

Advantages of Electronic Records vs. Paper Records

1. Electronic record systems costs can be amortized over time whereas paper records cost money to generate, maintain and store. Those costs are incurred daily.

Many software vendors will amortize the lease cost of the software over the license period.

Advantages of Electronic Records vs. Paper Records (continued):

2. Electronic records reduce labor costs.

An Example:

“Just Lee” Convalescent Center

- Is a fictitious extended care facility.
- However, the data presented for **Just Lee** is real data.

Advantages of Electronic Records vs. Paper Records (continued):



Just Lee used a time clock and time cards as its Check-In/Check-Out system.

Advantages of Electronic Records vs. Paper Records (continued):

Just Lee's

Check-In/Check-Out Rules

Example: Shift starts at 6 AM to 2 PM

- ❑ Employee punches in at 5:45 AM, then their time starts 6 AM.
- ❑ Employee punches in at 6:08 AM, then their time starts 6 AM.

Advantages of Electronic Records vs. Paper Records (continued):

- ❑ Employee punches in at 6:09 AM, then their time starts at 6:15 AM.
- ❑ Employee does not punch in until 6:45 AM, then their start time is 6:45 AM and they are considered tardy.
- ❑ Employee punches out at 2:08 PM, then they only get paid until 2 PM.

Advantages of Electronic Records vs. Paper Records (continued):

- Employee punches out at 2:10 PM or later, that is considered overtime, and they will get paid time and half for 15 minutes. The time is calculated in 10 minute intervals.

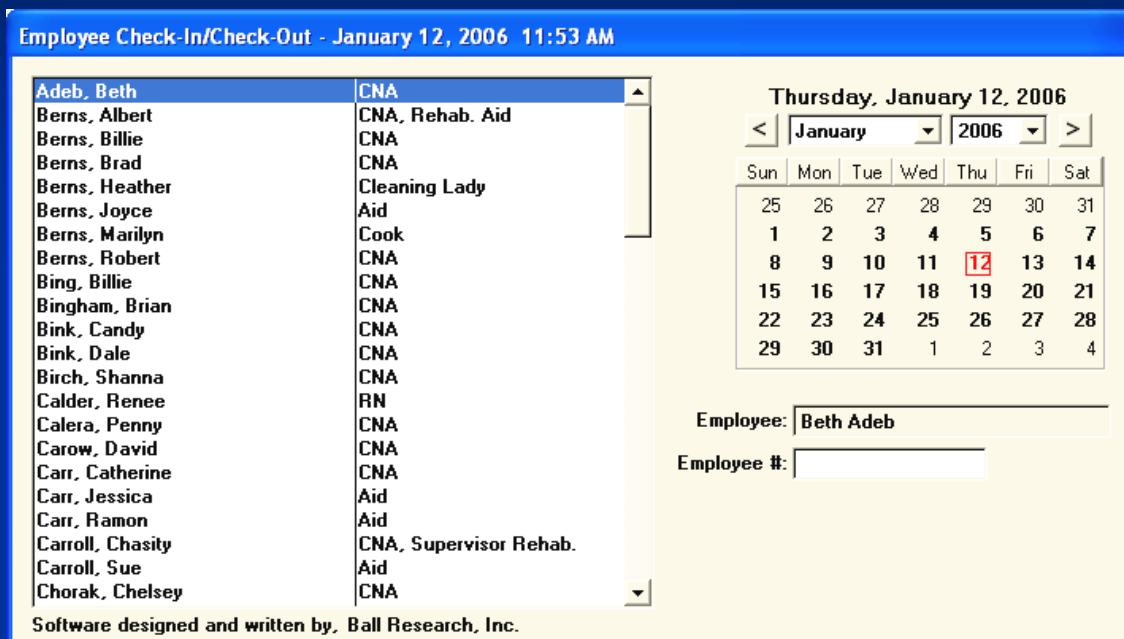
Note: Payroll/Benefit assistant pay ranges from \$10 - \$15.00 per hour.

Advantages of Electronic Records vs. Paper Records (continued):

Manual Check-In/Check-Out Labor Cost to Calculate bi-weekly hours worked.

