



EHR Foundation and Data Integrity Services

- Provide a comprehensive review of medical record forms to develop an Electronic Health Record (EHR) ready inventory for automated document management
- Streamline chart flow while reducing operational costs
- Ensure the quality and integrity of data while reducing risk and exposure
- Create the foundation for a true Legal Health Record (LHR) within the EHR

Do you feel stuck in a world of paper or hybrid records? Are you spending too much on offsite paper record storage? Do you have revenue cycle shortfalls or productivity pressures? Are you dealing with Health Information Management (HIM) labor shortages? Is your facility struggling with growing costs and space requirements for managing, storing, and accessing paper medical records? Are you progressing toward a fully Electronic Document Management System (EDMS), but feeling mired in analysis paralysis? Wherever you are on the EHR journey, H.I.Mentors is ready to help you meet the challenges along the eHIM Continuum.[™]

“Darice (from H.I.Mentors) is an expert in healthcare information operations. She is a well-respected colleague. I have known her professionally for over 15 years. We have collaborated on many current HIT issues, including educational needs and future outcomes.”

*—Theresa Wisdom, MBA, RHIA,
V.P. Special Projects, AHIMA
(Formerly Sr. Manager Standards
Harmonization, HIMSS)*

EHR Foundation™ Services

H.I.Mentors provides a vendor neutral EDMS pre-implementation consultative audit of system flow, definition and set-up. Hospitals benefit from a non-system vendor advocate ensuring their workflow is optimized to their operational needs versus system requirements. The service offers:

- Forms inventory and analysis, and forms management programs
- Hybrid record workflow and staffing redesign
- Electronic HIM department migration planning
- EDMS RFP guidelines, pre-project planning and implementation support
- EDMS Checkup best practice usage
- eHIM education and special project management
- Specialty hospital HIM assessment services (Critical Access Hospital, Correctional Center, Behavioral Health, etc.)

After EHR/EDMS implementation, a follow up review is conducted to ensure a streamlined Health Information Management (HIM) workflow that supports the generation and capture of the complete LHR. In addition, Data Integrity Audit services provide support for your process workflow and help ensure the integrity of the EHR. Services can also include:

- Table configuration review
- Workflow observation
- Hybrid record transition review
- Virtual HIM positioning
- Basic productivity guidelines for EDMS functionality

Ask Yourself

- Do you have a complete inventory of forms and records from all departments supplying records to the EDMS?
- Have resources, space and access requirements for archived records been adequately reviewed, budgeted for and included in your overall EDMS planning?

- Have all stakeholders for each record type been properly trained in information management guidelines as required by the Joint Commission?

H.I.Mentors takes an individual approach to working with each facility. Our mentoring programs help to strengthen staff expertise and overall department excellence to promote best practices, consistency and improved performance.

EHR Data Integrity™ Services

Ensuring the integrity of all document and data elements is key to implementing a successful transition to an EHR. You need skilled experts who can quickly identify missing or incorrect data in individual medical records. Service elements can include:

- EDMS scanning, quality checks and backlog support
- Record consolidation analysis (hybrid record risk reduction)
- LHR and HIPAA clinical record inventory
- EHR/EDMS risk reduction
- Data Integrity Audits

Ask Yourself

- Has your HIM department added staff to deal with a growing volume of paper even as you move to a hybrid or fully electronic record?
- Is the call to move to an EHR being driven without a thorough forms inventory or process/workflow review?
- Are there significant record quality or accuracy problems that need to be corrected before your facility moves to an EHR?

No matter where you are on the journey to an EHR, a comprehensive strategy should be in place to guide each step of the project from concept to reality. H.I.Mentors provides a hands-on approach to lead your team from a successful launch through implementation—on target, within budget and focused on your priorities.

About H.I.Mentors

H.I.Mentors is an Health Information Management (HIM) and Revenue Cycle Management consulting firm founded by nationally recognized HIM leader Darice Grzybowski, MA, RHIA, FAHIMA. H.I.Mentors employs leading industry experts with decades of combined experience to provide focused consulting programs that simultaneously help improve compliance, motivate staff, mitigate risk and reduce costs for facilities. Our hands-on mentoring approach helps your HIM and Revenue Cycle department improve their operations to help you optimize performance and improve your bottom line.

The challenges along the eHIM Continuum™ are many. Our expertise can help ensure your success and smooth transition as you migrate toward the EHR.

