ELECTRONIC CHARTING

HERE WE COME....

Staff Competition
2014 AAO Meeting
New Orleans, LA

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FACTS

☼ Ortho II View Point has 1600 practices they support with 53% electronic charting

☼ Dolphin Management has 1500 practices they support with 77% using electronic charting

☼ One way to help the office go green
WHAT IS NEEDED...

😊 PATIENCE

😊 Start Date

😊 Planning

😊 Team work

😊 Computers

😊 Scanner(s)
PATIENCE

- The quality of being patient, as the bearing of provocation, annoyance, misfortune, or pain, without complaint, loss of temper, irritation, or the like

- An ability or willingness to suppress restlessness or annoyance when confronted with delay
As a team decide on a date to implement electronic charting

– I suggest a time frame within 4-6 months
PLANNING

✓ Visit an office or two who are chartless
✓ Decide how many computers are needed for doing charting
✓ Decide where sign in computer will meet the needs of your patient
PLANNING CONTINUED...

- Decide how many scanners are needed
- Decide on a plan for getting paper information from charts scanned
TEAM WORK

Regular team meetings for transition

Volunteers! (scanning, being a trainer)

Everyone being knowledgeable on how the chartless system will work
TEAM WORK CONTINUED.....

- Work together to design electronic chart
- Designate someone to create and update e-chart template
COMPUTERS

✓ Where will the computers be purchased from?

✓ Where will the computers be placed?

✓ Who will order computers?

✓ Who will coordinate software installation?

✓ Who will start computers up in the morning/log off at night?
SCANNER(S)

- How many scanner(s) are needed?
- Where will the scanner(s) be placed?
- Where will you purchase from?
- Who will place the order?
- Who will facilitate the set up?
√ Who will do the scanning?

√ What will be done with papers once they are scanned?
Once scanner(s) is installed and you begin to scan you also need to be consistent with the document name.

Example:

Insurance EOB - Ins EOB

Letters from Dentist – DDS ltr
Electronic Chart

- Pre-fills date
- Drop-down boxes can be created for faster typing
- Notes can be color coded
- Next apt information is available for scheduling coordinator
- Any pertinent patient information can be typed for everyone to see
Electronic Chart Continued......

🌞 Easy to read typed note
🌞 If you question a note you know what assistant saw patient
🌞 Easy access for patient notes, photos, x-rays
🌞 All patient information is located in one place
🌞 Screen has additional boxes for important notes (family members, activities, allergies)
WHAT THE OFFICE WILL SAVE!!!

😊 Patient folders
😊 Folder labels
😊 Treatment sheets
😊 Staples
😊 Markers/Highlighters
😊 Time
CONTINUED.....

😊 Manual labor of putting chart together

🥰 Headache of looking for a lost chart

😊 If you have multiple offices, no need to transfer/forget charts between offices
RECAP

♫ Set start date
♫ Schedule a time to visit one or two offices who are chartless
♫ Order computers and scanner(s)
♫ Do scanning of active patient materials
♫ Plan for first ½ or whole day to be a light schedule
If your office is not already doing electronic charting I hope I have inspired you to go back and discuss implementing new technology into your practice.

You will truly be amazed at how electronic charting will improve your practice efficiencies!