- Assume employee is paid \$12.50 per hour.
- 100 hourly employees.
- **Time** - takes employee 5.5 hours to process the time cards.
- **Bi-Weekly Cost** - \$68.75 to tally hours worked.
- **Yearly Cost** - \$1,787.50.

Advantages of Electronic Records vs. Paper Records (continued):



Just Lee tested an electronic Check-In/Check-Out system.

Advantages of Electronic Records vs. Paper Records (continued):

Electronic Check-In/Check-Out Labor costs to calculate bi-weekly hours worked.

- **Time** – takes two 2 nanoseconds (1 mouse click).
- **Bi-Weekly Cost** - less than \$0.50 to tally hours worked.
- **Yearly Cost** - less than \$13.00.

Advantages of Electronic Records vs. Paper Records (continued):

Process Payroll

Paper Records

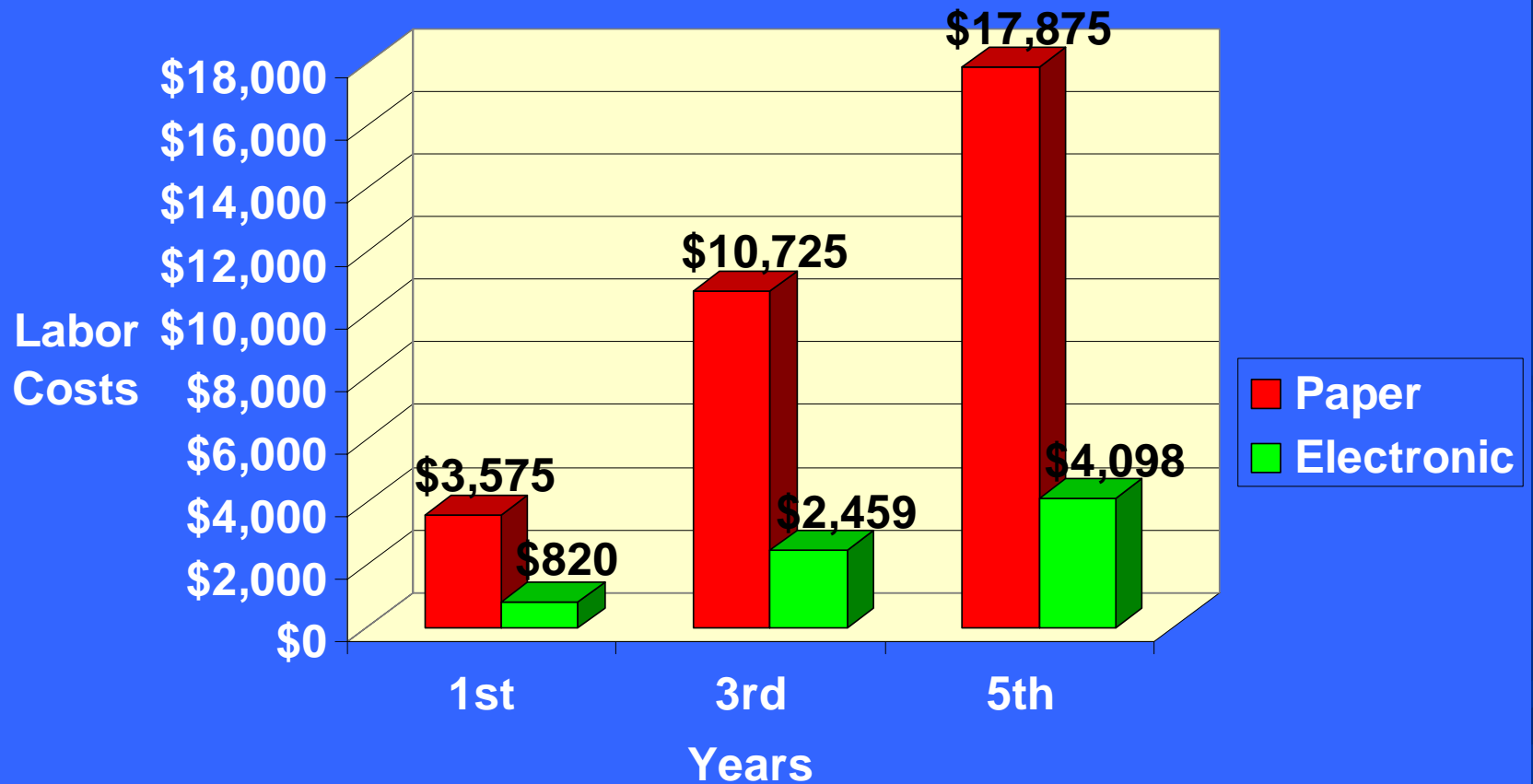
- **Time** – 5.5 hours
- **Cost** – \$68.75
- **Total Time** – 11 hrs.†
- **Total Cost** - \$137.50

