



COMPUTER CONCIERGE **“BEST PRACTICE”**

Information Technology Workgroup
September 23, 2014

Agenda

- Introductions
- Background – Information Technology Workgroup
- Today's Goal and Learning Objectives
- Current State/Future State – Electronic Data Collection Survey Processes
- Evidence-Based Best Practice
- Continuous Performance Improvement – Data/Results
- Computer Concierge “Best Practice” Process Tools
- Computer Concierge “Best Practice” Implementation
- Panel Discussion – Questions and Answers

Introductions

Information Technology Workgroup:

- ❑ Michelle Darnold, RN, Clinical Reimbursement Director, Ingham County MCF
- ❑ Teri Grubaugh, RN, Health Care Surveyor, Lansing South Team, BHCS
- ❑ Christopher Hamstra, RN, NHA, BSN, Director of Clinical Technology, Ciena Healthcare
- ❑ Cindy Petit, BSN, RN, Health Care Surveyor, Lansing West Team, BHCS
- ❑ Eugenia Dumlao-Reedy, MSN, RN, MPS, Survey Monitor-Lansing, BHCS
- ❑ Mark Stevens, MPA, NHA, Ingham County MCF
- ❑ Tomika Timmons, RN, Nurse Manager, Burcham Hills Retirement Community

Introductions

Information Technology Workgroup:

- ❑ Beth Bacon, BS, NHA, V.P. of Regulatory Services, HCAM
- ❑ Renee Beniak, MA, RN, NHA, CPHQ, Executive Director, MCMCFC
- ❑ Tom Bissonnette, MS, RN, Nurse Consultant & Trainer, BHCS
- ❑ Joan Holda, MA, SPHR, Director of Human Resources, Burcham Hills Retirement Community
- ❑ Cedric Libiran, MPA, Manager of IT/Web Development, BHCS
- ❑ Gail Maurer, BSN, RN, Director, Long Term Care Division, BHCS
- ❑ Richard Tanner, BSN, RN, Survey Monitor-Detroit, BHCS
- ❑ Cynthia Thelen, MSN, RN, Survey Monitor-Lansing, BHCS

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Background/Refresher

Information Technology Workgroup

- The I.T. Workgroup was formed by leadership within the Michigan Department of Licensing and Regulatory Affairs (LARA) as a response to ongoing areas of increased stress between surveyors and providers due to EMR data collection issues during the survey process.

Background/Refresher

Information Technology Workgroup

- The I.T. Workgroup has taken the approach that both surveyors and providers must align their electronic data collection efforts for achieving accurate survey results and targeting agreed upon opportunities for improvement that promote optimal resident care.
- The guiding principle to the “Computer Concierge” concept is ongoing facility and surveyor collaboration characterized by openness and mutual respect for the specialized work each is performing.

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Today's Goal:

- To present the Team's UPDATED findings for a "Best Practice", electronic data collection survey process where surveyors and providers work in a collaborative, professional environment to promote objective outcome findings and foster open, ongoing communication between surveyors and providers. UPDATED Methods and procedures include:
 - ❑ Appointment of a Computer Concierge.
 - ❑ Providing organized and clear instructions for surveyors as to which information is electronic and which is on paper, how to access and navigate the electronic record, and how to request information either in paper form or from the electronic record.

Learning Objectives

At the end of the session, participants will be able to:

- Discuss best practice for a data collection process that creates a collaborative, professional environment.
- Discuss the concept of designating a computer concierge liaison in each facility.
- Identify the roles of the computer concierge.
- Discuss processes that could improve identification of, and ease of access to, documentation that supports and reflects regulatory compliance.
- Identify methods for overcoming survey misperceptions, misunderstandings and process problems.

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Current State

- EMR is recognized as a best practice for facilities, eliminating illegible handwriting issues, making appropriate information timely and available to appropriate caregivers through interdepartmental channels, and a way to collect and analyze quality and outcome data.
- Patient Protection and Affordable Care Act's EHR/EMR Mandate – expectation for widespread adoption and use of digital medical records by health care providers; ensuring that accurate and appropriate information is available to guide medical decisions.

Current State

- Multiple I.T. platforms and facility specific customizations of EMR products are making it difficult and stressful for the survey team and providers to efficiently complete the survey process and collect/share data while operating under strict time constraints.
- National attention – CMS's January 24, 2014 Memorandum:

[Center for Clinical Standards and Quality/Survey & Certification Group](#)

Current State

- Lack of consistent, electronic data collection survey processes/resources, makes it difficult at times to identify and/or easily access documentation that would determine facility regulatory compliance; often leading to questions surrounding the accuracy of survey findings, as well as, survey misperceptions, misunderstandings and process problems.

Current State

- Facilities often lack written policies, procedures and tools for:
 - Surveyor Access to Electronic Information Policies, i.e., a “Computer Concierge” type policy.
 - Computer Concierge job description.
 - Written information for Surveyors that describes the current status of the facility’s electronic medical records.
 - Facility EMR software instructions.

Current State

- Facilities often lack written policies, procedures and tools for: (continued)
 - ❑ Surveyor User IDs and Passwords.
 - ❑ “Surveyor Request for Access to, or Copies from, the Electronic Chart” form/process.
 - ❑ Surveyor access to computers that support Surveyor observations and interviews of residents and facility practices.
 - ❑ Binders that contain electronic, data collection survey process information and documents that can be provided to each surveyor upon the initiation of surveys.

Future State

Consistent, evidence-based best practice, electronic data collection survey processes where surveyors and providers work in a collaborative, professional environment to promote objective outcome findings and foster open, ongoing communication between surveyors and providers; resulting in:

1. Enhanced processes for improved identification of, and ease of access to, electronic documentation that supports and reflects accurate facility performance.
2. Increasingly accurate and valid survey findings.
3. Overcoming survey misperceptions, misunderstandings and process problems.
4. Improved Resident Quality of Care and Quality of Life.

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Evidenced-Based Best Practices

- **Overview**

- ❑ **Evidence-based practice (EBP)** - a team approach to making practical, “Best Practice” decisions based on research and data using quantifiable data to the extent possible.
- ❑ “Best Practice” decisions are made by integrating available evidence with practitioner expertise coupled with the needs, values and preferences of those who are affected.
- ❑ Evidence is comprised of findings derived from the collection of data through observation and the formulation of questions.

Evidenced-Based Best Practices

I.T. Workgroup's "Best Practice" Process:

- Developed and utilized a survey tool for the purpose of collecting and using data via the formation of questions.
- Conducted small scale, Computer Concierge "Best Practice" mock surveys with facilities at varying levels of I.T./EMR expertise.
- Data was collected through Survey Monkey, survey results, and observations; quantified to the extent possible.
- "Best Practice" decisions were made by integrating available data/information with practitioner expertise and the needs/preferences of those who were affected.

Evidenced-Based Best Practices

Results:

Developed and implemented consistent, best practice, electronic data collection survey processes where surveyors and providers worked in a collaborative, professional environment to promote objective outcome findings and foster open, ongoing communication between surveyors and providers; resulted in:

1. Enhanced processes for improved identification of, and ease of access to, electronic documentation that supports and reflects accurate facility performance.
2. Increased accurate and valid survey findings.
3. Overcoming survey misperceptions, misunderstandings and process problems.
4. Assisted with improving Resident Quality of Care and Quality of Life.

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Continuous Performance Improvement Planning

Computer Concierge “Best Practice” Goal:

To develop and implement consistent, best practice, electronic data collection survey processes where surveyors and providers work in a collaborative, professional environment to promote objective outcome findings and foster open, ongoing communication between surveyors and providers; resulting in:

1. Enhanced processes for improved identification of, and ease of access to, electronic documentation that supports and reflects accurate facility performance.
2. Increasingly accurate and valid survey findings.
3. Overcoming survey misperceptions, misunderstandings and process problems.
4. Improved Resident Quality of Care and Quality of Life.

Continuous Performance Improvement Planning

- The I.T. Workgroup began developing the concept of a “Computer Concierge” - facility staff member(s) who will act as an ambassador/liaison between the survey team and the facility; interacting with the surveyors, seeking clarification, and obtaining/providing timely information and documents to assure the survey team has all of the information available to reflect facility compliance.
- The “Computer Concierge” is not expected to “know it all”; he/she facilitates obtaining electronic information.

