Subject: **Employee Health Program**

Policy: The Employee Health Program is reportable to the Infection Prevention committee and the Infection Prevention Director. The Infectious Disease physician provides the medical directorship for Employee Health. The program consists of:

1.   Education of personnel to recognize and protect against potential hazards to themselves and other personnel.

2.   Provision of indicated vaccinations to employees, volunteers and physicians.

3.   Follow-up monitoring of exposures to communicable disease, in conjunction with Infection Prevention.

4.   Emphasis on maintenance of sound health habits and personal hygiene.

5.   Monitoring and provision of care to personnel with work-related illness or exposure.

6.   Promotion of a safe work environment. Education of personnel to prevent injury through ergonomics, body mechanics, appropriate use of PPE, safety designed sharps, and non-slip shoes.

7.   Promotion of employee health education and wellness.

8.   Provision of safety-designed sharps and disposal systems, in accordance with the Needlestick Prevention Act.

9.   Bloodborne Pathogen Standard Implementation

10. Respiratory Protection Program

Procedure:

1.   A health screen for all new employees, including the following, is completed prior to patient/resident contact or within five (5) days of hire, by the Employee Health Nurse. Screening will include:

   ▸ Detailed health history
   ▸ Weight, blood pressure
   ▸ Review of current medications list
   ▸ Rubella and Mumps titer, if no documented history of 2 MMR vaccinations
   ▸ A negative Purified Protein Derivative (PPD) or chest x-ray for previous positive PPD history
   ▸ Converters will be referred to the physician for follow-up, according to Wyoming State Health Department Guidelines
   ▸ Review of immunization status
   ▸ Varicella immunity, documented vaccination, disease, or titer of staff
   ▸ Color blindness test for Laboratory, Nursing, and EMS staff

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Peipei Pang

Policy Ehr Procedure Manual:

   Operating Policies and Procedures Manual for Medical Practices Elizabeth W. Woodcock,Bette A. Warn,2006 This popular bestseller is an easy to use manual complete with customizable medical office policies Covering more than 100 of todays most pressing events this manual helps practice administrators and managers set procedures and policies for managing operational financial and risk issues as well as personnel disaster planning and exposure control   *Electronic Health Records* Jerome H. Carter,2008 Resource added for the Health Information Technology program 105301   **Process Improvement with Electronic Health Records** Margret Amatayakul,2017-07-27 Although physicians and hospitals are receiving incentives to use electronic health records EHRs there is little emphasis on workflow and process improvement by providers or vendors As a result many healthcare organizations end up with incomplete product specifications and poor adoption rates Process Improvement with Electronic Health Records A Stepwise Approach to Workflow and Process Management walks you through a ten step approach for applying workflow and process management principles regardless of what stage your organization is in its EHR journey Introducing workflow and process mapping as essential elements in healthcare improvement it includes detailed guidance helpful tools and case studies in each chapter It also Compares EHR workflow and process management to other continuous quality improvement methodologies Highlights the processes that need to be addressed in EHR workflow and process redesign Describes the level of detail necessary for workflow and process mapping to be effective Explains how to create change agents and offers time tested change management tools The book describes the process for getting stakeholders to create document and validate new workflows and processes Using case studies to illustrate the unique requirements of health information technology HIT and EHR acquisition this reference provides you with simple yet powerful tools along with step by step guidance for the effective use of workflow and process mapping within healthcare   *The Electronic Health Record for the Physician's Office E-Book* Julie Pepper,2023-07-19 Get realistic hands on practice with performing EHR tasks Combining a print textbook with online SimChart for the Medical Office software The Electronic Health Record for the Physician s Office 4th Edition uses real world examples and screenshots to walk you through each EHR task Clear step by step guidelines simplify the exercises in each simulation so you master all the EHR skills required of a medical office professional You ll learn how to use EHR in patient care and reimbursement as you perform tasks in administrative use clinical care and coding and billing Written by Medical Assisting educator Julie Pepper this manual also helps you prepare for success on the Certified Electronic Health Records Specialist CEHRS examination UNIQUE Integration with SimChart for the Medical Office SCMO Elsevier s educational EHR sold separately makes it easier to learn and apply EHR fundamentals EHR Exercises with step by step instructions reinforce key concepts and allow practice with actual software increasing in difficulty based on the knowledge gained Critical Thinking Exercises provide thought provoking questions to enhance learning and problem solving skills Chapter Review Activities allow you to

