Chapter Title	Chapter #		Subject #
Fiscal	F		282.9
Subject Title **Electronic Medical Records (EMR)**	Adopted 6/10/04	Last Revised 3/17/17	Reviewed 4/18/06; 4/23/10; 2/24/14; 5/12/15; 3/17/17; 3/18/19; 5/12/20

PROCEDURE

Application

This procedure shall apply to The Right Door for Hope, Recovery and Wellness

EHR is a broad term that describes data of persons served being stored in numerous computer systems. The EHR system will house current usable data for generating reports and for day to day business operations. The EHR System replaces existing paper charts in a scanned electronic image format.

1.0 Scanning of Information

All paperwork received into Medical Records shall be scanned into the existing EHR system by qualified personnel and filed into a "manila folder" filing system organized by "scanning date."

2.0 Scanning of Closed Cases (on site)

Quarterly, manila folder files shall be sent to storage at Kent Record Management. Charts that have been retrieved from storage (old cases) shall have their information scanned into EHR within five business days after being received.

3.0 Shredding of Documentation

All paper files, open and closed, shall be saved. No scanned files shall be shredded.

4.0 Staff Training

Staff shall be trained on the EHR system within 30 days of hire.

5.0 Staff Use of EHR

All staff are expected to and shall use the electronic health records system.

The Right Door for Hope, Recovery and Wellness

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Kerry Possehn, Chief Executive Officer	Date		