

Introduction

During the process of enrolling my 93 year old mother in a adult day care center for senior citizens, the coordinator asked what I did. I told her my company develops software for long-term care facilities. She said **“When I went to school, they taught me how to manage a facility using paper records. I am afraid of computers, I put the information into the computer and I am not sure if it is in there. It**

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is hard to switch from something you know how to do and trust to something new.”

My first response was you can always print out the information you have entered, check it for accuracy and keep a copy until you have greater confidence in the software and yourself.

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Over the course of the weeks to come we will post messages designed to help the reader to understand why they should make the switch from paper records to electronic records, so they can take advantage of the many benefits electronic documentation provides.

Some messages will have questions during the presentation with answers at the end. Others

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will have the questions but not the answers at the end. The questions are designed to get the reader to think about the message presented. Individuals who want to contact us to ask questions or share their experiences or concerns are welcome to do so via our **Have a Question** link.