

# Allscripts Document Management and You

May 9, 2014

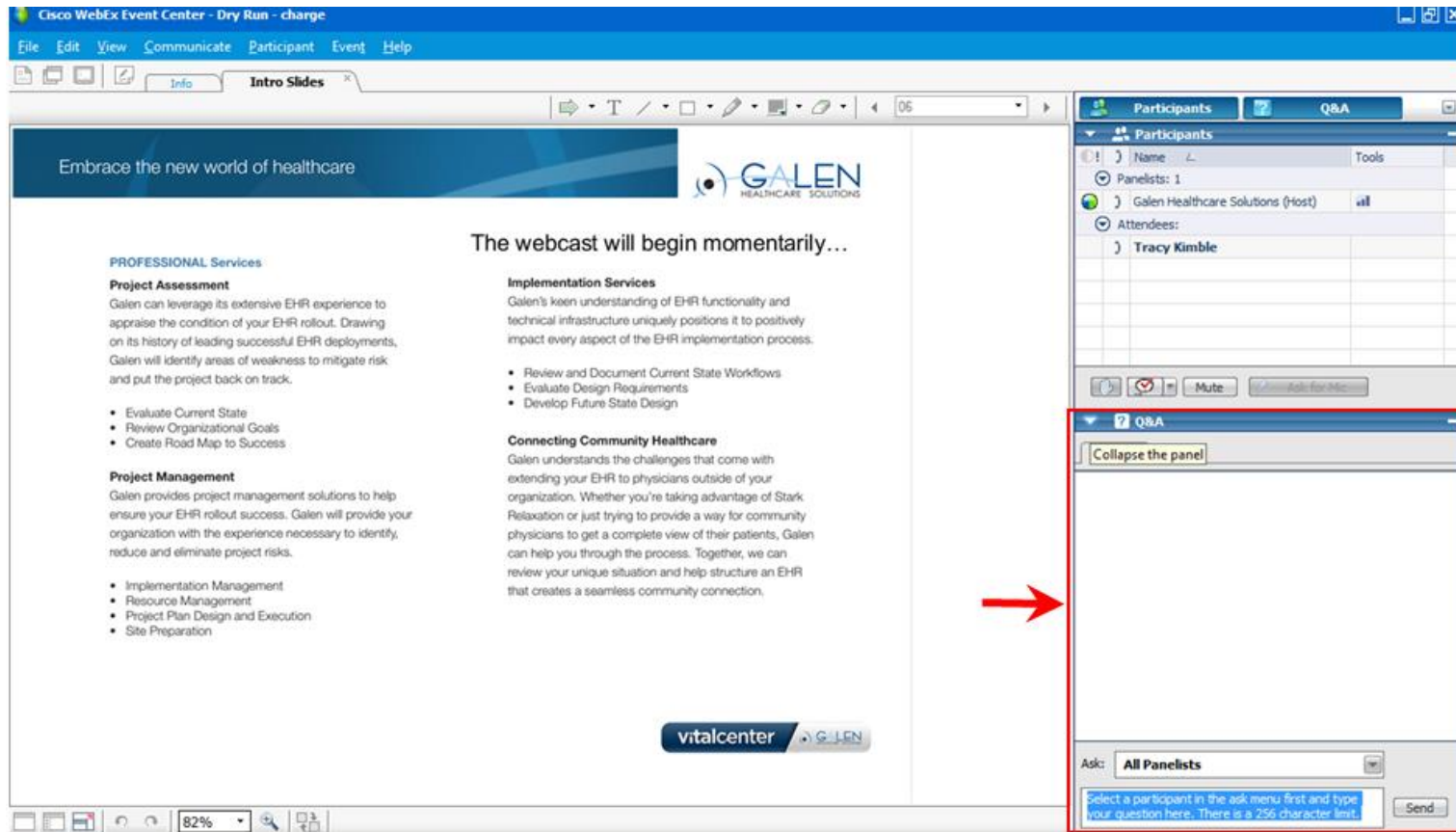
Enabling physician groups to realize the full  
potential of Electronic Health Records



vitalcenter



Your phone has been automatically muted. Please use the Q&A panel to ask questions during the presentation!



The screenshot shows a Cisco WebEx Event Center window titled "Cisco WebEx Event Center - Dry Run - charge". The main content area displays a presentation slide with the following text:

Embrace the new world of healthcare

**PROFESSIONAL Services**

**Project Assessment**  
Galen can leverage its extensive EHR experience to appraise the condition of your EHR rollout. Drawing on its history of leading successful EHR deployments, Galen will identify areas of weakness to mitigate risk and put the project back on track.

- Evaluate Current State
- Review Organizational Goals
- Create Road Map to Success

**Project Management**  
Galen provides project management solutions to help ensure your EHR rollout success. Galen will provide your organization with the experience necessary to identify, reduce and eliminate project risks.