Continuous Performance Improvement Planning

- Established measurable objectives specific to the I.T. Workgroup's stated objectives.
 - ❑ Develop best practice, electronic data collection survey processes where surveyors and providers work in a collaborative, professional environment to promote objective outcome findings and foster open, ongoing communication between surveyors and providers.
 - ❑ Designate a “Computer Concierge” liaison(s) – existing facility staff member(s) who act as an ambassador between the survey team and the facility; interacting with the surveyors, seeking clarification, and obtaining/providing timely information and documents.

Continuous Performance Improvement Planning

- Established measurable objectives specific to the I.T. Workgroup's stated objectives. (continued)
 - ❑ Enhance processes for improved identification of, and ease of access to, documentation that supports and reflects facility regulatory compliance.
 - ❑ Improve collaboration between providers and surveyors for the purpose of improving the Resident's Quality of Care and Quality of Life.

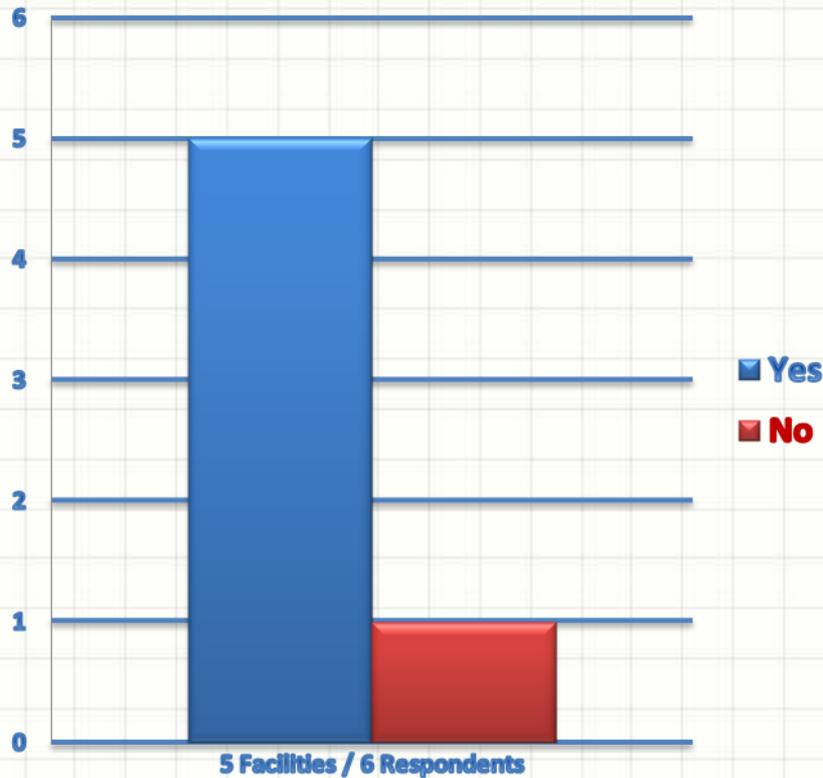
Continuous Performance Improvement Planning

- Developed a survey tool.
- Captured baseline measures.
- Develop training that is clear, concise and consists of all recommended Computer Concierge “Best Practice” policies, procedures, forms and resources; include a link to an established website.

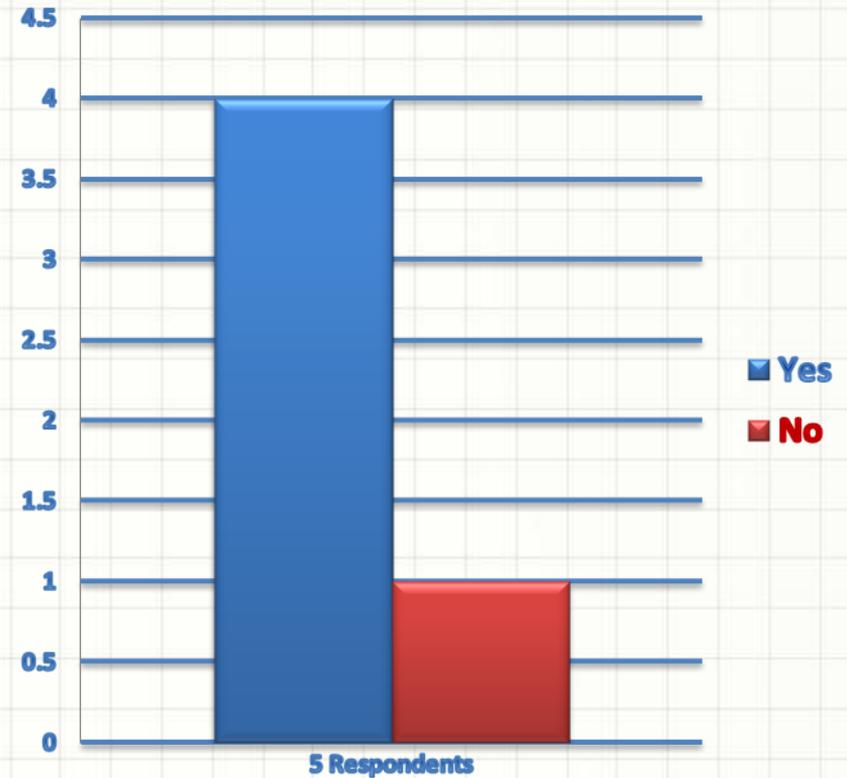
Data Collection/Results:

Did the Process Assist with Timely and Orderly Retrieval of Information?

