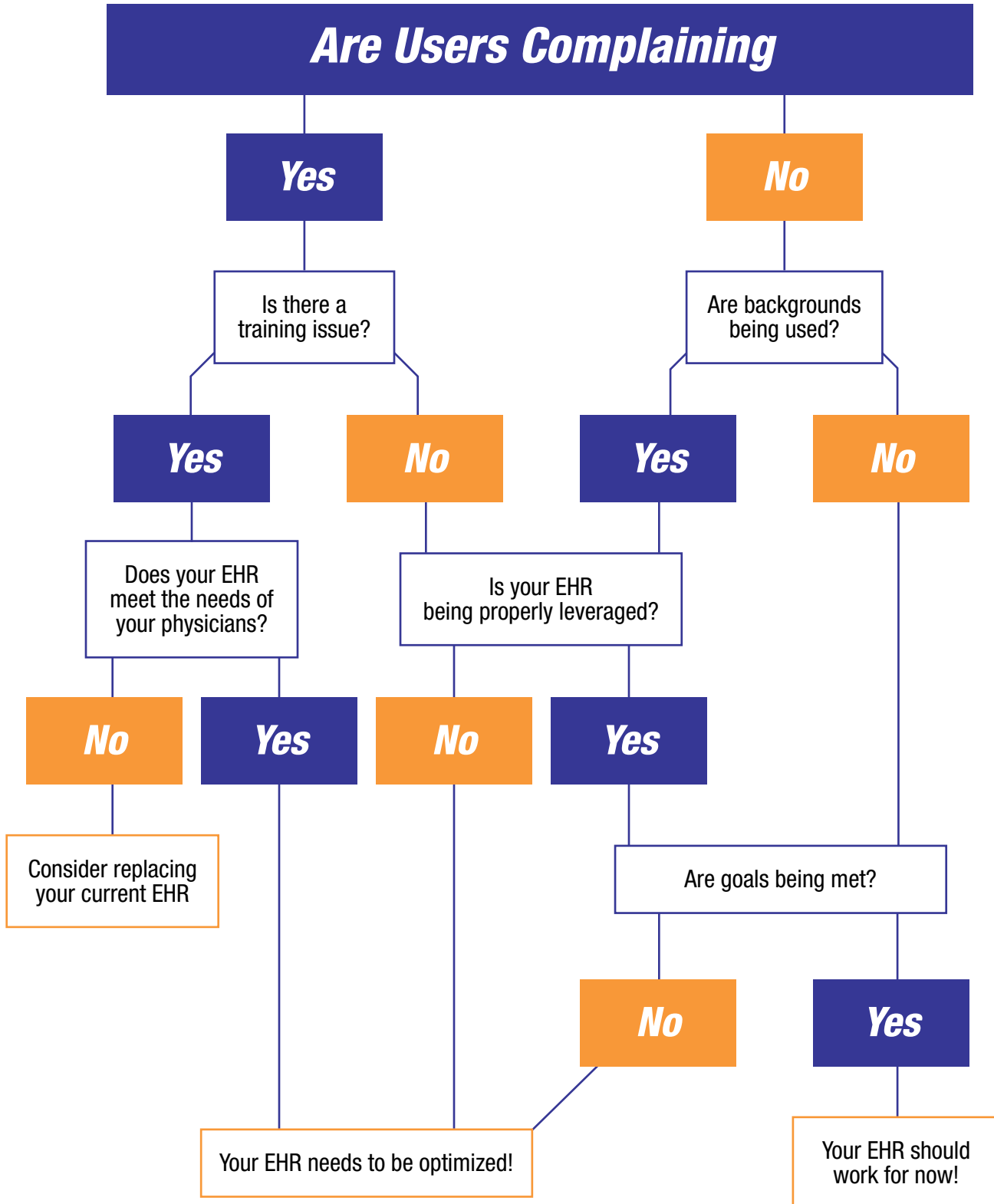
”

# *Is It Time to Optimize Your EHR?*

To help you determine whether your EHR system needs to be optimized, answer these questions and follow the chart.

No matter the outcome in the end, continue reading the rest of this guide. While your EHR system may work for now, these systems are always changing—who knows when the information in this guide could come in handy!

# *Does Your EHR Need to be Optimized or Replaced?*



# *So You Need to Optimize...*

## *Now what?*

Now that you know you need to optimize your EHR, what do you do now? You know that users are complaining, workarounds are being used and goals aren't being met. Not to mention, your physicians and staff are struggling to effectively operate within your software.

Realizing you need to optimize is the first, crucial step in seamlessly aligning with your EHR. It's easy to fall behind when trying to grow with your system, especially when your practice wasn't trained on how to properly use it in the first place!

But how do you optimize? What can you as a practice manager do to improve your practice when it comes to EHR? Below, we listed three main steps to achieve effective optimization. When followed and implemented, these steps will help improve workflow around EHR.

# *Steps For Effective Optimization*

## *Step 1*

### ***Take a Step Back***

Try to go back to the time before your EHR was implemented. Revisit principles to make sure your practice understands the basic functions of your EHR. If you are unable to understand these functions, or you were not taught them correctly from the start, operating within your EHR will be extremely difficult, if not impossible. So take things slow and start from the beginning!

