


**HIM Practices in the Electronic Health Record**



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**Today's Faculty**

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**AGENDA**

- Strategic Importance of Electronic Records
- Managing Data Types
- Authorization and Access Control
- Amendments, Corrections and Deletions
- Reconciliation, Record Retention and Quality Monitoring



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**Objectives**

- Explore the differences between managing paper records and electronic records
- Identify tools and techniques in the management of electronic records
- Understand the relationship between HIM and IT
- Encourage pro-active strategies for HIM in the EHR



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**Strategic Importance of Electronic Records**

- Definition: electronic health records management (EHRM) is the process by which electronic health records are created or received and preserved for evidentiary purposes. AHIMA eHIM @ Task Force. "The Strategic Importance of Electronic Health Records Management." Journal of AHIMA 75, no. 9 (October 2004): 80A-B.



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**Audience Poll Question**

How many here today are?

- 1. 95 -100% electronic
- 2. 85-95% electronic
- 3. 75-84% electronic
- 4. 65-74% electronic
- 5. Less than 64% electronic



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**Strategic Importance of Electronic Records**

Electronic Records include information that is:

- Recorded on any electronic medium
- Intended to provide documentation for long term retention that has legal or business evidentiary value
- Potentially produced in response to a subpoena duces tecum



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**Strategic Importance of Electronic Records**

EHRM requires:

- Planning
- Processing
- Distribution
- Maintenance
- Storage
- Retrieval
- Archiving
- Destruction



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## EHRM Planning

- Planning starts at the Senior Level
- HIM should be “at the table”
- Planning should include life cycle issues

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## EHRM Planning continued

- “Implementing an electronic health record (EHR) requires substantial time and money for healthcare providers of all sizes and types....”  
AHIMA eHIM ® Workgroup on the RFP Process for EHR Systems.

AHIMA  
© 2008

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## EHRM Planning continued

- RFI vs RFP?
  - What is the difference
  - Why does it matter?

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## EHRM Processing

- EHRM processing is the HIM specific piece.
- Includes all of the “traditional” HIM functions.
- Requires HIM professional to change how they do business.

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## EHRM Processing continued

- Assembly
- Analysis
- Loose Sheet Filing

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## EHRM Processing continued

- Coding
- Transcription
- Release of Information

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### EHRM Distribution

- Far bigger than patient release of information
- Includes items such as:
  - HIE
  - PHR
  - Continuum of Care



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### EHRM Maintenance

- Downtime procedures
- Updates
- Version Control
- Interfaces
- Training



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### EHRM Maintenance continued

- Sometimes forgotten process
- Lacks all maintenance steps
- Requires pre-implementation planning



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### EHRM Storage

- Is there enough hard drive space for the legacy information?
- Is there enough space for future information?
- How much information can be stored for a period of time?



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### EHRM Retrieval

- Hits HIM close to home
- Has legal implications
- Is the heart and soul of the EHRM



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### EHRM Archiving

- When will information archive?
- Who will manage archived information?
- What limitations will occur?



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### EHRM Destruction

- Enterprise Content Management
- Record Destruction Schedules
- Actual destruction of mediums



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### EHRM Destruction

- Record Destruction Schedules
  - Should include state requirements
  - Should include federal requirements
  - Should be adhered to
  - If you keep it, you must produce it



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### Electronic Records versus Document Imaging

- What is the difference?
- Why is it important to understand the differences?
- What HIM management issues change as a result?



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### Strategic Importance of Electronic Records

- HIM Role
  - Ensure availability
  - Facilitate real time healthcare delivery
  - Optimize information management
  - Traditional custodian of the medical record



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### e-Health Environment

- Encompasses much more than storage and retrieval
- Consumer Advocate
- Information Exchange
- Protecting patient privacy and security



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### Electronic Document Management as a Component of the Electronic Health Record



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### HIM Computer Systems

- Chart Completion
- E-signature
- Chart Deficiency Management
- Paper Chart Tracking
- Patient Identification
- Release of Information
- Dictation/Transcription



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### The most important reason

- Access to patient information
- Data versus Information
- Rules, Alerts, Reminders
- Standardization
- Manage the organization's documents



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### EDMS Component Technologies

- Document Imaging
- ERM
- Workflow
- Document Management
- Digital Signature
- Document Content
- Records Management



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Questions??



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