

CU MEDICINE Guideline for Macro Templates and Copy Functionality in EMR Addendum-UCH

Ancillary Staff

In an EMR environment, ancillary staff (i.e. nurses, medical assistants, technicians etc.) must document by entering patient information with their own secured login and password. Ancillary staff may enter patient information concerning the review of systems (ROS), and/or past/family or social history (PFSH) of the patient that may be referenced and verified by another provider.

Additionally, ancillary staff documents vitals, medications, and other types of data on the patient encounters. When referenced and verified by a provider, the vitals may then be included as part of the examination elements of an evaluation and management service.

CU MEDICINE Finance Audit Committee recommendation for EPIC process

If a resident or teaching physician is referencing documentation entered by ancillary staff they must use **“create a note”** function and adding a reference to the ROS and PSFH and adding his/her own contribution to the service. Both the resident and teaching physician must sign/date their documentation.

Providers may not use the following functions in the EMR as it relates to ancillary staff:

- Copy/Paste/Forward
- Make Me the Author
- Edit Note