Providers

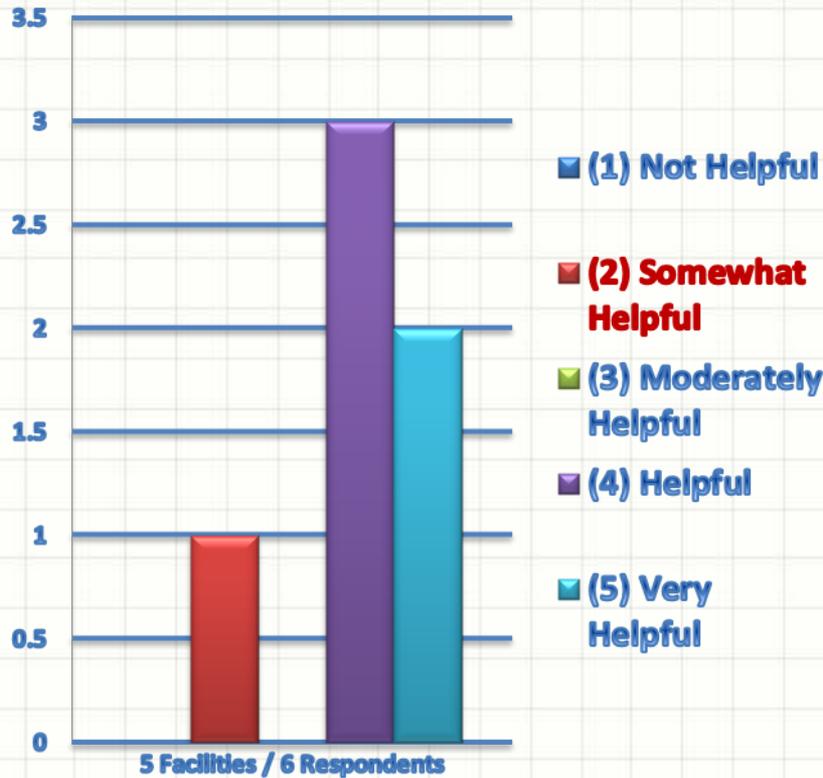


Surveyors

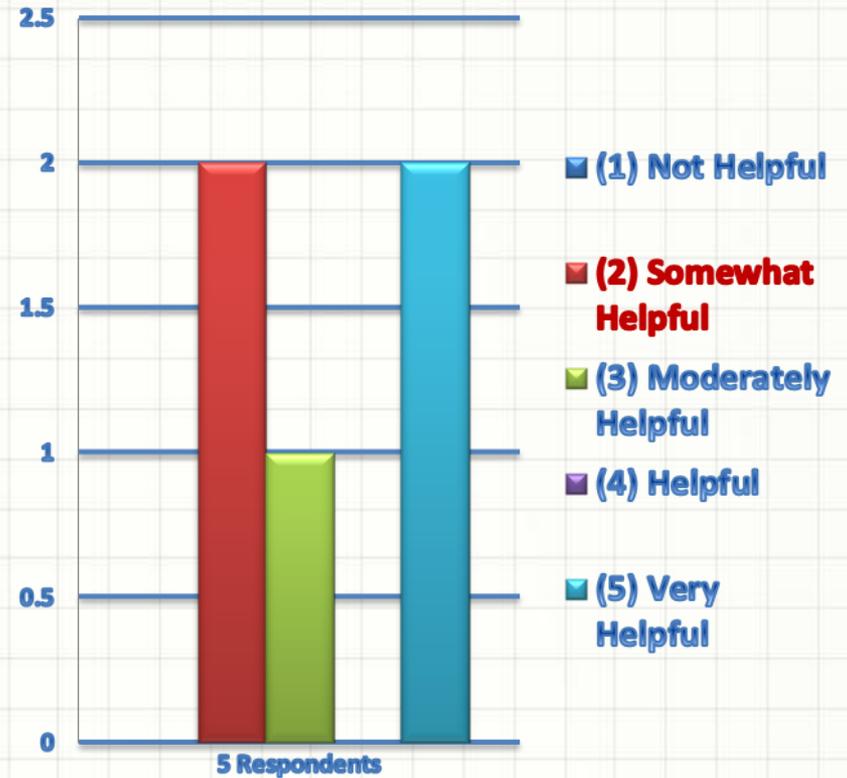


Data Collection/Results: EMR Access Instructions - Communication

Providers

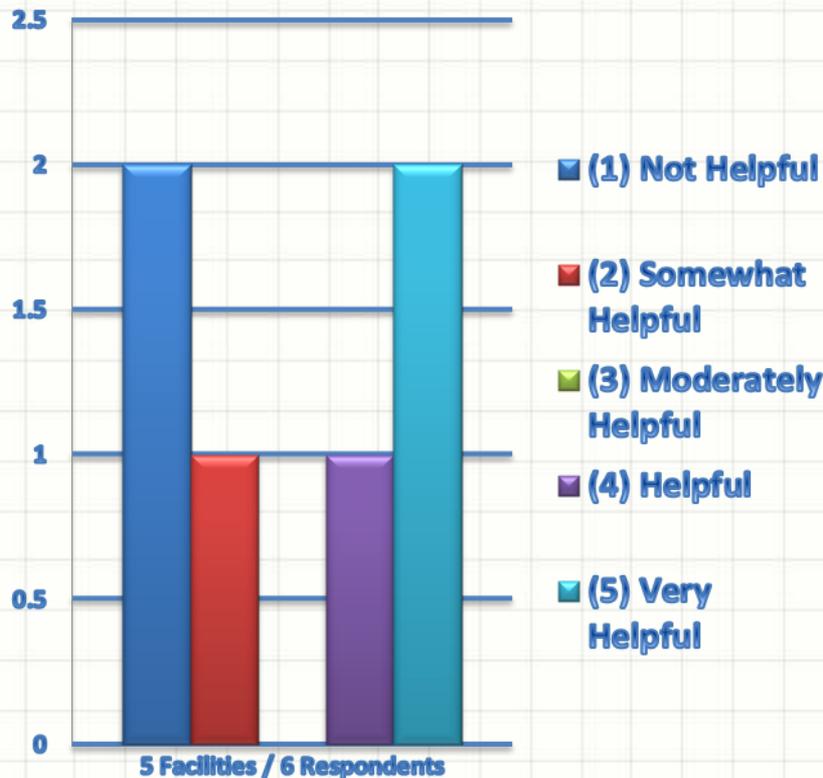


Surveyors

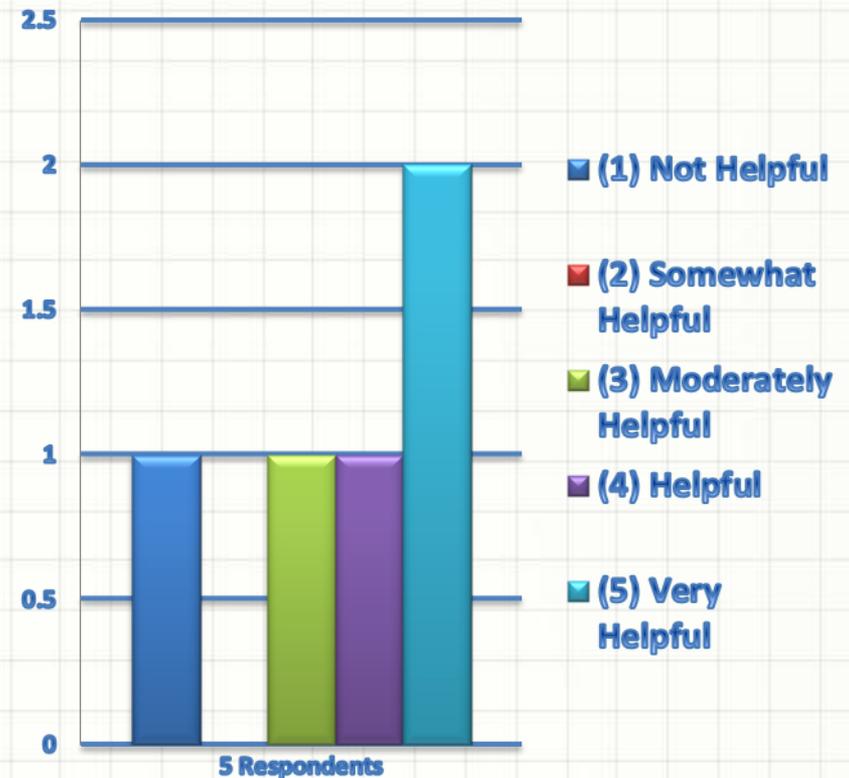


Data Collection/Results: Paper Chart Items - Communication