- Implementation Management
- Resource Management
- Project Plan Design and Execution
- Site Preparation

**Implementation Services**  
Galen's keen understanding of EHR functionality and technical infrastructure uniquely positions it to positively impact every aspect of the EHR implementation process.

- Review and Document Current State Workflows
- Evaluate Design Requirements
- Develop Future State Design

**Connecting Community Healthcare**  
Galen understands the challenges that come with extending your EHR to physicians outside of your organization. Whether you're taking advantage of Stark Relaxation or just trying to provide a way for community physicians to get a complete view of their patients, Galen can help you through the process. Together, we can review your unique situation and help structure an EHR that creates a seamless community connection.

The webcast will begin momentarily...

At the bottom of the slide, there is a "vitalcenter" logo and the "GALEN HEALTHCARE SOLUTIONS" logo.

On the right side of the interface, there is a "Participants" panel and a "Q&A" panel. The "Q&A" panel is highlighted with a red border and a red arrow pointing to it. The "Q&A" panel contains a "Collapse the panel" button, an "Ask:" dropdown menu set to "All Panelists", a text input field with a placeholder "Select a participant in the ask menu first and type your question here. There is a 256 character limit.", and a "Send" button.

# Today's Presenters



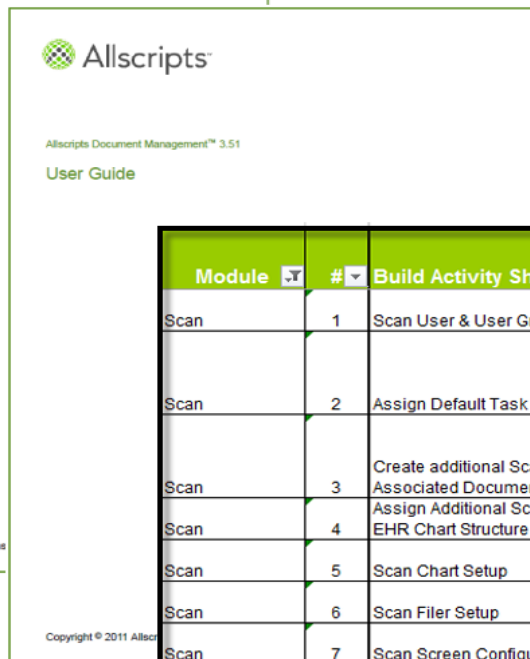
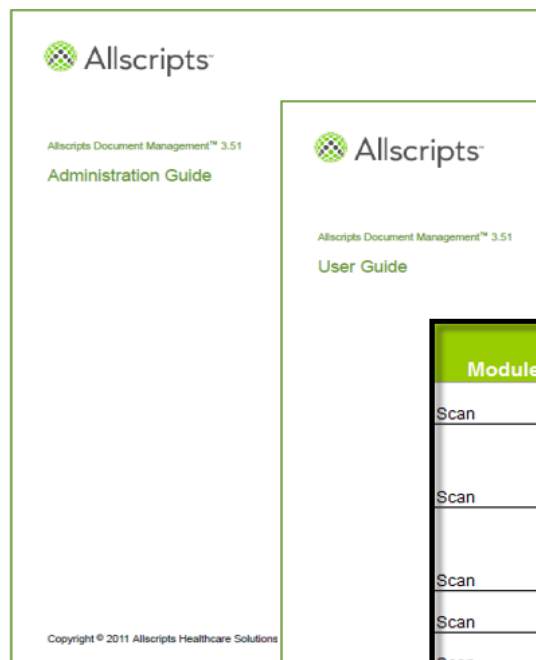
**Becky Matias**  
EHR Consultant  
Galen Healthcare Solutions



# Objectives

- Technical Setup
- Prescriptive Workflows
- Configuration Strategies
- Configuration Overview
  - Chart Structures/Groups
  - User/User Groups
  - Security
  - File Cabinets
- Tips and Tricks
- User Screen Configuration
- ADM tasking
- Audit Reports

# Scan Guides and Workbook



Module	#	Build Activity Short Name	Definition	Req/Opt
Scan	1	Scan User & User Group Setup	Identify Admin Staff, Scanners and Filers	Req
Scan	2	Assign Default Task Baskets to Providers	Verify task basket(s) are assigned to providers(s)	Req
Scan	3	Create additional Scan Folders & Associated Document Types	Begin with review of the Scan Folder Setup contained in the Client Data Collection Workbook which contains pre-configured Chart Sections / Scan Folders. Only add as necessary according to the instructions in that workbook.	Req
Scan	4	Assign Additional Scan Doc Types to EHR Chart Structure		Req
Scan	5	Scan Chart Setup		Req
Scan	6	Scan Filer Setup	Define setup of the Scan Filer (mostly used for single patient, historical type scanning.)	Req
Scan	7	Scan Screen Configuration	Define desired Scan Tool screen configuration (usually defined by User Group)	Opt
Scan	8	Scan File Cabinets	Will Scan Filing Cabinet be used? Setup as appropriate	Opt
Scan	9	Scan System Settings	Define misc. scan tool Admin Preferences (login to Tool to view options)	Opt
Scan	10	Scan Auditing Functions	Will the Scan Tool Auditing Functions be utilized? Setup as appropriate	Opt

