

Electronic Documentation

Accurate and thorough documentation is the backbone of a sound approach to risk management; it provides essential patient information, historical details about the course of patient care, and a record of services provided.

Electronic health records (EHRs) have not diminished the importance of documentation, but they have fundamentally changed the process of documenting patient care, resulting in unique documentation risks. To address these challenges, healthcare organizations need policies and strategies that reinforce EHR best practices. Organizations can use this checklist to review important risk management strategies for electronic documentation and identify potential areas for improvement.

	Yes	No
Does your organization have written documentation policies that include standards and guidance specific to electronic documentation?	<input type="checkbox"/>	<input type="checkbox"/>
Do documentation policies support and enforce a consistent approach to electronic documentation among healthcare providers and staff members?	<input type="checkbox"/>	<input type="checkbox"/>
Do documentation policies include information related to copying/pasting in EHRs and specifically outline when copying/ pasting is prohibited and when it can be used with extreme care?	<input type="checkbox"/>	<input type="checkbox"/>
Are healthcare providers required to carefully review and sign off on any copied/pasted information in EHRs?	<input type="checkbox"/>	<input type="checkbox"/>
Are EHR entries periodically audited to check for errors that may have resulted from copying/pasting information?	<input type="checkbox"/>	<input type="checkbox"/>
Are providers required at each patient encounter to review EHR data fields that default to “normal” to ensure clinical data are not misrepresented?	<input type="checkbox"/>	<input type="checkbox"/>

Resources

For more information about electronic documentation, see MedPro's [Risk Resources: Electronic Health Records](#).

This document does not constitute legal or medical advice and should not be construed as rules or establishing a standard of care. Because the facts applicable to your situation may vary, or the laws applicable in your jurisdiction may differ, please contact your attorney or other professional advisors if you have any questions related to your legal or medical obligations or rights, state or federal laws, contract interpretation, or other legal questions.

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