Providers

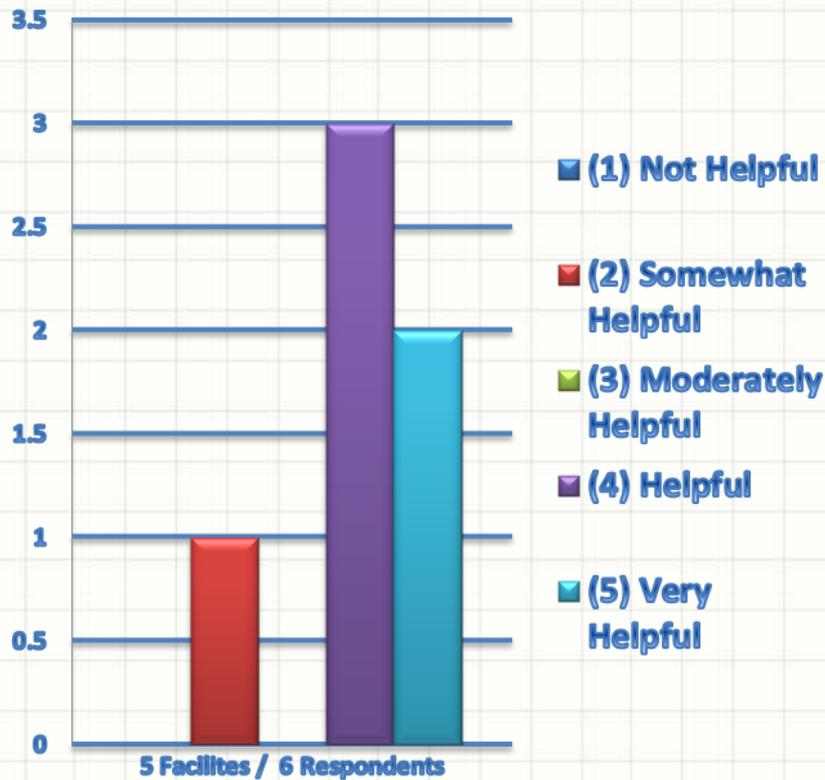


Surveyors

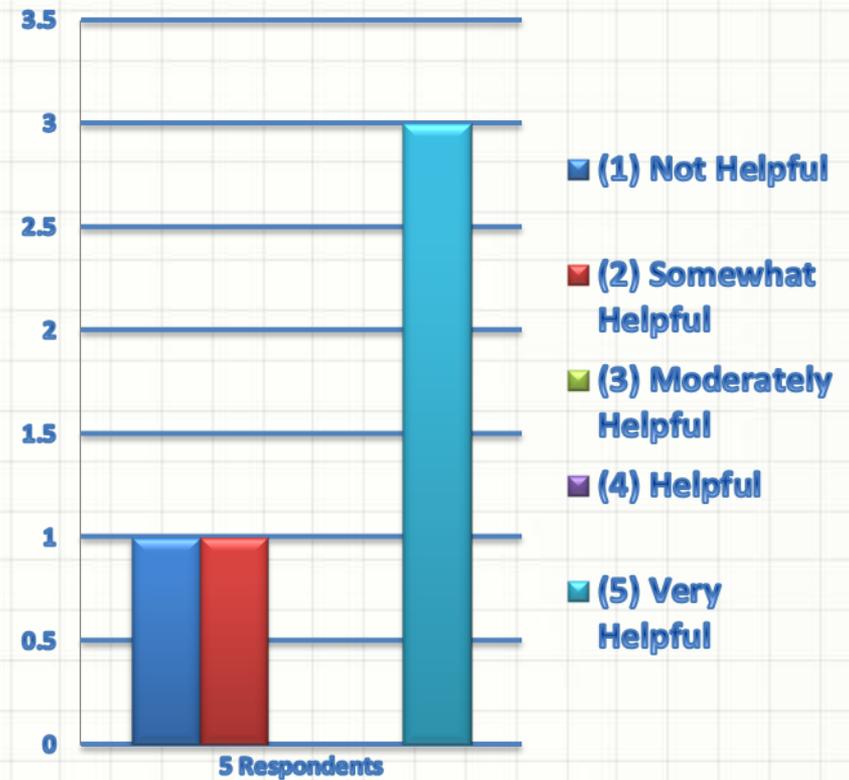


Data Collection/Results: eChart Overview - Communication

Providers

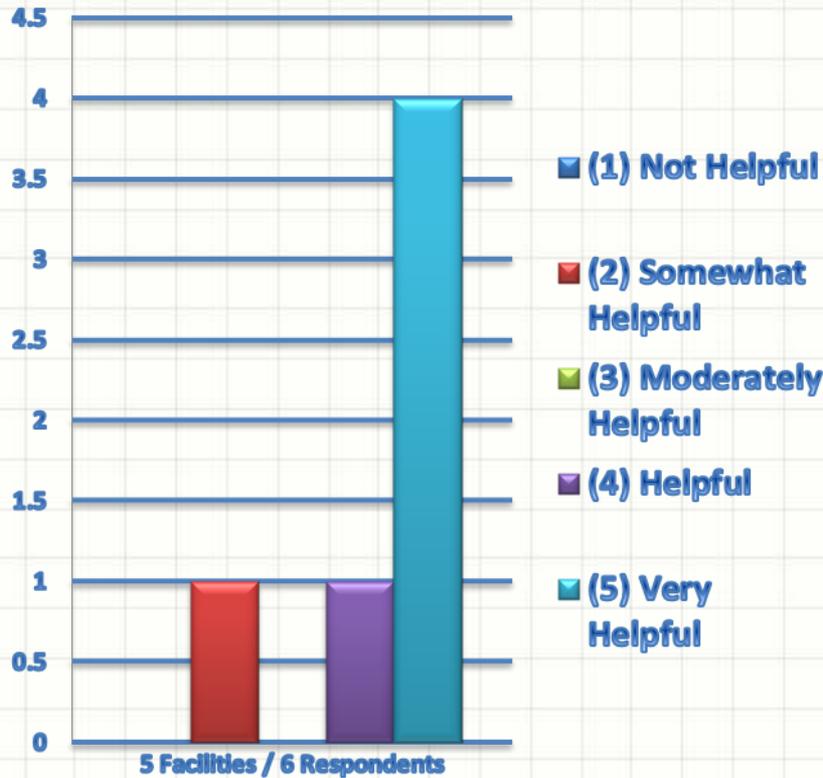


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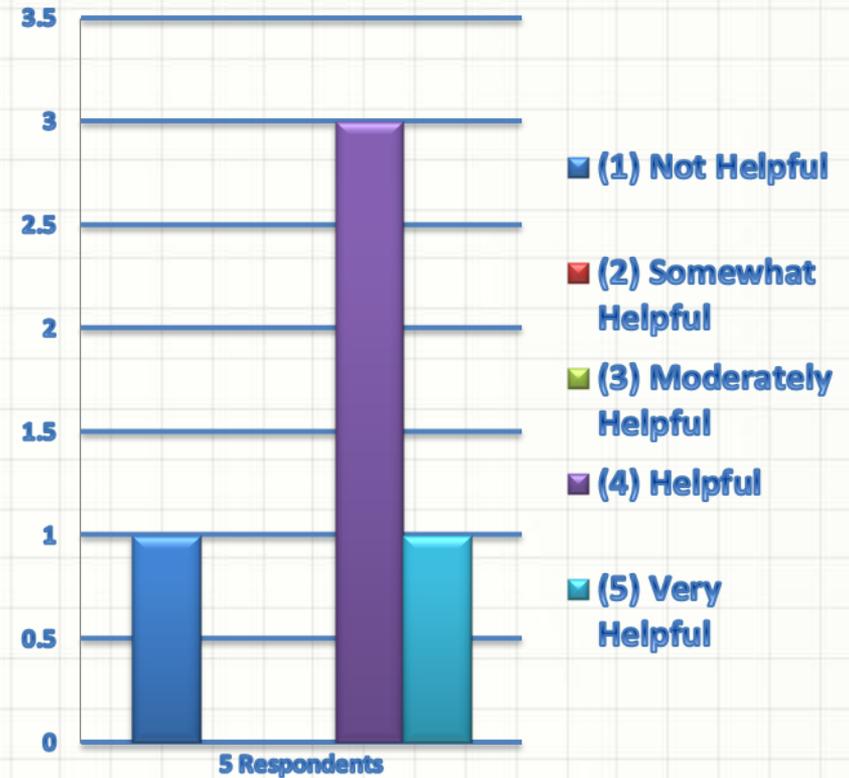