assess your knowledge of the material with activities such as a review of key terms matching and true false questions and additional opportunities for software practice Review of Paper Based Office Procedures describes how tasks are completed when the healthcare facility is using paper based procedures instead of electronic Trends and Applications provide real life examples of how EHR systems are being used to improve health care Application exercises in the appendix include front office clinical care and coding and billing allowing you to practice skills before tackling graded SCMO exercises Student resources on the Evolve website include a custom test generator to allow CEHRS exam practice or simulation NEW Content is aligned to the latest blueprint for the Certified Electronic Health Records Specialist CEHRS exam NEW Updated coverage includes data validation and reconciliation patient portals EHR training IT troubleshooting techniques common documentation errors reimbursement systems and processes authorizations federal guidelines and escalation procedures and reporting NEW Screenshots demonstrate EHR applications within SimChart for the Medical Office   Handbook of Research on Records and Information Management Strategies for Enhanced Knowledge Coordination Chisita, Collence Takaingenhamo,Enakrire, Rexwhite Tega,Durodolu, Oluwole Olumide,Tsabedze, Vusi Wonderboy,Ngoaketsi, Joseph M.,2021-01-15 The convergence of technologies and emergence of interdisciplinary and transdisciplinary modus of knowledge production justify the need for research that explores the disinterestedness or interconnectivity of the information science disciplines The quantum leap in knowledge production increasing demand for information and knowledge changing information needs information governance and proliferation of digital technologies in the era of ubiquitous digital technologies justify research that employs a holistic approach in x raying the challenges of managing information in an increasingly knowledge and technology driven dispensation The changing nature of knowledge production for sustainable development along with trends and theory for enhanced knowledge coordination deserve focus in current times The Handbook of Research on Records and Information Management Strategies for Enhanced Knowledge Coordination draws input from experts involved in records management information science library science memory and digital technology creating a vanguard compendium of novel trends and praxis While highlighting a vast array of topics under the scope of library science information science knowledge transfer records management and more this book is ideally designed for knowledge and information managers library and information science schools policymakers practitioners stakeholders administrators researchers academicians and students interested in records and information management

Fundamentals of Nursing - E-Book Patricia A. Potter,Anne G. Perry,Patricia A. Stockert,Amy Hall,Wendy R. Ostendorf,2025-01-15 Selected for 2025 Doody s Core Titles with Essential Purchase designation in Fundamentals Learn the concepts and skills and develop the clinical judgment you need to provide excellent nursing care Fundamentals of Nursing 12th Edition prepares you to succeed as a nurse by providing a solid foundation in critical thinking clinical judgment nursing theory evidence based practice and person centered care in all settings With illustrated step by step guidelines this book

makes it easy to learn important skills and procedures Care plans are presented within a nursing process framework that is coordinated with clinical judgement and case studies show how to apply concepts to nursing practice From an expert author team led by Patricia Potter and Anne Perry this bestselling nursing textbook helps you develop the understanding and clinical judgment you need to succeed in the classroom and in your career **Electronic Health Records** Margret Amatayakul,2004 **Risk Management Handbook for Health Care Organizations** American Society for Healthcare Risk Management (ASHRM),2009-04-27 Risk Management Handbook for Health Care Organizations Student Edition This comprehensive textbook provides a complete introduction to risk management in health care Risk Management Handbook Student Edition covers general risk management techniques standards of health care risk management administration federal state and local laws and methods for integrating patient safety and enterprise risk management into a comprehensive risk management program The Student Edition is applicable to all health care settings including acute care hospital to hospice and long term care Written for students and those new to the topic each chapter highlights key points and learning objectives lists key terms and offers questions for discussion An instructor s supplement with cases and other material is also available American Society for Healthcare Risk Management ASHRM is a personal membership group of the American Hospital Association with more than 5 000 members representing health care insurance law and other related professions ASHRM promotes effective and innovative risk management strategies and professional leadership through education recognition advocacy publications networking and interactions with leading health care organizations and government agencies ASHRM initiatives focus on developing and implementing safe and effective patient care practices preserving financial resources and maintaining safe working environments Foundations of Health Information Management - E-Book Nadinia A. Davis,2023-05-15 Selected for Doody s Core Titles 2024 with Essential Purchase designation in Health Information Management Foundations of Health Information Management 6th Edition is an absolute must for anyone beginning a career in HIM By focusing on healthcare delivery systems electronic health records and the processing maintenance and analysis of health information this engaging easy to understand text presents a realistic and practical view of technology and trends in healthcare It readies you for the role of a Registered Health Information Technician who not only maintains and secures accurate health documentation but serves as a healthcare analyst who translates data into useful quality information that can control costs and further research This edition is organized by CAHIIM competencies to prepare you for the RHIT credentialing exam as well as EHR samples critical thinking exercises and expanded coverage of key issues in HIM today Clear writing style and easy reading level make reading and studying more time efficient Organized for CAHIIM competencies to assure that you are prepared to sit for the exam Competency Check in Exercises at the end of every main section in each chapter encourage you to review and apply key concepts Competency Milestone feature at the end of each chapter hosts ample assessments to ensure your comprehension of the CAHIIM competencies Ethics Challenge links

