

Workflow Process to Incorporate Custom Patient Education and Selection Guides in an EHR

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Workflow Process to Incorporate Custom Patient Education and Selection Guides in an EHR

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OBJECTIVE:

Develop a workflow process for integrating custom written LVHN patient items, licensed videos, and print items into an EHR.

DOCUMENT PREPARATION:

- Tests of third party vendor feature to build custom content eliminated this approach as unworkable.
- Rapid experiments with HTML documents provided proof of concept.
- Developed process for identifying keywords and ICD-9/10 codes to ensure relevant display based on the patient's active problem list.
- Library database software is used to catalog patient education materials and to store metadata.
- Word to HTML conversion software was developed creating clean HTML documents with images and harvested metadata.
- Guide sheets were created to aid colleagues in selecting appropriate materials.
- Items were added to aid in documenting titles of printed booklets given to patients and to remind colleagues to pull these items from unit stock.

UPLOADING:

- EHR upload and testing processes established with IS support.
- Uploading image folders with documents was successful in maintaining picture display.
- Pre-upload and post-upload quality review checklists are used in sandbox prior to uploading items to live environments.

DISPLAY:

- Asterisk used as the first character of custom titles ensures their display at the top of the Relevant Document list.
- Documents can be successfully uploaded with image content intact and printed upon discharge.
- Custom documents selected for patients can display in the patient's online portal account.

ENHANCEMENTS:

- Master index feature provides links to online and licensed education sources not integrated into the EHR's patient education activity.
- Tip sheets were developed to teach providers to find and print materials from a variety of approved resources.

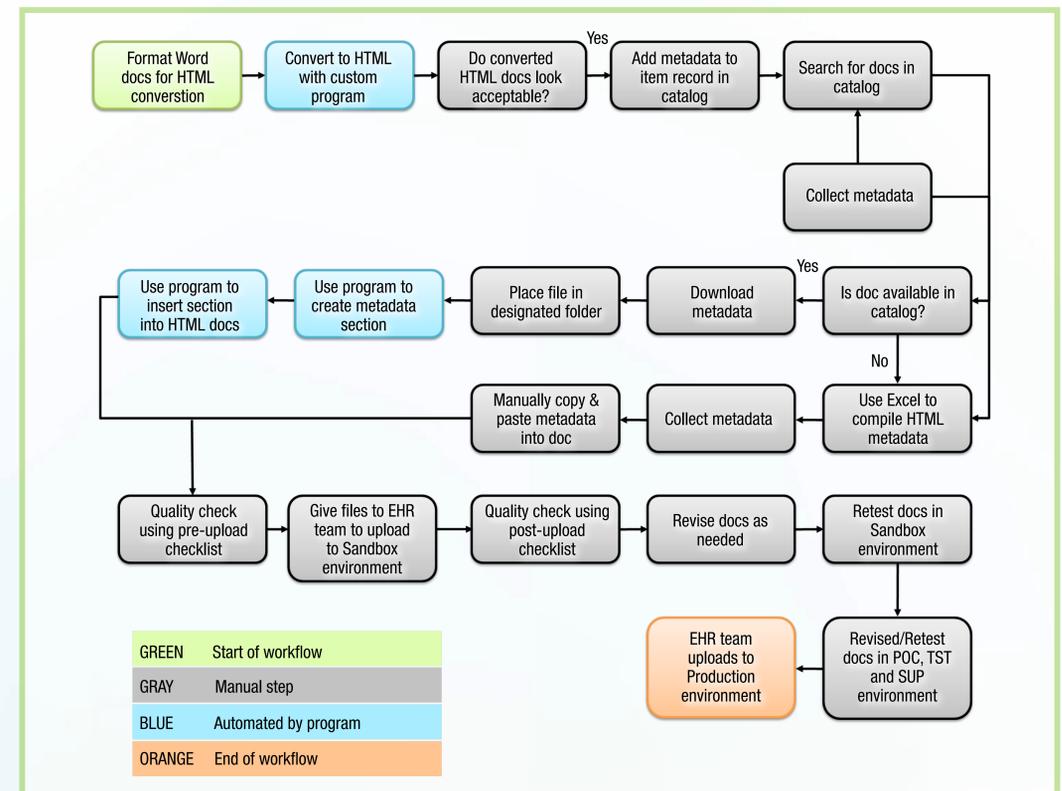
CONCLUSIONS:

As of April 2016, 200 items have been uploaded to live environments.

Incorporating custom patient education into an EHR can be difficult due to limitations in EHR interface. The process is feasible for medical librarians but Information Services support is critical. Metadata coding can be time consuming so coding assistance may be needed. Disease-oriented items are easier to code than procedures.

FUTURE DIRECTIONS:

Continue to incorporate remaining custom materials and participate in pilot study incorporating custom written materials and licensed videos into bedside tablet interface for on-demand use.



Convert Word Documents to HTML

Step 0: Preparation

Ensure the following actions have been taken before using this program. The checkboxes beside each action are for your convenience.

- Read the conversion process sheet.
- Closed all documents that you will be converting.
- Ensured that you have write access to all of the documents (meaning no other users are editing the files you will be converting). This can be achieved by copying any shared folders to a private folder.
- Put only documents that can be opened by Microsoft Word into the conversion folder. These include Word, HTML, TXT, and RTF documents. Please do not have PDF documents or images in the folder.

Conversion Module

Step 1: Select Input Folder

Type, paste in, or select, by using the "Browse" button, the path of the folder that contains Word documents that you want to convert to HTML. Example: X:\Library\worddocs

Input Folder Path:

Step 2: Select Input Folder

Type, paste in, or select, by using the "Browse" button, the path of the folder that you want the HTML documents saved in. Example: X:\Library\htmldocs

Output Folder Path:

Step 3: Convert

Click Convert to convert the Word documents to HTML. The HTML documents will be saved in a subfolder of the folder you specified called "ConvertedXHTMLDocs". A Copy of this folder with the same name is also saved to your Desktop.

Step 4: View

Either browse to the ConvertedXHTMLDocs folder or click the button on the left to view the converted HTML documents.

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