Data Collection/Results: Surveyor Request for Information Form - Communication

Providers

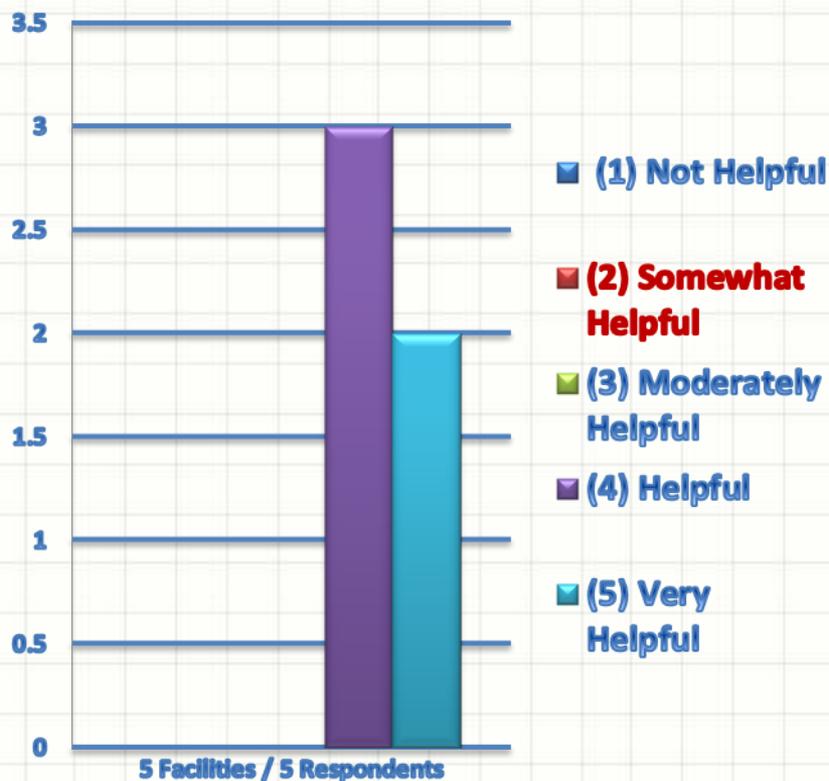


Surveyors

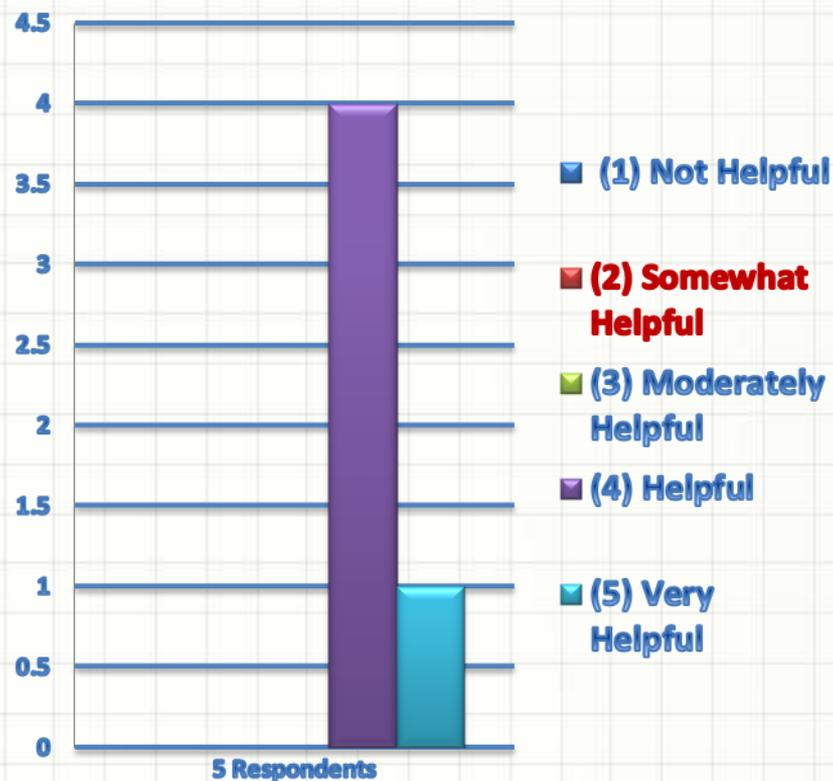


Data Collection/Results: EMR Access Instructions – Information Retrieval

Providers

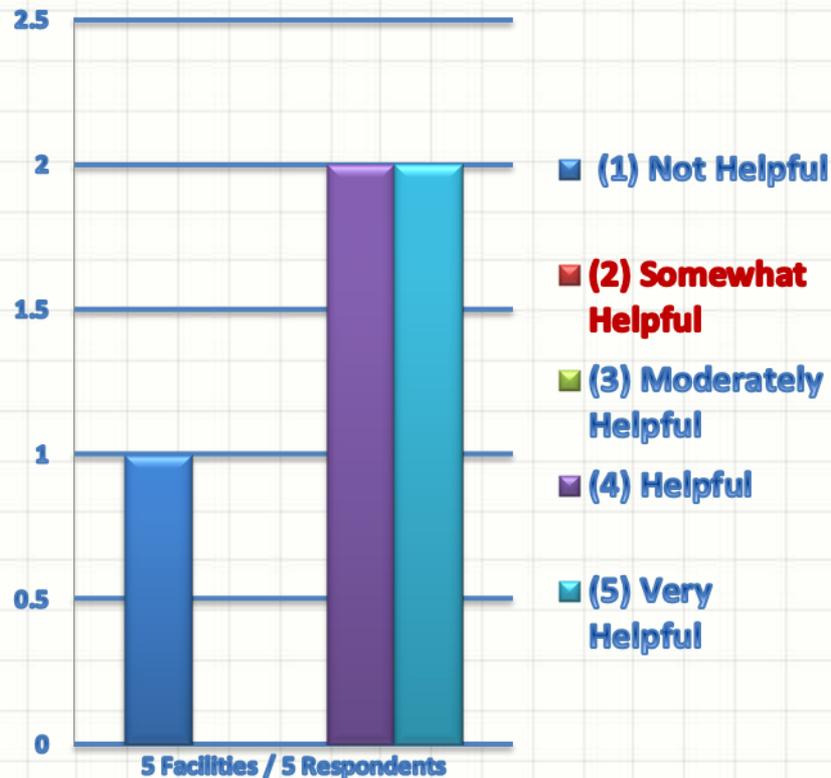


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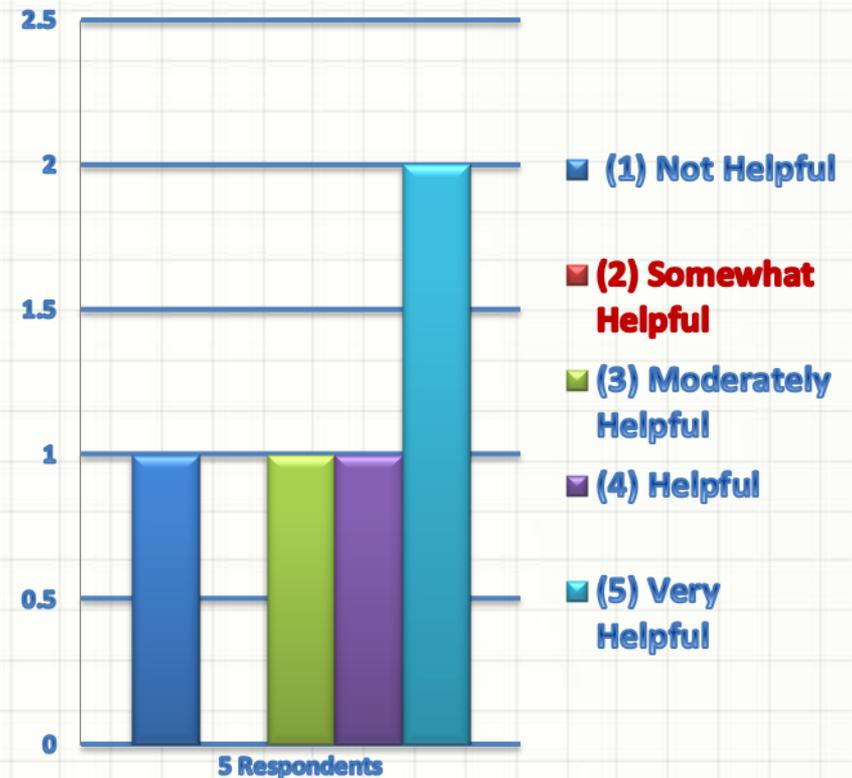


