

Electronic records

10 TIPS TO IMPROVE SAFETY

- 1. Never share your password.** Respect privacy and confidentiality. Log off the system when tasks are completed.
- 2. Enter information in the correct window.** Double check patient names, dates, and times.
- 3. Select carefully from drop-down menus.** Drug names may look or sound the same.
- 4. Use templates and auto features with care.** Documentation should reflect what occurred.
- 5. Consider safety alerts and decision aids.** Choose them wisely. Review them carefully. Be aware of alert fatigue.
- 6. Track test results. Consider the results.** Act on abnormalities.
- 7. Make changes to the electronic record properly.** Information may be corrected — in some situations and with caution.
- 8. Have a data sharing agreement:** to clarify ownership, custody, access, storage, copying, and transferring data.
- 9. Encrypt data on all devices:** laptops, computers, CDs, DVDs, memory sticks, USB drives, and mobile devices.
- 10. Back up your system.** Always use anti-virus protection.

...and let your patients know how their information is being used.

For more information on electronic records visit
www.cmpa-acpm.ca