Electronic Records

- **Time** – 0.04 hours
- **Cost** – \$0.50
- **Total Time** – 2.51†
- **Total Cost** - <\$31.75
- **Savings** – 77%

† Sum hours worked + Payroll time.

Payroll Processing Cost Comparisons Over Time



Advantages of Electronic Records vs. Paper Records (continued):

If you are using a time clock and time cards, how much money could you save if you switched to an electronic Check-In/Check-Out system?

Advantages of Electronic Records vs. Paper Records (continued):

3. Electronic records cannot be misplaced, misfiled or lost whereas paper records can.

Just Lee Convalescent Center
Employee Cancellation Report
Mrs. Annette Kost
January 1, 2004 - December 30, 2005

Department: Nursing
Job Title: LPN

Employee #: 3356

<u>Date</u>	<u>Reason</u>	<u>Explanation</u>
08/28/2004	Other	schedule changed
09/28/2004	Changed in schedule	
01/21/2005	Changed in schedule	
01/31/2005	Sick	

Advantages of Electronic Records vs. Paper Records (continued):

Example No. 3 – is the cumulative Employee Cancellation Report.

The data was recorded every time the employee called in to cancel their schedule shift or management changed the shift.

Can you track your employees' cancellations and reasons over time?

Advantages of Electronic Records vs. Paper Records (continued):

Question No. 1

How could you use this report in your facility?

One answer is it prevents an employee from continuing to use the death of their Aunt Sadie as an excuse for taking the day off.

There is another more important use of this report, what is it?

Advantages of Electronic Records vs. Paper Records (continued):

4. Electronic records can be accessed by more than one person at a time whereas only one person can use the same paper records at a time.

Just Lee Convalescent Center Scheduled Underutilized Report 08/02/2004 to 08/15/2004				
Department	Employee	Scheduled Hours	Hours Available	OT Hours
Activities				
	Dowd, Danielle	72.00	8.00	0.00
	Everett, Constance	0.00	80.00	0.00
	Everts, Deborah	63.00	17.00	0.00
	Judge, Willie	0.00	80.00	0.00
	Kemp, Bernice	72.00	8.00	0.00
Administrative Offices				
	Freund, Debra	80.00	0.00	0.00
Dietary				
	Berns, Heather	32.00	48.00	0.00
	Berns, Marilyn	80.00	0.00	0.00
	Carr, Ramon	0.00	80.00	0.00
	Moore, Frances	80.00	0.00	0.00
	Morrill, Glinda	0.00	80.00	0.00
	Newell, Irene	79.00	1.00	0.00

Advantages of Electronic Records vs. Paper Records (continued):

Example No. 4 – Scheduled Underutilized Report.

Suppose you are the business manager and one of your responsibilities is to monitor overtime (OT) labor cost for the next pay period. Now you have access to the Scheduled Overtime Cost Report (see next slide) which has tabulated the OT hours and the OT costs for each employee by department.