Data Collection/Results: Paper Chart Items – Information Retrieval

Providers

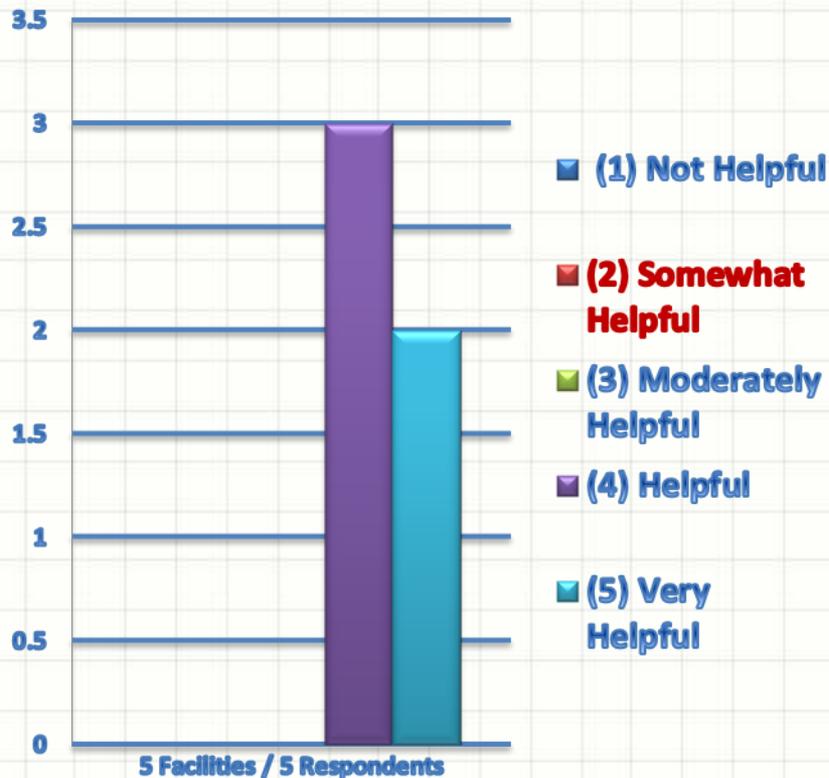


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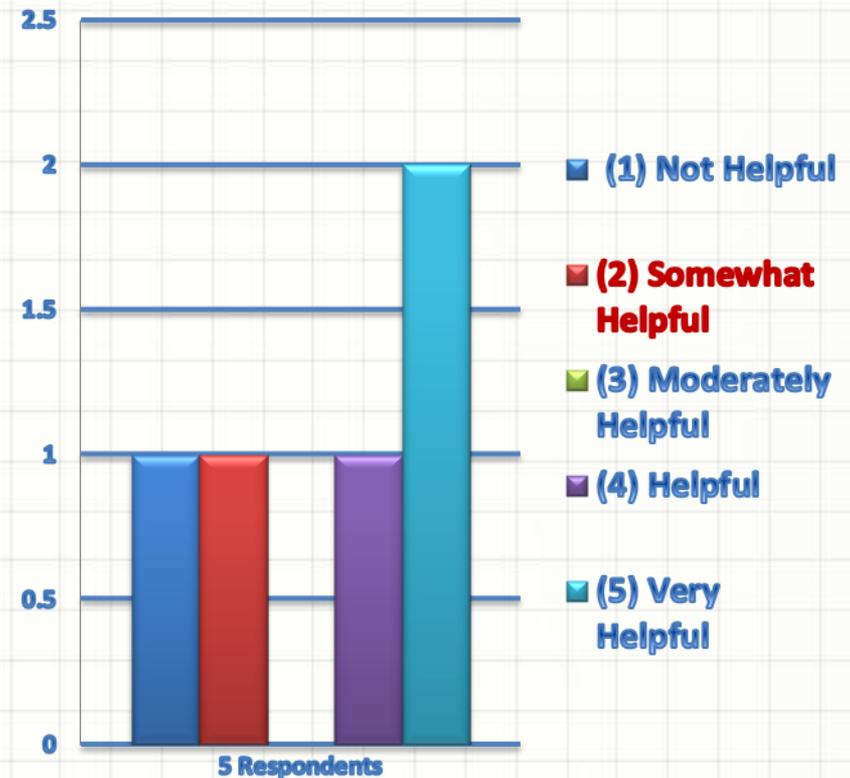


Data Collection/Results: eChart Overview – Information Retrieval

Providers

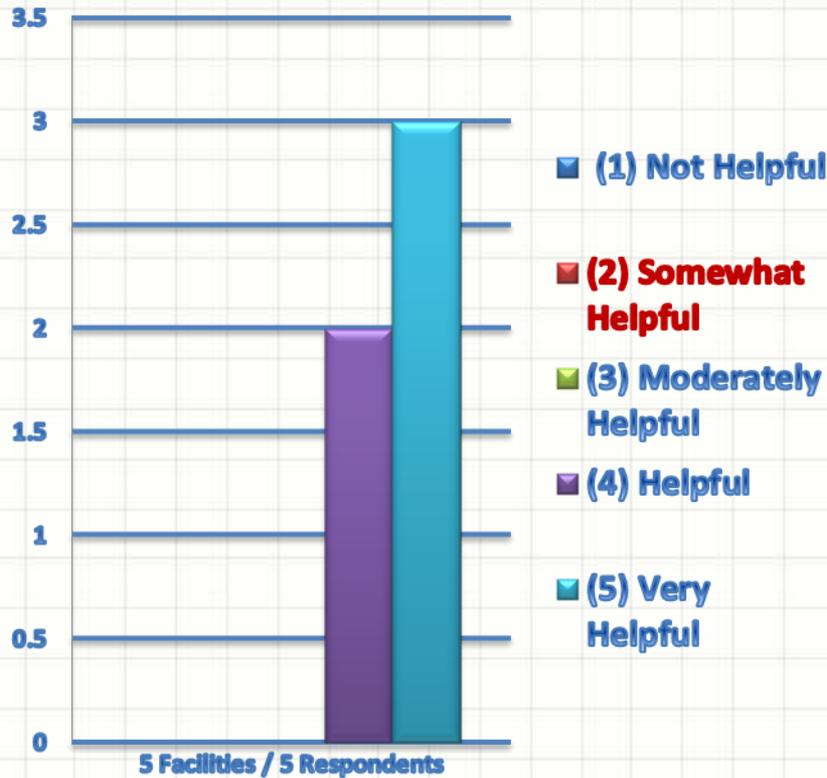


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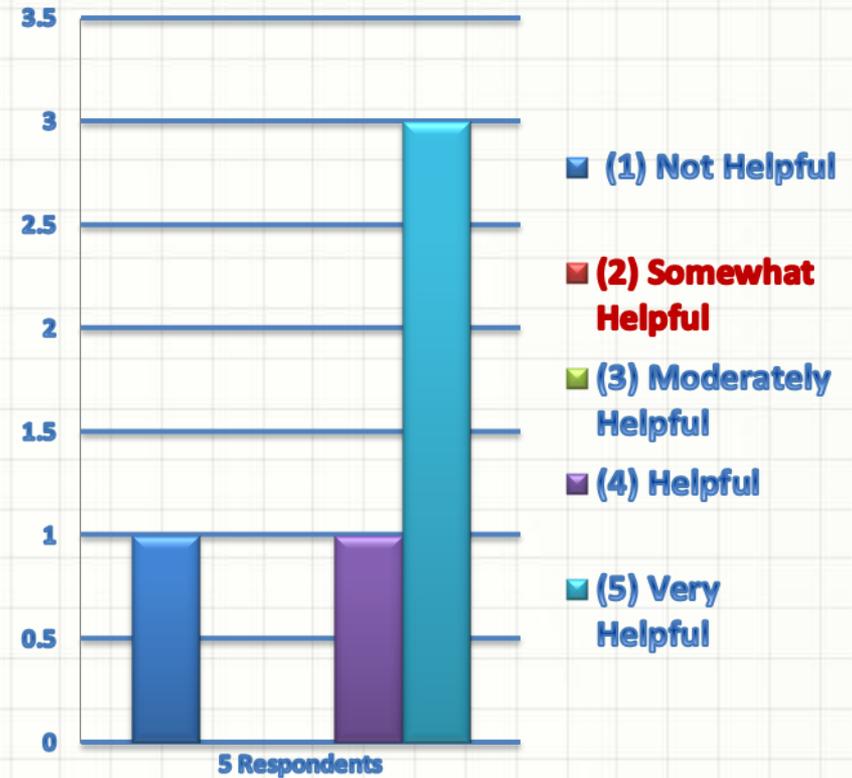


Data Collection/Results: Surveyor Request for Information – Information Retrieval

Providers



Surveyors



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Computer Concierge “Best Practice” Process Tools

- **Computer Concierge Position Description**: Description of the role of the concierge and skill set for use in selecting a qualified individual.
- **Computer Concierge Policy**: Explanation of the Computer Concierge Program within the facility.

Computer Concierge “Best Practice” Process Tools

- **Surveyor EMR Binder**: Contains the following facility specific documents which is provided to each surveyor for use during survey:
 - **Welcome Letter to Surveyor**: Letter welcoming the surveyor team to the facility, and general information regarding concierge program and EMR use in facility.
 - Important contact information
 - Concierge contact information
 - Computer login information
 - System login information

Computer Concierge “Best Practice” Process Tools

- **Surveyor EMR Binder:** (continued)
 - **EMR Access Instructions:** Facility specific access instructions with screen shots (if applicable) to explain how to log in to and navigate EMR system.
 - **Paper Chart Items During Transition Phase (optional):** Explanation of which documents and chart items are located in the electronic system as compared to the paper chart.
 - **EChart Overview:** Document to provide a general layout of the electronic chart and what documentation is included in each tab. May optionally be used to relate to the EMR location of previous paper documentation.

