KEY ACTION STEPS

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The first step that should be taken when establishing an electronic health record management system is determining the project's scope. Determination of the project's size will directly influence all the decisions that will be made concerning a particular project. Establishing a range will enable us to understand what we need the system to do for us. All the needs of the health facility will then be addressed in the assessment. An adequate system meets all the needs of the facility in which it was set up to serve (Blumenthal and Tavenner, 2010). The scope of a project refers to the work that needs to be done to achieve an organization's goals. Identifying the project's scope can involve the following procedures: identifying and recording specific goals of a project, identifying the outcomes, milestones, tasks, and particular timelines concerning the use of a particular project.

The next step that should be carried out after determining a project's scope is carrying out a complete inventory of its records. An inventory is required to have certain information concerning each series. Although not all the data stored in the list is needed for the business's day-to-day operation, the health facility is required to carry out a complete inventory of its records to ensure all data that may be used in decision-making processes is well kept. Inventory records usually have the date prepared, the office that prepared the inventory, and the person's name conducting the inventory. This step precedes the project's scope since data is an essential element in an electronic health records system. As a result, data should be given priority.

After carrying out a full inventory of its data, a health facility should choose the people to entrust with managing the system (Blumenthal and Tavenner, 2010). A skilled and experienced team needs to be put in charge of managing a network. People in charge of the system will influence how much good the system will do to us. If an organization manages to scout for talent and hire professionals, data will be stored in such a way that it is safe and easy to access. The team of skilled personnel will influence the data retention system's decision about the health facility.

Members in the organization can be trained on how to use the system after the team of qualified personnel has made decisions concerning the data retention system incorporated into the electronic healthcare management system. Staff members need to know which information needs to be inputted into the system and how the information will be entered. Such knowledge will prevent errors in data and allow the system to last longer. The final step will be establishing a contingency plan. This is a plan for the event of a catastrophic disaster such as a fire, which may lead in destruction of important files.

**Merits of incrementalism in developing an electronic health records system.**

Incrementalism is a method of developing a project by adding several small changes into the system instead of developing it as a whole at once. The use of increments in developing the project makes the project politically expedient (Ettlie et al., 1984). Changes are readily accepted into the system since they are not radical, and the functionality of the system is not altered significantly. Increments are very simple to understand. Gradual changes in a company can be supported easily by the budget since finances are usually released after stipulated periods in an organization (Ettlie et al., 1984). Moreover, increments allow the electronic health system to be flexible to changes that may implement policies or strategies.

If the project is not developed incrementally, conflict may arise (Ettlie et al., 1984). Conflict in the system may come from disagreements between departments owing to their different budgets. The use of increments will enable all the departments in a health facility to be on the same page and eliminate the risk of disagreements arising between departments.

**Development of the electronic health record system will be done in the following steps.**

1. Determining the scope of the project.
2. Carrying out a full inventory of the records of the organization.
3. Hiring skilled personnel.
4. Determining a data retention system.
5. Training staff.
6. Formulating a contingency plan.

**Accountability**

The management of the organization mandates departments or individuals within the organization to meet some goals or objectives. Health institutions believe that they have to keep accurate records of performance. The general management will be responsible for determining the projects' scope since they know the needs that a new system of records will be required to address. The process of analyzing and determining the scope will take approximately two weeks. The accounting department in the health facility will be tasked with performing a full inventory of its records. This can be done as the management is working to establish the scope of the project. This process will take a maximum of one month. The human resource management team will carry out interviews to recruit personnel. Creation of job descriptions, advertising, and interviewing process will run for two months. Since the organization has skilled personnel, determining an effective data retention system will take one week. The team of qualified personnel that has been hired will work for hand in hand with the human resource department to train staff on how to use the system. Training employees will take two months. Finally, formulating a contingency plan will be done by the team of hired personnel, and it will take three weeks. It will take the project half a year to implement.

**Monitoring and measuring performance**

I would do research on benchmark best practices. Knowing the performance benchmark practice will enable an organization to understand what excellent looks like. I will also establish success measures for the system. Success measures will provide a framework for me to measure current practice against expected performance.

REFERENCE LIST

Blumenthal D., Tavenner M. (2010) *The “Meaningful Use” Regulation for Electronic Health Records*, New England Journal of Medicine 363(6), p.501- 504

Ettlie J., Bridges W., O’keefe R. (1984). *Organizational Strategy and Structural Differences For Radical versus Incremental Innovation*, Management Sciences 30(6) p. 682- 695