



Your Ultimate EHR Selection Checklist

A Lineup of Features You Want for Your Practice



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Selecting the right EHR for your practice is a time-consuming and important decision. An EHR platform impacts every aspect of your practice from scheduling to clinical notes and medical billing. Use this checklist to understand EHR functionalities vital to managing your practice.



Intelligent Charting Tools for Operational Efficiency

- Your EHR should offer time-saving tools such as customizable medical templates, medical speech-to-text, dynamic photo charting, and macros.

A major benefit of using an EHR system is productivity improvement that allows you to provide better patient care. For example, **custom templates** and **macros** features should help you chart in just seconds. A **Medical speech-to-text feature** that can adapt to accent and speech style will allow you to accurately dictate clinical notes. **Dynamic photo charting** on an iPad or iPhone means you can take photos and annotate directly on it for faster note taking.



Customization & Flexibility

- Your EHR should be tailored to your practice and specialty.

Some EHRs position themselves as built for a specialty but do not accommodate the way you operate your practice. Look for **customizable clinical forms**, **medical templates** and **custom vitals** that can adapt to your speciality and workstyle.



Fully Functional EHR on Mobile

- Your EHR platform should allow you to provide patient care on mobile devices such as iPad and iPhone so that you aren't tethered to your office.

Maximizing the mobility of your practice means you can care for patients with more flexibility.

Being mobile gives you the ability to document clinical notes at your patient's side, access his/her charts, order lab work and imaging, and send prescriptions anywhere, anytime.



Integrated Labs, eRX with Certified EPCS & Referrals

- Your EHR should allow you to seamlessly order lab and imaging, provide referrals, and send prescriptions.

Minimize paperwork and streamline administrative tasks by ordering lab work, giving referrals and sending prescriptions directly from your EHR. You'll also reduce errors and eliminate lost prescriptions.

Make sure your EHR is integrated with best-in-class systems such as LabCorp, Quest, Surescripts and other third party labs. If you need to order controlled medications for your patients, ask your EHR company whether or not they are EPCS certified.



Real Time Eligibility Verification + Medical Billing

- Your EHR should provide real time insurance eligibility checks and integrated medical billing.

Medical billing is critical to the financial health of your practice. Your EHR should be able to verify insurance status in real time, reduce multiple data entries, and bill directly. In addition, if your EHR has **pre-populated billing codes**, you'll be able to bill accurately and get paid much faster.

Your medical billing software should also include critical features such as **real time claims status, reimbursement and denial analysis, automatic mailing of electronically generated patient statements, and HCFA reporting.**



Patient Portal

- Your EHR should provide you with a user-friendly patient portal.

Improve patient experience by allowing them to manage essential aspect of their medical experience via a secure online portal. You can reduce paperwork and “no shows” by enabling patients to **book appointment online** and **receive automated follow-up reminders**. Patients should also be able to **message you on a HIPAA compliant platform**, and **securely access their medical records** so they'll stay proactive on managing their health. Ask if your EHR offers a white-labeling option so that you can increase your practice's branding.



Flexible & Simple Patient Check-In

- Your EHR should provide you with an easy convenient check-in experience for your patients.

Your check-in process should be quick and easy as it sets the initial patient experience. **A good EHR system will auto-populate your patient's check-in information on his/her chart and sync it to his/her EHR record.** With a mobile EHR, you can simply hand out an iPad or set up a Kiosk and allow patients to self check-in. Digital self check-in process minimizes paperwork and improves practice efficacy.



Sharable Patient Educational Material

- Your EHR should enable you to provide patients with best-in-class medical information related to their visits and after-care.

Providing patient education materials enhances patient care and helps you meet the Meaningful Use “patient-education” requirements. **Your EHR should allow you to easily upload your own materials or access a credible source such as Mayo Clinic.**



On Hand Training and Support

- Your EHR company should provide training and support to get your EHR system running as soon as possible.

Once you've selected your EHR, your EHR company should provide an onboarding program designed to meet your specific needs. **A dedicated implementation specialist team should work with you to assess your needs and carry out a training and implementation plan on a timely schedule.** Depending on your needs, here are some post implementation support features you may want to request: email/chat/phone, on-site support, response time, and training/knowledge base materials.



Meaningful Use + MACRA Certified

- Your EHR should be Meaningful Use Stage 1 and 2 Certified, and MACRA Ready.

Selecting an EHR that is certified for Meaningful Use will allow you to qualify for the Meaningful Use Incentive program. Ensure that your EHR is certified for Meaningful Use. **To avoid MIPS non-compliant penalties, you should select an EHR system that will be MACRA certified and can help you attest.**



Data Flexibility & Portability

- Your EHR should provide you with unlimited storage, seamless backup and ultimate data portability.

An EHR should be integrated with a HIPAA-compliant cloud storage system, like Box. Such a system will allow physicians to sync and backup files easily between their EHR and the Cloud. Physicians should be able to safely and securely share files with their colleagues and patients. Your EHR company should also be able to onboard your existing data while giving you the flexibility to move it elsewhere if you choose another solution.



API & Third Party Integrations

- Your EHR should enable integrations with other health applications or build directly on their API.

An open API means your EHR can integrate with the most innovative solutions in healthcare on its platform. Every physician practice medicine differently so it's important to leverage API to build to your specifications. If you are using or want to use other healthcare apps or solutions, check what third party solutions are integrated with your EHR and how flexible your EHR company is about third party integration.

Have any further questions about EHR or interested in trying a new EHR system? You can schedule a private demo of drchrono EHR or get your questions answered by our EHR specialist. Please call us toll-free at **844-569-8628** or email demo@drchrono.com. We would be happy to answer your questions and help you evaluate how drchrono can create a customizable solution for your practice.

About drchrono

drchrono creates the best electronic health record (EHR), practice management, and revenue cycle management experience for physicians and patients; the platform was built for the iPad, iPhone, Apple Watch and web. Some features of drchrono include customizable medical templates, medical speech-to-text, real-time patient eligibility checks, EPCS, medical billing services and patient credit card processing. The platform includes apps and a medical API, which practices can leverage. drchrono is ranked by Inc. 500 as one of the fastest growing private companies in America and the platform was voted the #1 mobile EHR 4 years in a row by Black Book Rankings. For more information about drchrono, visit www.drchrono.com



www.drchrono.com



844.569.8628



sales@drchrono.com



@drchrono