

Electronic Health Records An Overview

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COURSE DESCRIPTION

2 hrs

Are you ready to switch to electronic health records? Do you Need to? Attend this course and get educated about how EHR is going to improve your image, increase your profits, and make your practice more efficient. Let us simplify your decision making process. Join us as we outline your needs, your wants and how to choose the perfect system for you.

COURSE LEVEL: INTERMEDIATE

COURSE OBJECTIVES

1. Discuss the financial implications of going electronic
2. Compare and contrast the electronic office to the paper office.
3. Describe workflow analysis
4. List the real vs. perceived practice needs as the relate to EHR
5. List Hardware and software requirements
6. Describe product analysis options
7. Describe integration options and points of concern
8. Describe data conversion considerations

COURSE OUTLINE

- I Needs Analysis
 - A. The Who
 1. Practice Workflow Processes
 2. The Conversion TEAM
 - B. The What
 1. Existing Practice Technology
 2. What is REALLY important to your practice
 3. Other
 - C. The electronic world (and its requirements)

- II.** Vendor Analysis
 - A. What do you need from your software
 - B. What technology do you need to integrate with
 - C. Support (Tech and Training)
 - D. Vendor relationships
 - E. Vendor backing
- III.** Product Analysis
 - A. Feature Checklist
 - 1. Scheduling
 - 2. Billing
 - 3. Inventory management
 - 4. Product Ordering
 - 5. Insurance
 - 6. Medical Records
 - 7. Security
 - 8. Interfacing
 - 9. The intangibles
 - 10. E-commerce
 - 11. Marketing
 - 12. Communication Tools
 - 13. Practice Management Tools
 - 14. Marketing/Contact Management Tools
 - 15. Interfacing/ Integration
 - B. Hardware Issue
 - 1. Servers
 - 2. Networking
 - 3. Switches
 - 4. Workstations
 - 5. Video/audio adaptors
 - 6. Document management devices
 - 7. Storage & Security
 - 8. Access
 - C. Support
 - D. Upgrade Considerations

- IV. The Considerations**
 - A. Our Patients
 - B. Our Life
 - 1.* Workflow Improvements
 - 2.* Competitive Advantages
 - a)* Marketing
 - b)* Clinical Efficiency
 - c)* Operations
 - d)* Human Resources
 - C. Our Health Care System
 - 1.* Governmental Mandates
 - 2.* Financial Implications
 - a)* Costs
 - b)* Cost Savings
 - 3.* Ethical Issues

- V. Pre-Implementation**
 - A. Planning
 - 1. Financial implications
 - 2. Human resource implications
 - 3. Patient management implications
 - B. Managing the Change
 - 1. Set expectations
 - 2. The personality
 - 3. The process
 - C. System Install & Integration
 - 1. Hardware
 - 2. Peripherals
 - 3. Connectivity
 - 4. Software
 - 5. IT assistance
 - 6. Diagnostic Integrations
 - 7. Data Conversion
 - D. Training
 - 1. The Approach
 - a) Pre-recorded sessions
 - b) Field trip
 - 2. The Order
 - a) System Set-up
 - b) Office Dynamics
 - c) Data Conversion