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Top 5 Practice Efficiency

Documentation Tips

1

Relentless seek efficiency in all areas of your practice.

- Does it need to be done?
- Can we automate it?
- Is it suitable for patient self-serve?
- Can I delegate it to staff?

2

Use tools to automate your work.

- Explore different tools available.
- Consider the strengths and weaknesses of each tool.
- Decide which tool works best for you for different activities.
- Invest time in learning how to optimize the use of the tool.

3

Master charting.

- Chart during or as soon as possible after the patient encounter.
- Use your EMR to create templates for common patient ailments.
- Limit notes to what is pertinent.

4

Conquer forms.

- Limit interruptions and protect time in your schedule to complete.
- Try to reduce paper and complete digitally only.
- Standardize where possible.
- Delegate to staff, where possible.
- Develop workflows for completing forms.

5

Manage incoming results, reports and messages.

- Limit volume and refine workflow for incoming reports.
- Strive to decrease the volume of incoming pharmacy requests.
- Triage responses to patients and delegate whenever possible.
- Develop workflows for managing results and reports.