

EHR Quality Measure Dataflow Tool #2:

Creating a CQM Data Documentation Plan for Your Practice

Date Completed: _____

Using EHR Dataflow Tool #1 as a baseline for individual Clinical Quality Measures (CQMs), use this worksheet to plan how to implement or modify your quality measure data documentation practices across all of your selected CQMs. Use the following steps:

- 1) For each of your practice staff roles identified below, use this form to create a “to-do” list to ensure that each staff member is equipped to accurately document the data elements needed for your selected CQMs.
- 2) Use the CQM Quick Reference Guides for a list of data elements required for each measure.
- 3) Include information on who will use what type of computers, forms, or other devices in what locations in the practice.
- 4) Use this documentation plan to help identify changes that may be needed in the physical layout of your practice to improve quality measure data documentation for your EHR and for your selected CQMs.
- 5) As needed, revise this worksheet by shortening or expanding it for your practice. For example, some types of staff listed below may not be involved in your practice. Or, expand the list of staff by adding more staff types or names of staff members.

List your selected CQMs here:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

STAFF QUALITY MEASURE DATA DOCUMENTATION ROLES

Role (e.g., Physician, Physician Assistant, Nurse Practitioner): _____

Describe computer and EHR experience and training to date, and document any additional training needed:

List all of the data elements to be documented, by CQM:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Describe how each of the data elements will be documented, including forms, checklists, computers, terminals, other devices to be used:

Describe the physical location of where the documentation will be done, and document any changes to physical layout of the practice that may be needed:

When documentation of each of the data elements will take place (before, during, or after the patient visit):

Describe any additional issues or opportunities that need to be addressed:

Role (e.g., Registered Nurse, Licensed Practical Nurse, Specialized Nurse): _____

Describe computer and EHR experience and training to date, and document any additional training needed:

List all of the data elements to be documented, by CQM:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Describe how each of the data elements will be documented, including forms, checklists, computers, terminals, other devices to be used:

Describe the physical location of where the documentation will be done, and document any changes to physical layout of the practice that may be needed:

When documentation of each of the data elements will take place (before, during, or after the patient visit):

Describe any additional issues or opportunities that need to be addressed:

Role: (e.g., Medical Assistant): _____

Describe computer and EHR experience and training to date, and document any additional training needed:

List all of the data elements to be documented, by CQM:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Describe how each of the data elements will be documented, including forms, checklists, computers, terminals, other devices to be used:

Describe the physical location of where the documentation will be done, and document any changes to physical layout of the practice that may be needed:

When documentation of each of the data elements will take place (before, during, or after the patient visit):

Describe any additional issues or opportunities that need to be addressed:

Role (e.g., Office Staff, Billing staff): _____

Describe computer and EHR experience and training to date, and document any additional training needed:

List all of the data elements to be documented, by CQM:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Describe how each of the data elements will be documented, including forms, checklists, computers, terminals, other devices to be used:

Describe the physical location of where the documentation will be done, and document any changes to physical layout of the practice that may be needed:

When documentation of each of the data elements will take place (before, during, or after the patient visit):

Describe any additional issues or opportunities that need to be addressed:

Other Staff, Describe: _____

Describe computer and EHR experience and training to date, and document any additional training needed:

List all of the data elements to be documented, by CQM:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Describe how each of the data elements will be documented, including forms, checklists, computers, terminals, other devices to be used:

Describe the physical location of where the documentation will be done, and document any changes to physical layout of the practice that may be needed:

When documentation of each of the data elements will take place (before, during, or after the patient visit):

Describe any additional issues or opportunities that need to be addressed:

Source: Adapted from DOQ-IT. "A Systems Approach to Operational Redesign Workbook." *MassPro*. Web. 27 Mar. 2011. <<http://www.masspro.org/docs/tools/DOQIT%20WB%20for%20WEB.pdf>>.