Computer Concierge “Best Practice” Process Tools

- **Surveyor Request for Information Form**: Form to assist surveyors with requesting access to or printed copies of information from the electronic chart.

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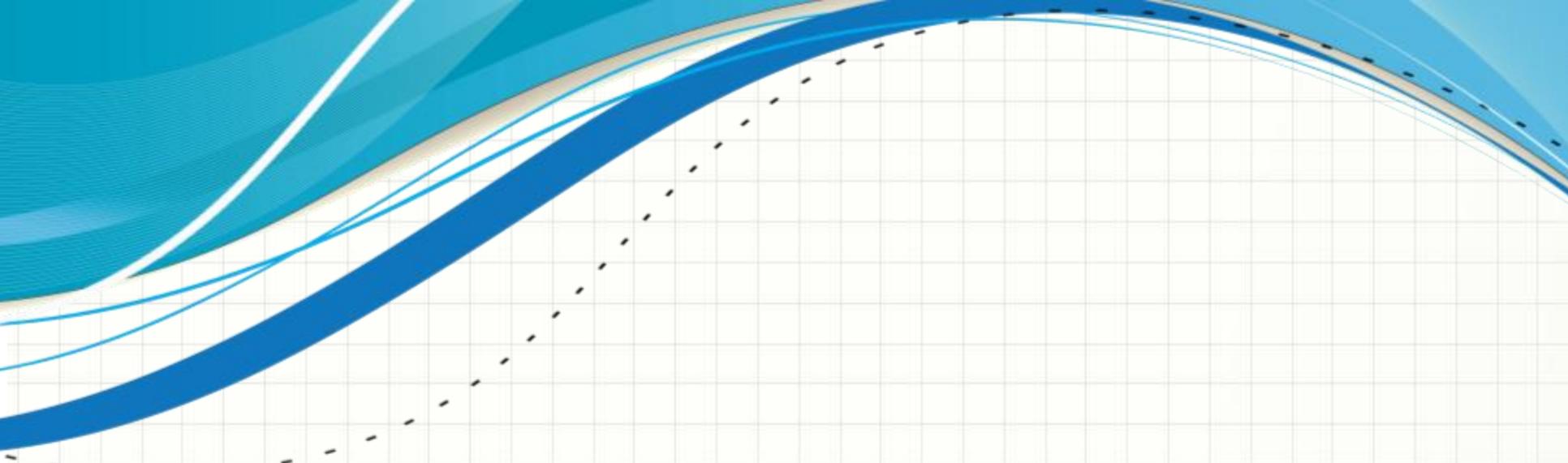
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Computer Concierge “Best Practice” Implementation

- Education, Training, Evidenced-Based Best Practice Tools/Resource Library and Implementation to be determined by the LARA LTC Stakeholders’ Workgroup.

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**QUESTIONS AND
ANSWERS?**

BINDER TABLE OF CONTENTS:

Surveyor EMR Binder example:

(facility will need to individualize documents listed below to facility)

- Letter to Surveyors
- EMR Access Instructions
- eChart Overview
- Paper/Chart Items

Surveyor Letter

EMR Access
Instructions

eChart Overview

Paper/Chart Items

Computer Concierge Policy

Purpose:

To promote optimal results from a survey event through review of electronic health records, this policy defines the role and responsibilities of a facility designated Computer Concierge and alternate, including templates for utilization during survey of the facility. Attachments to this policy include:

For All Survey Events

- Computer Concierge/Alternate Position Description

This document defines the roles, responsibilities and qualifications of the facility's computer concierge and his/her alternate. One of these persons must be available at all time during any type of certification or licensure survey conducted by the State Survey Agency or the Center for Medicare and Medicaid (CMS).

- Letter to Surveyors- This template is designed to welcome surveyors to the facility and serves to orient them to the facilities unique electronic medical records system combined with any hardcopy portions of the clinical records of residents/patients. The letter contains sufficient details of the EMR system to allow surveyors to review clinical records to confirm compliance with federal and state certification and licensure requirements; assigns security codes for access to the electronic system; and introduces the Computer Concierge to the survey team.
- Surveyor Request for Access to, or Copies from, Electronic Chart form.

Documents to Attach if in Transition to Full EMR Status

- E-Chart Overview (paper items replaced)- A comprehensive list of what portions of the resident's/patient's clinical record is available via the Electronic Medical Records System
- Paper/Chart Items During EMR Transition – a comprehensive overview of forms/documents that remain on paper until further notice.

Person responsible for Updating Policy:

Review/Update Interval:

This policy will be reviewed at least once annually and with any significant change/improvement in the facility's Electronic Medical Records System.

Date of Last Policy Update: _____ **Initials of authorizing individual:** _____

Attachments

COMPUTER CONCIERGE

Position Description

General Overview:

This position must be designated by the Director of Nursing or Administrator to act as an ambassador (computer concierge) between the State Survey team and the facility throughout the survey process. The Computer Concierge will provide the initial setup and training for the surveyors regarding the facility's specific software (include provision of detailed written instructions for accessing and navigating the EMR and all required usernames and passwords). The Computer Concierge will assist with retrieval of all needed information.

Position Responsibilities:

- Set up and update the I.T. binder to be distributed at the onset of a State Survey.
- Establish and train a back-up Computer Concierge.
- Be available on call during survey window (LARA is required to conduct 10% of their surveys during off hours).
- Provide names, location/number of key staff, etc.
- Assist surveyors in obtaining documentation as needed and/or facilitate contact with appropriate staff members to assist surveyors

Position Specifications:

- Proficient in the facility's computer systems with high level access. Understanding of how/where to locate information on the facility's EMR software.
- Understanding of basic survey process.
- Basic understanding of clinical documentation and medical records. Comfortable with clinical terminology.
- Ability to communicate verbally and in writing with a calm demeanor to ensure understanding.
- Effective customer service skills.

Suggestions for effective utilization of this position:

- Select person(s) in advance to fulfill this role.
- Prepare documentation for binder (include tabs in binder), prior to the survey.
- DURING SURVEY:
 - Participate in the entrance conference and be available (or ensure backup) throughout the survey process.
 - Provide computers and set up access. Suggest portable computers with a minimum of 2:3 ratio.
 - Provide binder with instructions and offer explanation/training as soon as possible.
 - Offer to explain where to find commonly requested information.
 - Inform surveyors of the facility's current status of EMR process related to paper vs. electronic copies.
- NOTE: It is not required to provide access to EMR through a surveyor's external computer.

Computer Concierge Process Tools

1. **Computer Concierge Job Description**: Description of the role of the concierge and skill set for use in selecting a qualified individual.
2. **Computer Concierge Policy**: Explanation of the Computer Concierge Program within the facility.
3. **Surveyor EMR Binder**: Contains the following facility specific documents which is provided to each surveyor for use during survey:
 - a. **Welcome Letter to Surveyor**: Letter welcoming the surveyor team to the facility, and general information regarding concierge program and EMR use in facility.
 - i. Important contact information
 1. Concierge contact information
 2. Computer login information
 3. System login information
 - b. **EMR Access Instructions**: Facility specific access instructions with screen shots (if applicable) to explain how to log in to and navigate EMR system.
 - c. **Paper Chart Items During Transition Phase (optional)**: Explanation of which documents and chart items are located in the electronic system as compared to the paper chart.
 - d. **EChart Overview**: Document to provide a general layout of the electronic chart and what documentation is included in each tab. May optionally be used to relate to the EMR location of previous paper documentation.
4. **Surveyor Request for Information Form**: Form to assist surveyors with requesting access to or printed copies of information from the electronic chart.