Advantages of Electronic Records vs. Paper Records (continued):

Bi-weekly - Scheduling Scheduled Overtime Cost Report

Just Lee Convalescent Center
Scheduled Overtime Cost Report
08/02/2004 to 08/15/2004

Department	Employee	Shift	Overtime	
			Hours	Cost
Dietary	Berns, Joyce	03:30 pm - 07:30 pm	12.00	153.90
	Newhouse, Jacqueline	01:00 pm - 07:30 pm	9.50	159.60
Dietary Sub-Total:			21.50	313.50
Nursing	Adeb, Beth	02:00 pm - 10:00 pm	24.00	361.80
	Carroll, Chasity	06:00 am - 02:00 pm	8.00	143.40
	Henry, Troy	02:00 pm - 10:00 pm	24.00	361.80
	Kost, Annette	07:00 am - 07:00 pm	8.00	234.60
	Larson, Andrea	06:00 am - 02:00 pm	12.00	342.90
	Mills, Amanda	05:00 am - 10:00 pm	9.00	304.43
	Quiroga, Jessica	02:00 pm - 10:00 pm	16.00	229.20
Nursing Sub-Total:			101.00	1978.13
Grand Total:			122.50	2291.63

Advantages of Electronic Records vs. Paper Records (continued):

So you get on the phone with the various departments that have Scheduled OT and have them review their Scheduled Overtime Cost Report (their cost column is blank) and their Scheduled Underutilized Report and eliminate the OT hours.

Question No. 2

This example demonstrates that you are working with what kind of system?

Advantages of Electronic Records vs. Paper Records (continued):

5. Electronic data can easily be imported into other reports whereas data from paper records cannot.

Just Lee Convalescent Center Expiring Certification Report			
	<u>Certification</u>	<u>Exp . Date</u>	<u>Expires In</u>
Activities			
Kemp, Bernice	Nurse Aide Registry Document	08/14/2007	43 Days
Nursing			
Berns, Albert	Nurse Aide Registry Document	09/08/2007	68 Days
Berns, Billie	Nurse Aide Registry Document	07/15/2007	13 Days
Birch, Shanna L. *P*	Nurse Aide Registry Document	05/07/2007	Expired
Carr, Catherine	Nurse Aide Registry Document	05/07/2007	Expired
Chorak, Chelsey	Nurse Aide Registry Document	05/14/2007	Expired

Advantages of Electronic Records vs. Paper Records (continued):

Example No. 5 – Expiring Certification Report.

This data comes from the employees personnel file, Employee Certification Tab. It starts to appear 90 days out on the monitor of administrative employees when they log in each day. This report allows the administration to notify nursing employees to renew their license and to track their renewal.

Advantages of Electronic Records vs. Paper Records (continued):

How many costly citations would easy access to this information have prevented at your facility?

Advantages of Electronic Records vs. Paper Records (continued):

6. Electronic records improve inter-facility cooperation.

Michigan Department of Consumer and Industry Services
Division of Operations

NURSING CARE FACILITY
QUARTERLY NURSING STAFF REPORT

4th QUARTER REPORT - CALENDAR YEAR 2004

Facility ID: 11-44444

DAY & DATE	MONDAY 11/15/2004	TUESDAY 11/16/2004	WEDNESDAY 11/17/2004	THURSDAY 11/18/2004	FRIDAY 11/19/2004	SATURDAY 11/20/2004	SUNDAY 11/21/2004
CENSUS	51	51	51	51	51	51	50
DIRECTOR OF NURSES (DON)							

