



MDERA

Medical Doctors' Electronic Records Association of Southern Alberta

To: MDERA Physician Champions
From: Dr. C. Penney and the F.A.S.T. (Faxing and Scanning Transfer) Team
Date: Sept 22, 2007

The MDERA Board of Directors would like to thank all of you who have agreed to participate as Physician Champions in the EMR Project.

We are proceeding with the first work group project which will initially focus on the *Faxing and Scanning Transfer (FAST)* initiative. We are asking you to assess and identify processes to be used by the physicians as they begin using the EMIS EMR software which will help in determining how we should develop these first steps.

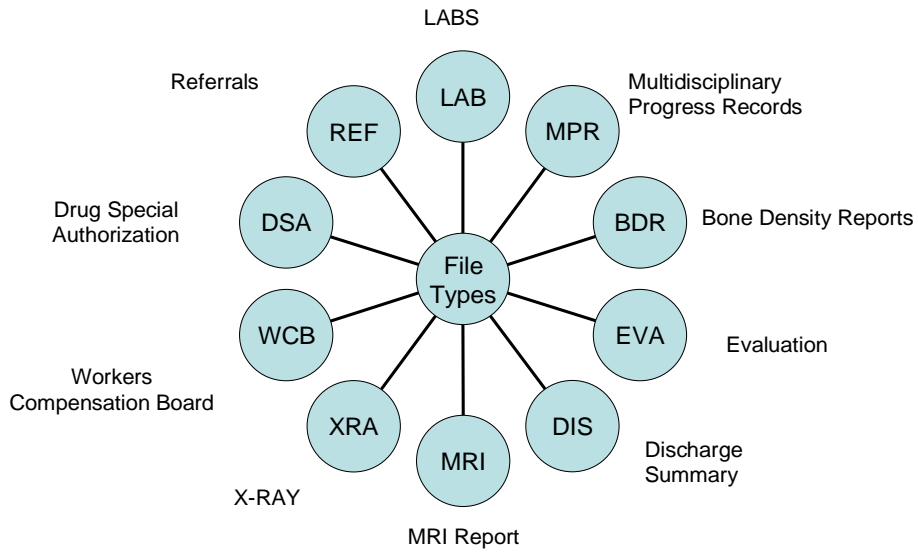
We would appreciate your suggestions for the following:

1. Classifying Health Records: is there a specific file “type and coding” method you would like to see used? See the attached sample (1)
2. Scanning Lab documentation from various sources other than CLS: Is there a preferable electronic coding system you have had success with?
3. File naming set up for scanned e-Lab documents? See the attached sample (3)
4. Clarifying what records are going to be scanned and by who?
5. Historical Charts: the number of years to be scanned (all historical records or possibly the last two to three years?)
6. Please feel free to include other areas you feel should be addressed in this process.

We will also be asking physician champions who are currently using the EMIS system successfully if they would be willing to participate with individual “go-live” sessions to lend encouragement to new participants.

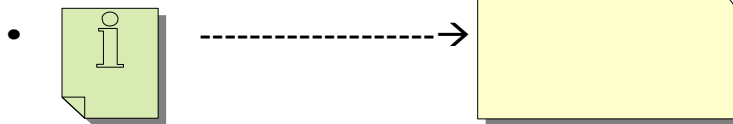
We will also be asking you for your initial input in all the work group areas as they are developed. Please send your comments/input using the subject line: *Faxing and Scanning Transfer (FAST) Reply to Survey* to mjduncan@mdera.ca .

1. Potential Types of Files and Codes



3. Potential for File Naming

After the files are split and organized they will be saved using this naming convention.



Naming

Folders: lastname_firstname_PHN

Files: lastname_firstintial_PHN_date_type

The date will take this format YYMMDD

eg. Aug.25th, 2006 = 060809