

Patient Safety: What Matters in Copy/Paste & Copy/Forward

Patient safety is a top priority in health care. The copy/paste functionality in an EMR can enhance patient safety when done selectively and thoughtfully when crafting the permanent, written record of a patient's course of care.

When using the copy/paste functionality the billing provider certifies the following:

- All content of a note is accurate and relevant;
- All information is current;
- All information is verified;
- All information is pertinent to the date of service;
- Medical judgement and clinic decision making are apparent;
- Communication is clear and efficient;
- Appropriate attribution is applied.

Functionality in an EMR DOES NOT TRUMP Federal billing requirements. Think twice about the following:

- Copying information from one patient to another.
- Defaulting normal findings. Documentation should be provided by positive action, not default.
- Copying notes written by medical students, with the exception of *the Review of Systems and Past Family Social*.
- Copying others signature blocks (so as not to cause confusion as to note authorship).

Provider Efficiency: What Matters in Copy/Paste & Copy/Forward

The copy/paste functionality is one of the tools in an EMR that can be accessed to enhance provider efficiency.

- Prepopulate data that is relevant, and static (i.e. Hx of Breast Cancer, Stage T2N1, s/p chemotherapy and XRT)
- Import relevant discrete data elements – labs, radiology impressions, “operations performed” from an op note, etc.
- Re-use all or parts of detailed narrative, i.e. problem list overview note on a given medical condition or a list of previous medications tried and not tolerated
- Use or Create smartlinks to pull information into the note i.e. .lastlabs, .proboverview, .lastbp3, etc.
- Timeliness, legibility, consistency, and completeness of notes
- Better communication with other care team providers