

Workflow Alignment Worksheet

This worksheet is meant to guide you in aligning your workflow to capturing the required data for any eCQM.

**Complete** the worksheet.

* Measure – Write the measure selected for workflow alignment (e.g., hypertension control, diabetes control, colorectal cancer screening, etc.).
* Column B – What required data is collected and how? Document what required data is collected at each step in the patient interaction including any data collection that occurs before, during, and after the patient encounter.Refer to the Performance Measure Data Definition worksheet as a reminder of what data is required to calculate the eCQM.
* Column C – What person(s) will input data? Indicate which staff position(s) are currently responsible for capturing and recording required data. This information can be obtained from observations of patient flow and interviews with staff involved in the patient interaction.
* Column D – What EHR functionality and/or configurations will support data collection? Document any EHR tools currently used to support timely and accurate data capture. Examples of EHR tools that may be relevant are included in Column A.
* Column E –Are there any recommended changes to the workflow? Does the EHR workflow need to be redesigned? Can it be redesigned to be more efficient? Consider additional EHR tools to employ to support staff in collecting information. Evaluate whether staff currently involved in data capture are working to the full extent of the position’s education and training. Document any proposed changes to the workflow in Column E.

# Worksheet

**Measure:**

| **Activity** | **A.**  **General EHR Function** | **B.**  **What required data is collected and how?** | **C.**  **What person(s) will input data?** | **D.**  **What EHR functionality and/or configurations will support data collection?** | **E.**  **Are there any recommended changes to the workflow?** |
| --- | --- | --- | --- | --- | --- |
| Pre-visit | * Reminder notice * Preregistration * Patient portal | Patient’s names, age, and gender  This data is collected through questionnaires or briefly interviewing the patient. | The patient or a RN will input the data | Health information and data | Ensure that the patient portal is updated and efficient |
| Intake | * Prescreening * Registration * Alerts/notifications | Patient’s personal contact information, occupation, health insurance information, next of kin contact information, patient weight and vitals like blood pressure and heart rate.  This data is collected through questionnaires or briefly interviewing the patient | The patient or a  Registered nurse will input the data | Health information and data | Ensure encryption of patient data to secure it |
| Patient Encounter | * Daily huddle * Data entry and intake * Encounter * Care plan, orders * Problem list * Medication list and allergy list * Encounter closure | This section involves collection of the patient’s medical history including known allergies, previous surgeries, health appointments, and whether the patient has been taking any medication. The patient also describes the reason for their hospital visit in detail  The data is collected from the patient and filled by a RN or physician that conducts a brief interview with the patient. The data is therefore collected through questionnaires, interviews, and observation of the state of the patient. | The physician will input the data | Health information and data | Data encryption and backup |
| Clinical Decision Support | * CPOE * Medication * Treatment plan * Patient recall * Guidelines and protocols | The data collected includes patient signs and symptoms, physical exam findings, imaging findings, laboratory findings, and the doctor’s diagnosis.  The data is collected through observation and various tests | The different departments such as radiology, laboratory, and others input data on the findings they make about the patient. The physician inputs the data about the diagnosis. | Electronic communication and connectivity, results management, and decision support | Data encryption and ensure that employees from all departments in the hospital understand appropriate use of electronic communication |
| Visit Closure | * Checkout * Follow-up visit * Patient education * Referral * Patient visit summary * Pharmacy and lab | The patient’s condition including what is ailing them is recorded. A medication prescription and recommended lifestyle changes are recorded and follow up visits are discussed  Data collection is through a discussion where the patient and their doctor discuss the treatment plan and the patient’s concerns are raised. | The physician inputs the data | Decision support and patient support | Ensure all physicians can efficiently hold a discussion with patients about the diagnosis |
| Population Health/ Non-visit Support | * e-prescribing * Home monitoring * Registry | The patient’s prescription and dosage amount is indicated through a written request that is sent to the pharmacy electronically | The physician and the pharmacist will input data | Order entry and patient support | Data encryption and redesigning of the pharmacy portal to cater to patients quickly and efficiently |