

How to use the “Information Center”

Prerequisite

Compliance with the ifa IT/Hardware requirements (display PDF and WORD documents on all work stations).

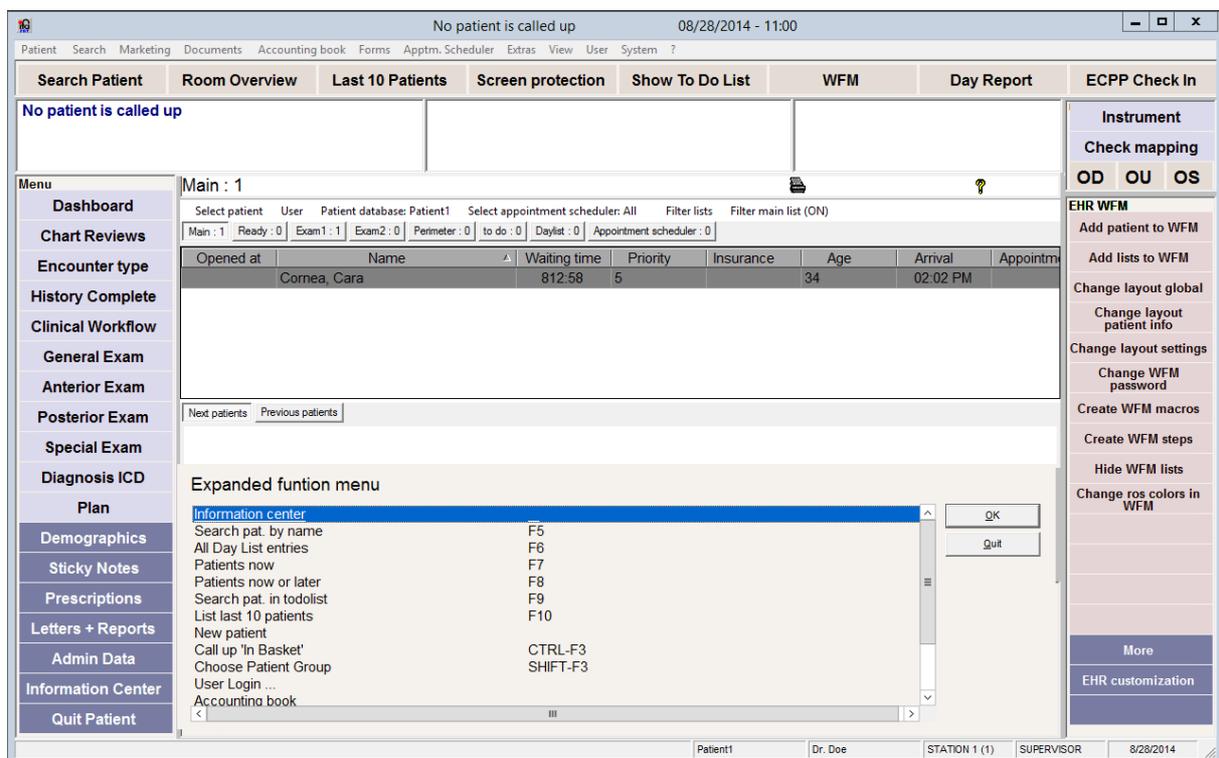
Introduction

The use of the EHR system and the compliance with the regulatory requirements (e.g. MU) are based on high complex software combined with corresponding data bases (e.g. terminology codes). The correct processes and work flows are essential for the success and the MU approval. The software integrated “Information Center” represents a comprehensive documentation for all users.

Procedure

Step 1

Access the “Information Center” through the main menu (left side of the screen) or hit the F1 key and choose “Information center”



Step 2

To choose a specific area click on the button on the sub menu (e.g. MU Statistics). The pick list on the right side offers all relevant documents. With the “More” button

additional pick lists are opened (if the documents are more than 14 for a specific category)

The screenshot shows a medical software interface with a patient list and an information center. The patient list has the following data:

Opened at	Name	Waiting time	Priority	Insurance	Age	Arrival	Appointment
	Cornea, Cara	637:48	5		34	02:02 PM	

The information center table contains the following data:

MU Customization	MU Policies	EHR Customization	ICD-10 Customization	ICD-10 Policies	Previous User Information Center
MU Use - Admin	MU Documentation CMS	EHR Use Admin	ICD-10 Use Admin	ICD-10 Documentation CMS	Training Materials (e.g. PPTs)
MU Use - Clinical	MU Documentation AAO	EHR Clinical Use	ICD-10 Clinical	ICD-10 Documentation AAO	Support Information
MU Statistics	MU + HIPPA	EHR IT	ICD-10 Profiles Statistics	ICD-10 Charge Processes	More

The interface also includes a menu on the left with options like Dashboard, Chart Reviews, and Encounter type, and a top navigation bar with buttons like Search Patient, Room Overview, and Last 10 Patients.

Step 3

The stored documents/objects can have the following formats:

- PDF (Adobe)
- WORD (Microsoft)
- PPT (MS Power Point)

The documents cannot be changed and they will be updated if that is relevant for a new version.

Step 4

The user can also store and access individual documents which could be useful to view “on the fly”. The user defined area can be opened by choosing the button “Previous User Information Center”.

If already information are stored before the IMS version update was loaded the documents will be also available trough this process.

Related documents:

- Overview of IC categories
- HTD for storing individual documents within the IC

Legal Notice and Liability Disclaimer:

The user/provider is solely responsible for the compliant use of the CEHRT and the compliance with the MU (Meaningful Use) requirements according to the official CMS publications. The CEHRT vendor (here: ifa united i-tech) does not provide liability insurance for the protection of users and is not responsible for any damage or loss caused by non-meaningful use of the certified EHR system.

The MU statistic is the result of data entries in the relevant areas of the EHR system. Audit processes can require additional primary documentation to prove the compliant use (see publications about MU audit processes).