ELECTRONIC HEALTH RECORDS (EHRs) are here to stay. Beginning January 1, 2014, all public and private healthcare providers were required to adopt and demonstrate "meaningful use" of EHRs to remain eligible for Medicare and Medicaid reimbursement. The "meaningful use" provision contains criteria that must be met, including adoption of an electronic documentation and billing system and increased engagement by patients in their care.

Healthcare providers must enable patients to be engaged electronically by giving them access to their health records. Termed electronic personal health records (PHRs), these documents enable patients to see their diagnostic test results, send messages to providers, and make appointments. Nurses in hospitals and other healthcare facilities not only must be able to use EHRs effectively but to assist patients in using PHRs.

New practices to get used to
Now that you’re dealing with EHRs instead of paper documentation, you’ll need to adopt new practices. Most importantly, be aware that an electronic record of everything you document now exists, and you can’t make it go away. If you accidentally document for the wrong patient, you can’t simply start over on a new piece of paper or a new form. With many electronic documentation systems, you’ll need to delete every piece of information entered individually; you may not even have the option to delete an entire column or line. If you document incorrectly, a record of it will always exist, so make sure you accurately explain why you had to delete something in a patient’s EHR. (See Tips on electronic documentation.)

Secondly, remember to document in all applicable windows or tabs. Although many facilities make a tremendous effort to mimic their old paper documentation system, you still need to look for all the forms you used to complete. In the worst-case scenario, if you’re called to testify about something that occurred for which you forgot to complete a form, the implication is that you’ve forgotten other things, too. Legal professionals look for blank or incomplete portions of the EHR to imply that care wasn’t given.

Remember the old rule about drawing lines through blank spaces? With EHRs, you still need to put something in a blank space. Input "N/A" if that space isn’t applicable. Or if “Denies” or “Not observed” is more accurate, use one of those terms.

Perils of copying and pasting
One dangerous convenience of electronic documentation is the ability to copy and paste previous documentation into the present column or note. Avoid doing this at all costs. Many nurses think it saves time because they can simply review and change anything that’s different. But copying someone else’s documentation is risky because you may fail to change everything that needs to be changed. Also, documentation systems are now being changed so they can track use of the copy and paste function. Remember—legal professionals will look for anything that could imply you didn’t give care or you gave it poorly. If you take shortcuts when document-
UMass Amherst, the flagship campus of the University of Massachusetts system, sits on nearly 1,450 acres in the scenic Pioneer Valley of western Massachusetts, 80 miles from Boston and 175 miles from New York City. The campus provides a rich cultural environment in a rural setting close to major urban centers.

The University and College of Nursing have a highly respected presence in New England and the nation. The College of Nursing at the University of Massachusetts is committed to building a more diverse faculty, staff, and student body in a research-based environment as it responds to the diverse population and educational needs of the Commonwealth of Massachusetts and beyond. The College, of Nursing has a large on-campus enrollment, and a well developed distance education component. The University of Massachusetts is a member of the Five College Consortium including Amherst, Smith, Mount Holyoke and Hampshire Colleges.

The College of Nursing invites applications for two full-time tenure-track Assistant Professor faculty positions (nine-month appointment). We are seeking talented applicants qualified for an assistant professor position. Under exceptional circumstances, highly qualified candidates at other ranks may receive consideration.

Responsibilities include teaching, academic advising of students, scholarship and research activities, community and academic service activities and participation in national, school and University committees.

**Minimum Qualifications:** Earned PhD at time of appointment in nursing or a health-related field and a proven track record of research and publications. Postdoctoral education is strongly preferred. We are particularly interested in applicants with research interests in one or more of the following: tele-health, use of technology in patient care, mental health, urban health, rural health, oncology, genetics, and acute care.

Please apply online and send a letter of intent specific to the position (in Word or PDF format), curriculum vitae, the names and email addresses of three professional references. Applications will be reviewed starting November 17, 2014, and continue until the position is filled. For more information about this position, including application instructions, please go to [https://www.umass.edu/nursing/about/job-openings](https://www.umass.edu/nursing/about/job-openings).

**The earliest appointment date is September 1, 2015. Salary will be commensurate with qualifications and experience.**

The University is committed to active recruitment of a diverse faculty and student body. The University of Massachusetts Amherst is an Affirmative Action/Equal Opportunity Employer of women, minorities, protected veterans, and individuals with disabilities and encourages applications from these and other protected group members. Because broad diversity is essential to an inclusive climate and critical to the University's goals of achieving excellence in all areas, we will holistically assess the many qualifications of each applicant and favorably consider an individual's record working with students and colleagues with broadly diverse perspectives, experiences, and backgrounds in educational, research or other work activities. We will also favorably consider experience overcoming or helping others overcome barriers to an academic degree and career.


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