

THE ULTIMATE GUIDE TO ADVANCING THE SET-UP OF EHR

Getting Ready For Electronic Medical Record Implementation

In the medical community, implementation of an electronic medical record (EMR), or electronic health record (EHR) system, has become a common practice.

The benefit of an EHR implementation is that it replaces paperwork and filing cabinets with digital accounts. This enables physicians and staff to access health records, prescription records and diagnostic reports at the click of a mouse.

Whether your practice is using EHR systems or is coming straight from paper medical records, we're here to help.

Use this guide to understand:

- *The benefits of functioning with a fully integrated EHR*
- *How to accelerate the process of EHR set-up*
- *And finally—how to integrate the EHR system seamlessly into your practice*

Benefits of a Fully Implemented EHR System

Feeling overwhelmed by the thought of implementing a new EHR? We don't blame you. Learning and implementing a whole new system into your practice is a big step. However, we'd like to reassure you that you have in fact made the right decision for your practice. And to prove it to you, we've provided some awesome benefits that your new EHR will bring to your practice:

Friendly User Experience

Since the beginning of time, paper records have been used to document everything from patient records to billing statements and more. Not only does paper

take up space, it's also overwhelming and not very user-friendly. EHR's create a one-stop shop for all of your records, making them much easier to maneuver and overall create a better user experience for your physicians and staff.

Greater Efficiency

The implementation of EHRs often leads to improved practice management. The easy-access to records and statements allows your staff to get the information they need when they need it—saving you time and money.

**GET
READY**

Bonus:

Pairing your new EHR with a virtual scribe to transcribe your notes will have your physicians spending even more time with their patients—but we'll get to that later!

Higher Quality Documentation

Paper records don't follow the patient. In other words, if you have a new patient or need to send your current patient to a different practice, your paper records need to be physically transferred with the patient. With EHR's, everything is one place and can be accessed from several locations quickly. Additionally, the totality of documentation allows for more legible and reliable documents.

Improved Connectivity Between Staff

Having one hub for all records allows for a more cohesive system and as a result, more connectivity within the practice. Your new EHR will make it easier for your physicians to communicate information from one place to the next. Not only that, but electronic medical records allow for better communication with insurance and billing companies too. Everyone wins!

Improved Patient Care

Last but certainly not least—the most important benefit of implementing an EHR system into your practice. Quicker access to patient records and documents allows physicians to spend more time with patients and less time fussing with papers. On a cautionary note, your physicians may have to spend more time entering notes into their EHR than they did before which may actually mean less face time with patients.

We hope that after learning a little more about the benefits of your EHR that you're feeling more confident about your decision to implement. Next, let's talk about accelerating your set-up!

Accelerating the Set-Up Process

The set-up process will take a different amount of time for each practice depending on the time and resources available to each specific clinic.

We would be lying if we said that setting up an EHR for your practice is a quick and easy process. Setting up your EHR system correctly requires a carefully curated plan.

In order to save you time in the future, it is essential to set your EHR up correctly the first time. Below is the step-by-step guide to accelerate your EHR set-up:

CREATING YOUR ROADMAP

You would never expect to travel from North Carolina to California without a roadmap—right? (At least not successfully.)

The same thing applies for setting up your EHR—which is why we've created a roadmap to guide your process!

In order to accelerate the set-up of your EHR it's important to set goals for before, during and after the implementation. In other words, outline all of the tasks that need to get done and in what order they need to be completed.

We suggest allowing about three months of time from the start of your set-up to when you go live with your new system. We have laid out a roadmap for you to follow to successfully implement your new system:

**GET
SET**

THREE

THREE MONTHS PRIOR TO LAUNCH

1

Install hardware into the rooms and purchase any wireless equipment like tablets or laptops. This is the easy part. Install all of your actual, physical equipment into your rooms.

2

Ensure the functionality of your network and devices. In other words, make sure all of your computers/tablets/laptops and other devices can communicate properly with each other.

3

Install your scanning and faxing devices. This applies for practices that are switching over from paper records. If you're switching from a different EHR system, this step won't be necessary.

4

Train your staff. This is huge. Making sure you and your staff are familiar with the software and are able to maneuver workflows appropriately is imperative to a functioning system. After all, the system is only as effective as the people who use it!