E-Chart Overview Template (paper items replaced)

****May use as E-Chart Overview only or may add paper items replaced information if newly transitioned to EMR****

Quick View (view of recent VS, I&O, bowel and bladder, alerts)

Activities (Activities Assessments) (Activities Tracking continues on paper)

Accidents/Injuries **REPLACES** paper Unusual Occurrence form

ADL (7-Day view of Meals, Mobility, Hygiene, Mood/Behavior-Yes or No, Continence)

Adm/Gen Observation

Admission observation **REPLACES** paper green nursing admission form

General observation **REPLACES** paper quarterly nursing progress note

Behaviors

Incident Based **REPLACES** CNA/Nursing behavior documentation

Summary Based **REPLACES** Social Services notes

Pain Management

Most Recent Pain Levels (from VS)

Most Recent Pain Levels (from Observation)

Pain Control Progress Notes **REPLACES** paper blue pain sheet

Progress Notes **REPLACES** paper nursing/interdisciplinary notes

Risk Assessments (View/Complete AIMS, Bowel and Bladder, Braden, Dietary, Elopement, Falls, GDS, Med self admin, MMSE, Nutritional risk, PHQ-9, Smoking, TB risk)

Skin and Wound (area where all skin conditions will be visible, documented, and healed)

Social Services- social history (non-behavior section)

EMR Access Instructions Template:

1. To log onto any computer within the facility:
 - a. Username:
 - b. Password:
2. Double click on EMR icon on desktop
3. Enter the provided login username and password credentials, then click "OK" or hit enter on keyboard
4. Use search filter to search residents/patients.
5. To view a resident's chart *(provide steps to access and navigate through eChart, explain what is included in eChart as compared to other areas within the EMR)*
6. *(Briefly explain remaining aspects of EMR with screen shots as needed, how to locate resident's demographic information, advanced directives, contacts, decision making capacity, diagnoses, allergies, MARs/TARs, MDS, etc)*
7. *(Explain any reporting functionality)*

EMR Access Instructions Template:

1. To log onto any computer within the facility:
 - a. Username:
 - b. Password:
2. Double click on EMR icon on desktop
3. Enter the provided login username and password credentials, then click "OK" or hit enter on keyboard
4. Use search filter to search residents/patients.
5. To view a resident's chart *(provide steps to access and navigate through eChart, explain what is included in eChart as compared to other areas within the EMR)*
6. *(Briefly explain remaining aspects of EMR with screen shots as needed, how to locate resident's demographic information, advanced directives, contacts, decision making capacity, diagnoses, allergies, MARs/TARs, MDS, etc)*
7. *(Explain any reporting functionality)*

Dear Surveyor:

Hello and welcome to (facility name). In order to make your time here as productive and pleasant as possible, there are a few items of which we would like to make you aware.

We use EMR {NAME THE SYSTEM} to assist in and document the care that we provide to our residents. (Use if in transition- We are currently transitioning from a paper system to an electronic medical record system to assist in and document the care that we provide to our residents. This means that some information you would like to review relating to a resident's stay will be found in the electronic medical record and some information will be found in the paper system.) Any information you would like to review relating to a resident's stay will be found in our computer system. Additional information:

- Computer Concierge: We are here to assist you. We have appointed a Computer Concierge and alternate who will be available to assist you throughout this survey. Please refer to these individuals as needed for assistance in locating information in the EMR.
- Binders: We have created facility specific binders that will provide you with detailed information as to how to navigate the EMR, computer and EMR login information, an E-Chart Overview, and (use during transition to paperless- a document to describe which information remains on paper at this time.) We would be available to provide you a brief overview of our system and the information included in the binders to get you started. Please let us know if this is something you would like.
- Work Devices: We apologize for any inconveniences, however due to technical considerations we are unable to provide access to the Facility's EMR on your own work device or any other external devices. We will set up facility computers for you to use to access the Facility's EMR software. This way you are able to access resident records as needed and as conveniently as possible.
- User Name and Password: We will provide you with user names and passwords that will allow you to enter into the system and review resident records. Please keep this information private to assist us in protecting our resident's health information.
- Printing Copies: We also understand that during the survey process, you may need copies of different documents located in the resident's electronic medical record. Upon your request, our team member assigned to you can print off any of these documents for your use. We cannot print entire medical records for review due to the length of time it will require of our staff to do so, but will be happy to assist you in finding information in the electronic medical record system. Please use the attached "Surveyor Request for Access to, or Copies from, Electronic Chart" form if you experience any difficulty in obtaining information. If the Computer Concierge isn't available please place this form in the communication file folders provided for your use; the Concierge will be regularly checking the communication's file folders throughout the course of the survey.

Insert as appropriate - Our electronic system has constraints and complexities in certain areas of documentation (list examples such as nurse aide documentation, etc.). Please ask for assistance as it may be easier to have this information printed for your review. Should you encounter any difficulties that cannot be resolved by the assigned team members, please let me know immediately.

Again, welcome to (facility name).

Administrator

Assigned Team Members

Primary Computer Concierge Contact:

Name: _____

Title: _____

Phone Extension: _____

Other: _____

Alternate Computer Concierge Contact:

Name: _____

Title: _____

Phone Extension: _____

Other: _____

Computer Login

The password to log onto the computer is as follows:

System Login

Username:

Password:

PAPER/CHART ITEMS DURING EMR TRANSITION- Example

OPTIONAL: not utilized with full/paperless EMR use

Overview of forms/documents that will remain on paper until further notice: (These items will be on continuous review for deletion of paper form/document use during the transition with EMR)

1. Any form/document that requires physician or responsible party signatures.
 - a. Includes but not limited to:
 - i. Consents
 - ii. Physician Cert for Decision Making Capacity
 - iii. Advanced Directives
 - iv. Medicare A Cert/Recert
2. Any form/document that has pertinent medical information and comes from source outside of facility.
 - a. Includes but not limited to:
 - i. Admitting Paperwork from hospital
 - ii. Consult forms for outside appointments
 - iii. Labs/Xray
3. Specific Facility Forms:
 - a. Includes:
 - i. Dehydration Risk Assessment
 - ii. Neuro checks form
 - iii. Bed Rail Use Assessment
 - iv. Nursing 5 Day BR and Quarterly Monitoring
 - v. Physical Restraint/ Reduction Consent
 - vi. 3d Bowel and Bladder Tracking
 - vii. 3d Orthostatic BP and Pulse form
 - viii. Medical Rule Out
 - ix. 24 HR Boards
 - x. Nurse Daily Worksheet (VS/WTS/B&B)
 - xi. Shower Sheets/ Admission skin check sheets
 - xii. Paper Food Acceptance (depending on unit/resident condition)
 - xiii. Resident Inventory List
4. Additional Chart Items:
 - a. Includes:
 - i. Physician Orders
 - ii. Physician Progress notes
 - iii. MARS/TARS/Monthly Pharmacy profiles
 - iv. Restorative Tracking
 - v. All therapy forms
 - vi. D/C Plan of Care

Surveyor Request for Access to, or Copies from, the Electronic Chart

We are here to assist you in obtaining access to the information you need. Information is found in the resident medical record consisting of electronic record, current hard copy chart, and medical records thinned charts. If you are unable to electronically locate needed information please complete this form and either place it in the communications' file folders that have been provided or submit it directly to the Facility's Computer Concierge.

Information Needed	Date Range	Name of Resident(s)
History and Physical	_____	_____
30 Day Med Sheets	_____	_____
Standing Orders	_____	_____
Admission Nurse Assessment	_____	_____
Progress Notes (Indicate Discipline)	_____	_____
Dietary Assessment	_____	_____
Interdisciplinary Notes	_____	_____
MAR	_____	_____
TAR	_____	_____
Blood Sugars	_____	_____
Therapy Progress Notes	_____	_____
Skilled Nursing Charting	_____	_____
Skin and Wound Notes	_____	_____
Weekly Skin Checks	_____	_____
Risk Assessments (AIMS, Braden, Falls)	_____	_____
MDS (specify sections or all)	_____	_____
Restorative	_____	_____
Podiatry	_____	_____

Vital Signs	_____	_____
ADL Flowsheet	_____	_____
Bowel and Bladder	_____	_____
Meals, Snacks and Food Acceptance	_____	_____
Weight and Height	_____	_____
Resident Specific Instructions	_____	_____
Immunizations	_____	_____
Bed Fast Log	_____	_____
Input and Output	_____	_____
Mood and Behaviors	_____	_____
Activity, 1:1	_____	_____

OTHER: _____
DATE/TIME REQUESTED: _____ DATE/TIME RETURNED: _____