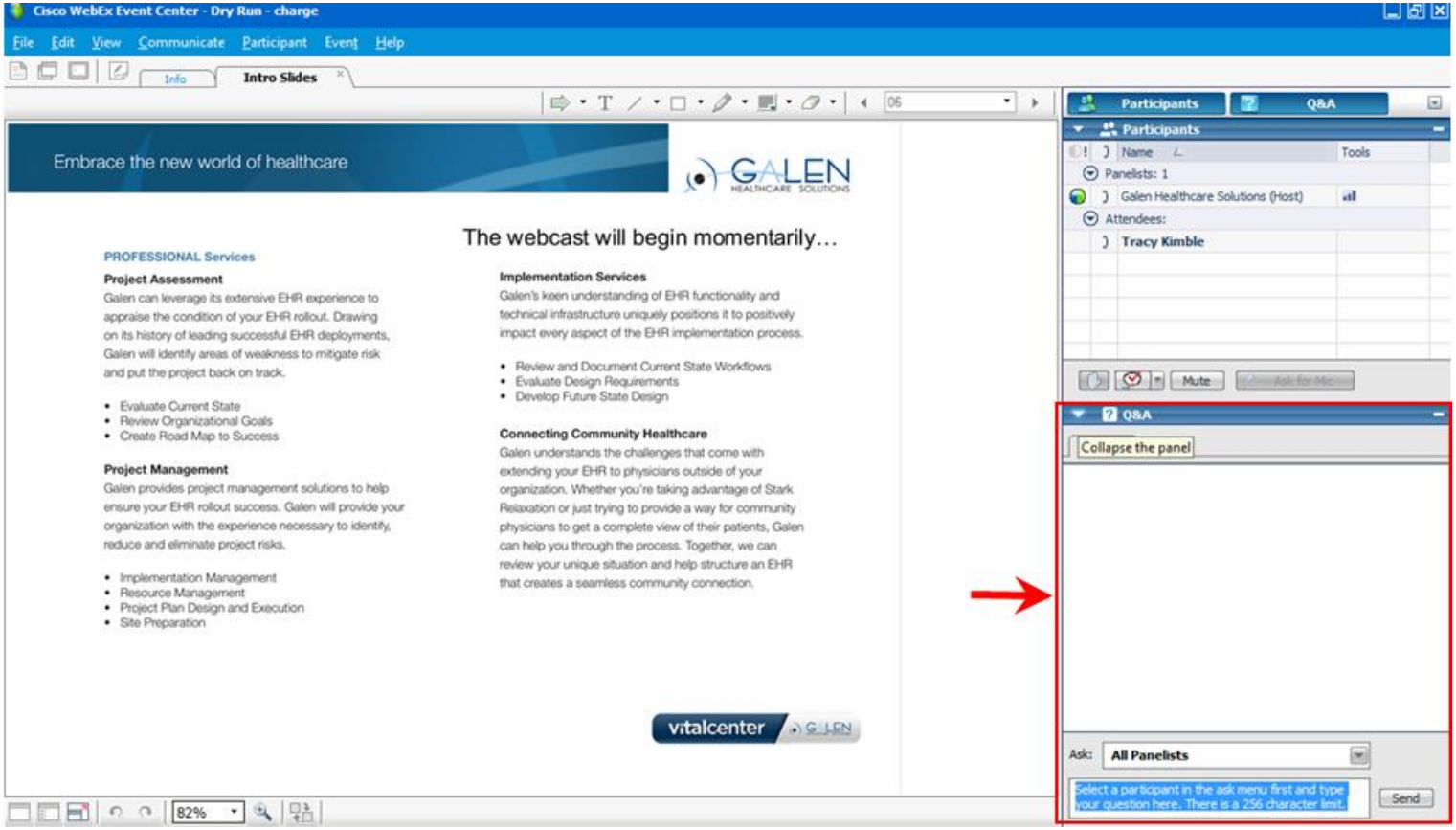
Allscripts Document Management and You

May 9, 2014

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

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



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Todays Presenters

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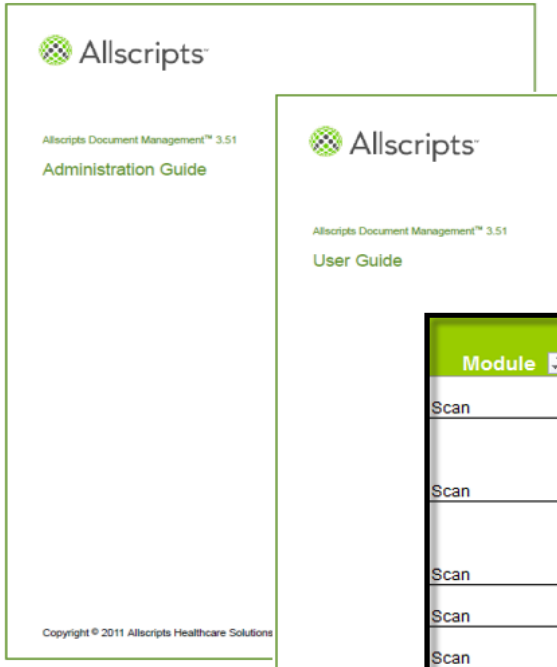
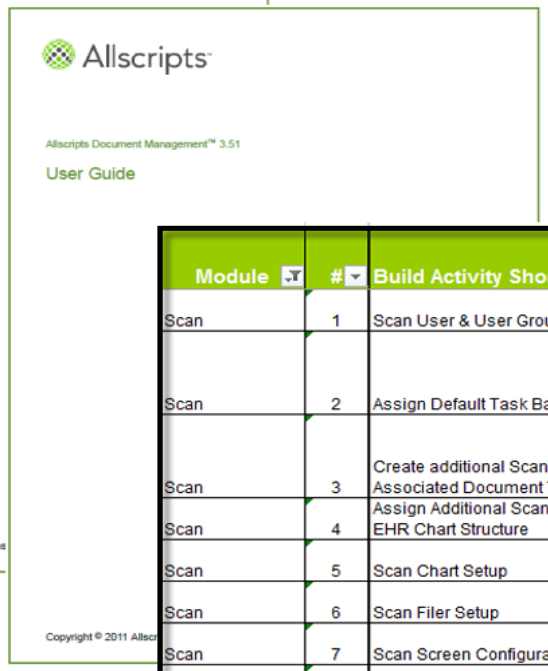
Objectives

