USE OF TECHNOLOGY	CHECKLIST #1

REDUCING THE RISK OF THE "COPY AND PASTE" FUNCTION IN ELECTRONIC HEALTH RECORDS

Obesity continues to be a serious health issue in the United States. Providers' offices may not be well equipped to accommodate patients of size. Injuries can occur if appropriate equipment is not available to accommodate them. Further, bias or ambivalence by healthcare professionals in treating obese patients can negatively affect patient care and lead to poor outcomes. Providing a safe environment, while optimizing sensitivity to the needs of this patient population, will enhance patient care and minimize exposure to claims of negligence.

		YES	NO
1.	A comprehensive policy and procedure for the appropriate use of the copy and paste function has been developed. The policy includes a process to monitor and audit both the staffs' and providers' use of this function.	☐	☐
2.	All EHR users are educated about: • the importance of verifying that the copied and pasted information is correct and accurately describes the patient's current condition; • the risks to patient safety in the inappropriate use of this function; and • the importance of adhering to all regulatory, legal, and compliance guidelines.	☐	☐
3.	It has been determined what portions of the record may be copied and pasted. At a minimum, the healthcare provider's signature(s) is not copied and pasted.	☐	☐
4.	It has been confirmed that the source of information which has been copied and pasted can be readily identified and is available for review in the future.	☐	☐
5.	It is confirmed that the history of the present illness is based upon the patient's description during that visit.	☐	☐
6.	The medical, social, or family history from a previous note is only used after it has been reviewed with the patient to confirm it is current.	☐	☐
7.	The diagnoses in the assessment are only those addressed at that visit. Although some EHRs allow the copying of all diagnoses in the problem list, some may either have already been resolved or may not be relevant to this particular encounter.	☐	☐
8.	Our EHR vendor is contacted as necessary to help our staff comply with established policies. This may include the vendor making modifications which disable the copy and paste function in designated fields and assisting in performing audits of the use of the copy and paste function by staff and providers.	☐	☐