

your facility or hospital name here  
Infection Prevention  
Employee Health Policy and Procedure

**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

# **Policy Ehr Procedure Manual**

**Chisita, Collence**

**Takaingenhamo, Enakrire, Rexwhite**

**Tega, Durodolu, Oluwole**

**Olumide, Tsabedze, Vusi**

**Wonderboy, Ngoaketsi, Joseph M.**

## **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 today's 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, Oluwale 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

**Electronic Health Records** Margret Amatayakul, 2004

**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

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*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 **Kinn's The Medical Assistant - E-Book** Deborah B. Proctor,Alexandra Patricia

Adams,2014-03-27 The most comprehensive medical assisting resource available Kinn s The Medical Assistant 11th Edition provides unparalleled coverage of the practical real world administrative and clinical skills essential to your success in health care Kinn s 11th Edition combines current reliable content with innovative support tools to deliver an engaging learning experience and help you confidently prepare for today s competitive job market Study more effectively with detailed Learning Objectives Vocabulary terms and definitions and Connections icons that link important concepts in the text to corresponding exercises and activities throughout the companion Evolve Resources website and Study Guide Procedure Checklist Manual Apply what you learn to realistic administrative and clinical situations through an Applied Learning Approach that integrates case studies at the beginning and end of each chapter Master key skills and clinical procedures through step by step instructions and full color illustrations that clarify techniques Confidently meet national medical assisting standards with clearly identified objectives and competencies incorporated throughout the text Sharpen your analytical skills and test your understanding of key concepts with critical thinking exercises Understand the importance of patient privacy with the information highlighted in helpful HIPAA boxes Demonstrate your proficiency to potential employers with an interactive

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Chamberlain,2017-11-10 When hospitals began implementing their electronic medical records electronic health records systems EMR HER the pharmaceutical companies that were conducting clinical trials at those hospitals wanted to sue the date from those systems instead of having the hospitals enter the data in their EHR systems and also in the study data entry system However the FDA regulations would require that the hospital systems be validated The hospitals and the companies developing the systems argued that was over regulation HIMSS published their Developer Code of Conduct where they said instead they would use Quality Management techniques This book covers how to use Quality Management ISO 9001 to develop computer systems specifically EMR systems It gives a basic introduction to how to implement computer systems It also covers the topic of compliance because the hospitals are required to comply with regulations other than FDS regulations The book also discusses the topics of risk management and conducting audits both of which are part of ISO 9001 quality management of computer systems The book is designed to give the reader an introduction to the things you have to do when implementing a computer system that has to satisfy some standards and where the accuracy of the information could impact the accuracy of a person s medical treatment      **Kinn's The Administrative Medical Assistant - E-Book** Alexandra

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*PROP - Healthcare Information Systems*



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*Integrating Information Technology and Management for Quality of Care* J. Mantas, M.S. Househ, A. Hasman, 2014-07-24 The impact of information technology on the management of healthcare has been enormous in recent years and it continues to grow in scope and complexity This book presents papers from the 2014 International Conference on Informatics Management and Technology

in Healthcare ICIMTH held in Athens Greece in July 2014 The book includes 79 full papers and 12 poster presentations as well as keynotes two workshops and three tutorials Papers are divided into sections including clinical informatics decision support and intelligent systems e learning and education health informatics information management and technology assessment healthcare IT mobile technology in healthcare public health informatics and issues social and legal issues and telemedicine The book will be of interest to all those whose work involves the use of biomedical and health informatics

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