

Electronic Medical Record (EMR)
DO's & DON'Ts

1. Teaching Physicians and Residents CANNOT copy and paste a medical student's documentation of History of Present Illness (HPI), Examination and/or Medical Decision Making (Plan & Assessment). This includes use of any function such as "Make it My Note".
2. Only the Teaching Physician, Resident or Mid-Level Provider (Nurse Practitioner, Physician Assistant) can document HPI, Examination and/or Medical Decision Making (Plan & Assessment).
3. Only authorized TTUHSC employees (not volunteers or students) can enter orders into the EMR.
4. DO enter information into the EMR only under your sign-on (user-name and password).
6. Medical students or Residents shall not "scribe" information into the EMR. A scribe is someone who enters information into the EMR exactly as stated by a provider.
7. Teaching Physician, Resident and mid-level providers may use the Chief Compliant (CC) Review of Systems (ROS) and/or Past Medical, Family and Social History (PFSH) documented by ancillary staff or medical students.
8. DO NOT copy and paste a visit note from a previous visit for use during a current visit.
9. Volunteers, including observers, shall not enter patient visit information into the EMR visit note. They may scan information into the EMR in accordance with approved medical record policies.
10. DO NOT copy and paste visit notes from one patient to document another patient's visit.