TOTAL HOURS WORKED PROVIDING DIRECT PATIENT CARE

	MORNING SHIFT						AFTERNOON SHIFT						NIGHT SHIFT					
	RNs IN- HOUSE	RNs POOL STAFF	LPNs IN- HOUSE	LPNs POOL STAFF	AIDES/ ORDS IN- HOUSE	AIDES/ ORDS POOL STAFF	RNs IN- HOUSE	RNs POOL STAFF	LPNs IN- HOUSE	LPNs POOL STAFF	AIDES/ ORDS IN- HOUSE	AIDES/ ORDS POOL STAFF	RNs IN- HOUSE	RNs POOL STAFF	LPNs IN- HOUSE	LPNs POOL STAFF	AIDES/ ORDS IN- HOUSE	AIDES/ ORDS POOL STAFF
MONDAY 11/15/2004	8.0	0.0	8.5	0.0	53.5	0.0	0.5	0.0	16.0	0.0	40.5	0.0	0.0	0.0	8.5	0.0	24.0	0.0
TUESDAY 11/16/2004	8.0	0.0	9.0	0.0	69.0	0.0	0.5	0.0	16.0	0.0	35.5	0.0	0.0	0.0	9.0	0.0	23.0	0.0
WEDNESDAY 11/17/2004	0.0	0.0	16.5	0.0	63.5	0.0	8.0	0.0	9.0	0.0	43.5	0.0	0.5	0.0	8.0	0.0	23.0	0.0
THURSDAY 11/18/2004	0.0	0.0	16.5	0.0	61.0	0.0	8.0	0.0	9.0	0.0	43.0	0.0	0.5	0.0	8.0	0.0	16.0	8.0
FRIDAY 11/19/2004	2.0	0.0	10.0	0.0	60.0	0.0	8.0	0.0	8.5	0.0	35.5	0.0	1.0	0.0	8.5	0.0	24.0	0.0
SATURDAY 11/20/2004	0.0	0.0	0.5	8.0	55.5	0.0	8.0	0.0	8.0	0.0	30.0	0.0	0.0	0.0	8.0	0.0	15.0	0.0
SUNDAY 11/21/2004	8.0	0.0	8.5	0.0	39.5	0.0	0.5	0.0	16.0	0.0	24.0	0.0	0.0	0.0	8.5	0.0	23.0	0.0

Advantages of Electronic Records vs. Paper Records (continued):

Example No. 6 – Is the dreaded Quarterly Staffing Report.

To be able to accurately generate the Quarterly Staffing Report every one in the nursing and administration departments have to work together.

- ✦ **Nursing department schedulers have to schedule the nurses.**

Advantages of Electronic Records vs. Paper Records (continued):

- ✦ **Nurses have to Check-In and Check-Out correctly.**
- ✦ **Nursing schedulers need to make adjustments to the schedule as they occur.**
- ✦ **Administration must maintain an accurate count of the residents on campus.**

Advantages of Electronic Records vs. Paper Records (continued):

The old saying “**Garbage in Garbage out**” applies to the Quarterly Staffing Report and all electronic records.

Advantages of Electronic Records vs. Paper Records (continued):

7. Electronic records can be exported to governmental agencies and hospitals.

Just Lee Convalescent Center
Resident Information
Mrs. Hazel V. Ahola

Resident Information

Address: 4990 Northwind Drive
Just Lee, MI 44444

Soc. Sec. #: 223-53-3342

Birthdate: 06/27/1913

Resident #: 1486

Enter Date: 12/12/2002

Gender: Female

Discharge Date: / /

Phone #(s): 517-332-5070

Discharge Place:

Building: Just Lee Convalescent Center

Floor: Floor 1

Station: Station 2

Room: 15

Bed: A

Diagnosis

08/31/2007 01:36 PM - Dr. John Jones Diagnosis To Be Charted: Yes

Right Femoral Fracture

Acuity

Advantages of Electronic Records vs. Paper Records (continued):

Example No. 7 – This is a partial monitor view of a resident's information and diagnosis.

Electronic records can be exported to governmental agencies and hospitals.

Advantages of Electronic Records vs. Paper Records (continued):

- Electronic records allow a facility to use the data it generates daily to operate the facility more efficiently.

Just Lee Convalescent Center Employee Sick Leave & Vacation Balances		
Activities	Vacation	Sick Leave
Activity Assistant		
Dowd, Danielle	80.0	4.0
Evans, Gail	80.0	4.0
Everett, Constance	195.0	0.0
Judge, Willie	80.0	0.0
Kemp, Bernice	280.0	68.0
Activity Supervisor		
Everts, Deborah	202.0	4.0
Administrative Offices		
Administrator		
Fretz, Howard	120.0	4.0
Office Manager		
Dowd, Dorene	200.0	4.0
Receptionist		
Freund, Debra	144.0	36.0

Advantages of Electronic Records vs. Paper Records (continued):

Example No. 8 – This is a partial monitor view of the facility's employee sick leave and vacation balances.

Can you easily track your employees sick leave and vacation balances over time?

Answers to Questions

1. The Employee Cancellation Report is a useful tool in an employee's annual review. You can set the beginning calendar start date and the ending calendar end date to retrieve, display and print the report.
2. An electronic record system is a **dynamic system** as it is always changing when new data is added or updated.