- 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





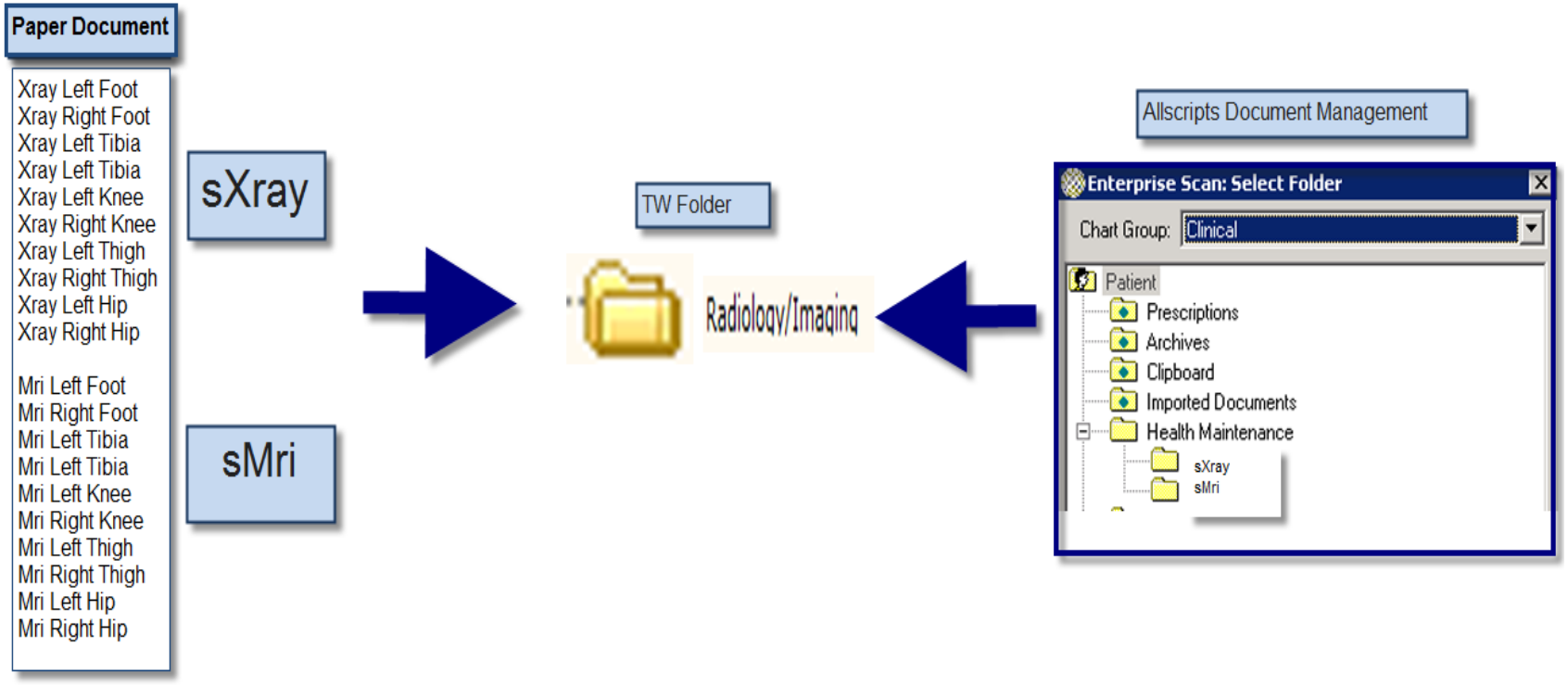
Module	#	Build Activity Short Name	Definition	Req/Opt
Scan	1	Scan User & User Group Setup	Identify Admin Staff, Scanners and Filers	Req
Scan	2	Assign Default Task Baskets to Providers	Verify task basket(s) are assgined to providers(s)	Req
Scan	3	Create additional Scan Folders & Associated Document Types	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, historial 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 Configuration101

Document Type/File Structure Strategy



Q & A

- **Question Review**
- **Submit further questions to education@galenhealthcare.com**
- **Visit http://galenhealthcare.com/calendar/ for future webcasts**

Resources

GalenHealthcare Solutions Wiki

http://wiki.galenhealthcare.com/Main_Page

Allscripts Client Connect

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

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

You can contact us through our website at www.galenhealthcare.com