Electronic Health Records For Dummies

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here s what you should know to manage data records efficiently with proper electronic data management your business can lower costs improve efficiency eliminate duplication and be protected in the event of a lawsuit this book provides an overview of records management solutions and implementation strategies in plain non technical english step by step instructions show you how to begin managing records and information and how to maintain the program once you have it established sample forms for inventory scheduling and necessary documentation are also available on the companion website electronic records management offers cost savings greater efficiency and protection in case of legal action this book gets you started on an effective data management system this plain english guide helps you determine what constitutes a record shows you how to inventory records and create an efficient way to file both electronic and paper copies and explains how to create a retention schedule walks you through switching to electronic record keeping what to look for in a records management system implementing best practices ensuring that your system will stay current and using the system effectively helps you assure that the destruction of any sensitive information is conducted and documented correctly records management for dummies helps your business save money and improve efficiency with effective electronic records management

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