EHR
Electronic Health Records Bulletin

SEPTEMBER 2022

UPDATES AND REMINDERS

Amending EHR Records

Correct workflow for requesting an EHR record to be amended:

Nurses
Send all requests to Kaye Melnick and copy your immediate supervisor and District Clinic Director

Nurse Practitioners
Send all requests to your NP Senior and copy your District Clinic Director and Krysta Hood

Clerks
Send all requests to Paula Oliver and copy your immediate supervisor

All requests will be reviewed, and corrective action will be sent to the EHR team by Kaye Melnick, Paula Oliver, or the NP Senior. The EHR team will then follow-up with the nurse, NP, or clerk on how to amend the record.

Note: The Policy for County Health Department Staff and Providers Amending EHR Records can be found on the ADPH Document Library

EHR Training Dates

- ❖ Sept. 16
- ❖ Oct. 21
- ❖ Nov. 18
- ❖ Dec. (TBA)

EHR Trainings are held in person at the ADPH Training Center (RM 132) in Prattville, AL. To schedule EHR training, contact Christine Long at Christine.Long@adph.state.al.us

SEPTEMBER NATIONAL EVENTS

- SEPT. 5: LABOR DAY
- SEPT. 6: READ A BOOK DAY
- SEPT. 9: TEDDY BEAR DAY
- SEPT. 11: GRANDPARENTS DAY
- SEPT. 13: PEANUT DAY
- SEPT. 16: POW/MIA RECOGNITION DAY

IMMUNIZATION

Clerical staff remember to fill out all required field in patient's profile. Especially sections that have an asterisk beside them.

It's not about *how much* you do, But *how much love* you put into what you do that *counts*.

-Mother Teresa

Patient Portal Reminders

- ❖ The patient portal is set up during intake
- ❖ Patients **cannot** set up their own patient portal account
- ❖ Always verify email addresses are correct before saving
- ❖ Update email addresses as needed; after changes are made and saved, you will receive a prompt asking if you would like to update the email address for the patient portal, click yes
- ❖ Create memorable Usernames
- ❖ Remind patients that temporary passwords are only good for 24 hours

EHR CONTACT NUMBERS

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Your major line of communication with EHR and CureMD