

Data Entry and Maintenance Ideas

The data entry and maintenance process is WORK and this fact needs to be acknowledged up front. Preparation on “how” the chart abstraction will be accomplished, training staff on data entry, and scheduling time to conduct the work is of great value.

The WORST process: Sitting in front of the computer and abstracting chart information while flipping through the medical record.

The BEST process: A team approach to divide and conquer the chart abstraction process and providing the data entry person complete forms. We have included Chart Abstraction forms in the Orientation CD for: Diabetes, CVD, Depression, Asthma, and Cancer.

Below is a list of ideas that were provided by health centers teams on how to complete the chart abstraction process and maintain the data entry of the registry.

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DATA ENTRY

- Incorporate members of the medical record department because they have a level of expertise to identify information and work with data
- Use a part-time college student
- Use a primary care meeting where everyone receives 2-3 charts to abstract information around the chronic disease of focus
 - Helps all providers to be part of the process
 - Assists with quality and integrity of the data
- IS person printed blank PECS forms and chart abstraction was initiated. It took a week to abstract the charts and the information was given to a person to sit down and enter the data. This process was efficient and cut down on rework.

MAINTENANCE

- Refine job descriptions to incorporate data entry responsibility across personnel
- Charts that are ready for data entry as part of maintenance of the patient information are placed in a designated area for completion.
- Incorporate regular quality checks on the integrity of the data entry
- Cross train staff on the data entry process. Avoid having only one person understanding the patient registry. Our center learned the hard way when our data entry person left the organization and no one else knew how to run the PECS registry.

- Use volunteers to enter data
- Place the PECS progress note in front of the chart which alerts staff this is an updated encounter and info needs to be entered in PECS
- Step by step process: 1st chart abstraction, 2nd data entry, and 3rd print the pt progress note and place in the record so it's ready for the next visit.
- CANCER TEAMS – The chart abstraction process is a little different because the key measures requires looking back 2, 5 or up to 10 years for certain information.
- Allow for this additional process of chart abstraction and incorporate the support of colleagues to pull the necessary information
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