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administrative medical assisting profession Step by step illustrated procedures include rationales and a focus on professionalism Electronic health record EHR coverage provides access to hands on activities using SimChart for the Medical Office sold separately Applied learning approach incorporates threaded case scenarios and critical thinking applications Patient education and legal and ethical features at the end of each chapter reinforce legal and communications implications within medical assisting practice Key vocabulary terms and definitions are presented at the beginning of each chapter highlighted in text discussions and summarized in a glossary for quick reference Robust Evolve companion website offers procedure videos practice quizzes mock certification exams and interactive learning exercises NEW Content aligns to 2022 Medical Assisting educational competencies NEW and UPDATED Comprehensive coverage of all administrative functions complies with accreditation requirements and includes insurance coding privacy and security telehealth logistics and more NEW Artwork familiarizes you with the modern medical office and equipment *Health Informatics - E-Book* Ramona Nelson,Nancy Staggers,2016-12-08 Awarded second place in the 2017 AJN Book of the Year Awards in the Information Technology category See how information technology intersects with health care Health Informatics An Interprofessional Approach 2nd Edition prepares you for success in today s technology filled healthcare practice Concise coverage includes information systems and applications such as electronic health records clinical decision support telehealth ePatients and social media tools as well as system implementation New to this edition are topics including data science and analytics mHealth principles of project management and contract negotiations Written by expert informatics educators Ramona Nelson and Nancy Staggers this edition enhances the book that won a 2013 American Journal of Nursing Book of the Year award Experts from a wide range of health disciplines cover the latest on the interprofessional aspects of informatics a key Quality and Safety Education for Nurses QSEN initiative and a growing specialty area in nursing Case studies encourage higher level thinking about how concepts apply to real world nursing practice Discussion questions challenge you to think critically and to visualize the future of health informatics Objectives key terms and an abstract at the beginning of each chapter provide an overview of what you will learn Conclusion and Future Directions section at the end of each chapter describes how informatics will continue to evolve as healthcare moves to an interprofessional foundation NEW Updated chapters reflect the current and evolving practice of health informatics using real life healthcare examples to show how informatics applies to a wide range of topics and issues NEW mHealth chapter discusses the use of mobile technology a new method of health delivery especially for urban or under served populations and describes the changing levels of responsibility for both patients and providers NEW Data Science and Analytics in Healthcare chapter shows how Big Data as well as analytics using data mining and knowledge discovery techniques applies to healthcare NEW Project Management Principles chapter discusses proven project management tools and techniques for coordinating all types of health informatics related projects NEW Contract Negotiations chapter describes strategic methods and tips for negotiating a contract with a

healthcare IT vendor NEW Legal Issues chapter explains how federal regulations and accreditation processes may impact the practice of health informatics NEW HITECH Act chapter explains the regulations relating to health informatics in the Health Information Technology for Education and Clinical Health Act as well as the Meaningful Use and Medicare Access CHIP Reauthorization Act of 2015 *PROP - Healthcare Information Systems Custom E-Book* Anthem,2014-05-05 PROP Healthcare Information Systems Custom E Book **Health Informatics** Ramona Nelson,Nancy Staggers, PhD, RN, FAAN,2013-06-14 Health Informatics An Interprofessional Approach was awarded first place in the 2013 AJN Book of the Year Awards in the Information Technology Informatics category Get on the cutting edge of informatics with Health Informatics An Interprofessional Approach Covering a wide range of skills and systems this unique title prepares you for work in today s technology filled clinical field Topics include clinical decision support clinical documentation provider order entry systems system implementation adoption issues and more Case studies abstracts and discussion questions enhance your understanding of these crucial areas of the clinical space 31 chapters written by field experts give you the most current and accurate information on continually evolving subjects like evidence based practice EHRs PHRs disaster recovery and simulation Case studies and attached discussion questions at the end of each chapter encourage higher level thinking that you can apply to real world experiences Objectives key terms and an abstract at the beginning of each chapter provide an overview of what each chapter will cover Conclusion and Future Directions section at the end of each chapter reinforces topics and expands on how the topic will continue to evolve Open ended discussion questions at the end of each chapter enhance your understanding of the subject covered *Health Information - E-Book* Mervat Abdelhak,Mary Alice Hanken,2014-12-24 Uncover the latest information you need to know when entering the growing health information management job market with Health Information Management of a Strategic Resource 5th Edition Following the AHIMA standards for education for both two year HIT programs and four year HIA programs this new edition boasts dynamic state of the art coverage of health information management the deployment of information technology and the role of the HIM professional in the development of the electronic health record An easy to understand approach and expanded content on data analytics meaningful use and public health informatics content plus a handy companion website make it even easier for you to learn to manage and use healthcare data Did You Know boxes highlight interesting facts to enhance learning Self assessment quizzes test your learning and retention with answers available on the companion Evolve website Learning features include a chapter outline key words common abbreviations and learning objectives at the beginning of each chapter and references at the end Diverse examples of healthcare deliveries like long term care public health home health care and ambulatory care prepare you to work in a variety of settings Interactive student exercises on Evolve including a study guide and flash cards that can be used on smart phones Coverage of health information infrastructure and systems provides the foundational knowledge needed to effectively manage healthcare information Applied approach to Health Information

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