



EHR

Electronic Health Records Bulletin

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Updates

Duplicate Records

How to Merge a Duplicate in EHR

- Look at each chart to determine which one have the most information. The one with the most information will be the designated as the primary chart and kept active.
- In the other chart(s), print off all documents, provider notes, labs, immunizations and referrals then scan them into the primary chart's documents in the appropriate folders. (FYI...make sure all notes are signed and labs are acknowledged prior to printing them)
- After all the documents have been printed and scanned from the duplicate chart into the primary chart, go under the profile in the duplicate chart(s), scroll to the bottom to the note section, and type in "Duplicate Record see chart #", and select the check box below that says display comments on appointment booking.
- In the Duplicate Record(s) scroll to the top and click "Mark Inactive". In the pop up window for the reason select "duplicate" then select save.

Quote of the Month

"A kind gesture can reach a wound that only a compassion can heal" - Steve Maraboli

Workflow to Add New Nurse to CureMD

The security coordinator provides IT (Help Desk) a work order to add the Nurse Practitioner (NP) to CureMD. IT will add a new NP to the nurse role and location as outlined in the work order. Do Not add them as providers. See steps below:

1. The security coordinator provides IT (Help Desk) a work order to add the Nurse Practitioner (NP) to CureMD.
2. Nurse Practitioner Director or approved staff member sends email requesting the Electronic Health Record department (EHR) to grant the new NP permission to sign their own provider notes in CureMD.
3. CBU to provide the EHR validation via email that the new NP credentialing process is complete.
4. Nurse Practitioner Director or approved staff member will provide the EHR department a completed "Provider Information" form requesting that the new NP be added to the Practice Provider list and grant them ePrescribe permission in CureMD
5. Once steps 1 and 2 are complete. The EHR department will submit a support ticket to CureMD requesting that the new NP be added to the Practice Provider list and granted ePrescribe access. (Provider Information form will be attached to the support ticket)
6. The EHR department will notify the Nurse Practitioner Director and approved staff when CureMD has completed the support ticket request

Kiosk Machines

In the next coming months, EHR will be working on installing Kiosk Machines in the clinics. A few benefits of adding the machines in clinics includes:

- Self-check-ins
- Improved accuracy of demographic
- Less confusion

Upcoming Events

- Christmas - Sunday, December 25
- New Year's - Sunday, January 1
- EHR Training - Friday, January 17

EHR Manuals

The EHR Manual is being updated and revised to reflect a more user-friendly approach.