## *Step 2*

### ***Evaluate Where You're Experiencing Problems***

Try to go back to the time before your EHR was implemented. Revisit principles to make sure your practice understands the basic functions of your EHR. If you are unable to understand these functions, or you were not taught them correctly from the start, operating within your EHR will be extremely difficult, if not impossible. So take things slow and start from the beginning!

# *Step 3*

## ***Set Goals for Improvement***

Continue advanced training within your EHR system and set goals for each user. Make sure everyone in your practice is continuing to grow with your EHR software. We recommend at least six hours of training for users to understand EHR. However, this training will need to be repeated for new employees and updated to align with system changes. Always make sure your practice is staying on top of EHR updates so it can remain productive.

If you implement these three steps into your EHR, you are bound to notice a difference. Listen to your physicians—see what's working and what isn't! Continue learning and developing with your EHR, too. When you understand the difficulties or discrepancies occurring within your EHR, your software will be much easier to optimize.

# *Strategies for Optimizing EHR*

To help you work through the three steps, you should consider these best practices for optimization. Find ways to implement the strategies below into each step of your process.

This will look different for each practice, and that's okay! There is no "one size fits all" approach to EHR. Each practice, physician, and user will have a unique experience within EHR. These experiences will help give you a more complete understanding of what your practice needs to do differently or adapt within your software.

## ***When optimizing your EHR, consider these best practices:***

Examine the daily end-user tasks. Talk with your physicians to see which parts of your EHR are working well and which aren't. Once these areas are identified, resolve them to better optimize EHR.

## ***Conduct Interviews***

## ***Assess Data***

Observe how your physicians are inputting patient data. Could the data collection process be improved? If data isn't being properly collected and documented, it could negatively impact the function and productivity of your practice.

# *Study Usability*

Study how your physicians are using your EHR. Do they understand how it works? Can they navigate it efficiently? Examine how this lines up with your end-user interviews, too.

# *Train Users*

Anyone who has access to your EHR needs frequent training. If users don't know how to properly operate within the system, optimizing your EHR is pointless. As with any software, EHR will continue to develop, so ongoing training is essential to optimization. Additionally, each of your users should have their own personal sign-in to the system in order to ensure data security.

Take advantage of the personalized settings your EHR provides. Most practices aren't aware of, or simply don't activate, personalized options. Making your EHR unique to your practice and its functions is a huge step in EHR optimization.

While these best practices can help you effectively optimize EHR, the easiest (and best) way to optimize your software is with the help of a medical transcription service.

# *Personalize Settings*

# *Optimizing EHR with Medical Transcription*

Hiring a medical transcription service to document your notes inside your EHR system is the ultimate way to optimize your software. When you outsource your transcriptions, you take the guesswork out of EHR.

Trying to optimize your EHR yourself can be overwhelming, not to mention expensive. Consider the investment you have already made into your current EHR. When the system isn't working as it should, it's hard to justify that expense. You may even wish for a time before electronic medical records were around!

However, there are multiple benefits to having EHR—especially when you outsource documentation to a medical transcription service.

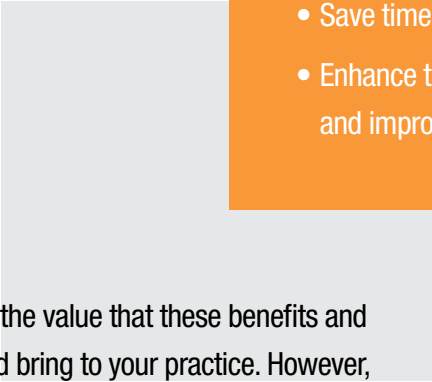
# *Benefits of Medical Transcription and EHR Optimization*

When you make the decision to outsource your medical transcriptions, you will reap countless benefits for your practice.



## *Optimizing EHR through a medical transcription service will help your practice*

- Provide accurate and complete patient information.
- Enable easy and quick access to patient data.
- Improve the patient-provider relationship.
- Reduce errors in medical documentation.
- Enable physicians to hit goals and improve productivity.
- Reduce physician burnout.
- Save time and money.
- Enhance the patient experience and improve patient care.



There is no denying the value that these benefits and improvements would bring to your practice. However, you might be apprehensive about outsourcing your transcriptions. You may even be wondering how hiring a transcription service could yield so many benefits for your practice!

# *The DataMatrix Medical Difference*

At DataMatrix Medical, we understand the need for EHR optimization.

When you choose to hire our highly skilled transcriptionists, you will be gaining a team that is ready to tackle any and all of your medical records. We can seamlessly operate within your current software—to allow your practice the time it needs to focus on patient care.

You may have been considering hiring a transcription service. If so, we can assure you that you're on the right path! Our solutions can help your practice save money and your physicians save time. We can increase productivity and provide you with accurate and efficient medical records, all while taking the stress of EHR off of your hands.

This means less time on a computer and more time with the ones that really matter—patients!

Are you ready to see what a medical transcription service like DataMatrix Medical can do for your practice? Sign up for a free two-week trial and put us to the test! We guarantee you'll notice the DataMatrix Difference.

*Request Your Free Trial*



[www.datamatrixmedical.com](http://www.datamatrixmedical.com)

866-219-2620

[info@datamatrixmedical.com](mailto:info@datamatrixmedical.com)