# Prescriptive Workflow Strategy

- Active Historical Charts
- Correspondence
- Medical Records Requests
- Go Live Strategies
  - All
  - Scan From Go Live Forward
  - Scan of Upcoming Appointments

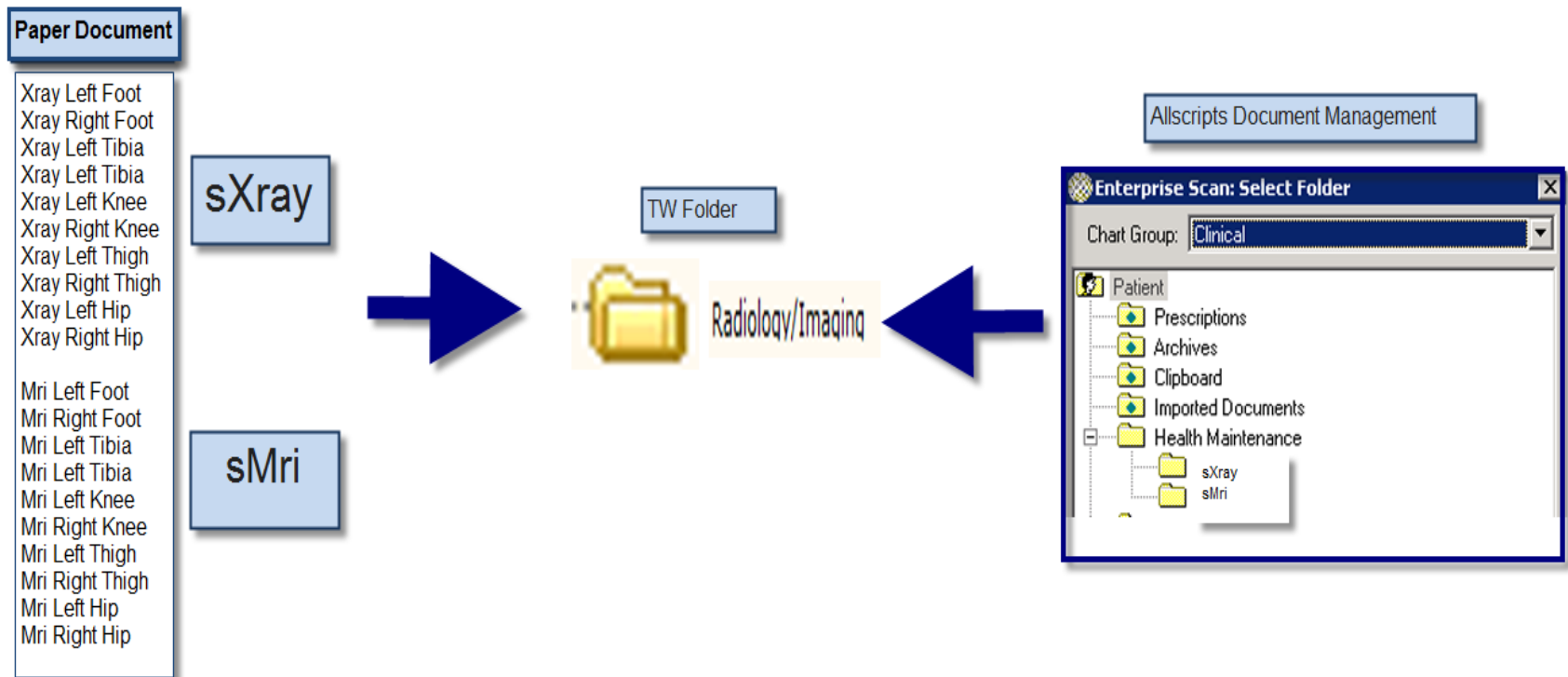


# Chart Configuration 101





# Document Type/File Structure Strategy





## Q & A

- **Question Review**
- **Submit further questions to [education@galenhealthcare.com](mailto:education@galenhealthcare.com)**
- **Visit <http://galenhealthcare.com/calendar/> for future webcasts**

# Resources

## GalenHealthcare Solutions Wiki

[http://wiki.galenhealthcare.com/Main\\_Page](http://wiki.galenhealthcare.com/Main_Page)

## Allscripts Client Connect

<https://ceplive.allscripts.com/adfs/ls/>

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Thank you for joining us today, for additional assistance....

You can contact us through our website at [www.galenhealthcare.com](http://www.galenhealthcare.com)