TWO

7

TWO MONTHS PRIOR TO LAUNCH

1

Allocate your resources. Once everyone in your practice is trained on the system, it's time to assign duties. Implementing EHR is no one-man job. Make sure to have specific tasks assigned to specific staff and that everyone is aware of their role.

2

Configure your system. We like to think of this as one of the most important steps of the process, as it involves many different aspects. Configuring your system means programming in different locations and users, designing workflow and, if applicable, converting your old system to your new one. Like we mentioned before this is an involved process, so make sure you're allowing a good chunk of time to complete it.

3

Continue to train staff. The initial training session may not be sufficient for full knowledge of your EHR. While some EHR skills apply to all users, different user groups, such as receptionists, record staff, medical assistants and physicians, benefit from personalized training. Don't underestimate the power of knowledge here. An up-to-date staff will make your implementation smoother and faster.

4

Implement helpful services. Hiring a medical transcription company to transcribe your words to paper is a great way to save even more time on a day-to-day basis. And, hiring a medical transcription company who can actually help you with your EHR integration is even better! We'll touch more on this later in our "Hiring a Medical Transcription Company" section.

ONE MONTH PRIOR TO LAUNCH

1

Ensure the functionality of your hardware and software. It's crunch time now. Check that all of your hardware is communicating properly and make sure the software is functioning the way it's supposed to be.

2

Test your system. The trick to hitting the ground running with your EHR is by making sure everything works before it gets launched.

ONE

Going Live

Congratulations—you've just installed your new electronic medical record system! Now it's time to consider what assistance you might need going forward with your new system. We're willing to bet that you've installed this new system with the hopes that it would bring time back to your physicians and their patients. While the idea of an EHR is to do just that—the reality is a little different.

In a study published in the *Annals of Internal Medicine*, for every hour a physician spends with their patients, they're spending nearly 2 additional hours updating information and fact-checking their EHRs.

With so many extra hours spent doing tasks that could otherwise be outsourced, your physicians are likely to experience unnecessary stress that often leads to [physician burnout](#).



Using an EHR Integration Services Company

When you're setting up your EHR, consider using a company who specializes in EHRs and transcription. You will benefit from assistance before and during the implementation, as well as ongoing training of your new system and what your specific practice needs for a faster, more efficient EHR system.

At DataMatrix Medical, we're fully immersed in the world of EHR systems. Our solutions include medical transcription and document management all while integrating fully with your EHR—and helping your physicians understand it as well!

Better Integration

Implementing a new EHR system into your practice is a great first step towards a higher-functioning practice. However, simply installing and using your EHR is not enough. As an already-busy practice, your physicians don't have the time to spend hours inputting data and updating records. That's where we come in.

Having worked with several EHR systems, we're able to integrate our medical transcription services and document management seamlessly into your system. Whether you decide to simply upload our reports into the EHR, or prefer that we enter the data into the appropriate fields within the EHR, we can easily work within your existing electronic health records system.

In addition to all of the set-up you just went through to get your EHR system up and running, you still need to be sure that throughout the entire use of your EHR, you're remaining HIPAA compliant (Health Insurance Portability and Accountability Act). With the rules changing all the time, it can be hard to be sure that everything your practice is doing complies with the act. DataMatrix Medical stays up-to-date on the latest guidelines and ensures complete compliance at all times.

Human Touch

Computer software is great! But only for tasks that lie "inside the box". EHR systems require physicians to enter data or scan information into often complex algorithms that take up extra time.

A medical transcription company adds a human touch to your services. Our transcriptionists are trained to use the templates that you already use in your EHR. This reduces the amount of dictation and medical transcription costs, and it also reduces point-and-click work for your physicians.

Ultimately, your physicians don't have the time to spend hours editing and monitoring the information stored in your EHR system. Allow your physicians to spend more time caring for their patients and let us handle the laborious tasks.

Our goal at DataMatrix Medical is to improve the productivity of physicians by assisting in the uncompensated tasks that weigh down their days. That means less time spent fussing with a computer and more time spent on patients and their overall care.

Like what you've heard about medical transcription, but still aren't sure if it's right for your practice? Sign up for a [free two-week trial](#) to test it for yourself!



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