

SOP No.: NCIP01**Module: Analysis of all administration work flows**

Procedure: Analysis of all administration work flows

Purpose

To identify the most important administration work flows for all subspecialties

Scope

This SOP applies to the EHR/EMR project: (name)

Responsibility

- Coordinator non-clinical implementation

Procedure

- a. All administration work flows which are related to the EHR system are identified by responsible team members. The list should include:
 - Documentation for billing purposes (data transfer from EHR / EMR)
 - Billing and reimbursement work flows
 - Overview of order management (see relevant SOPs)
 - Reporting and statistic work flows
 - Other administration processes in combination with clinical patient data
- b. All relevant information are documented in a flow chart or similar digital object to identify data flows and data touch points.
- c. Potential changes and improvements are evaluated (transition process from paper to electronic media). The relevant proposals are documented and approved by the responsible team members for the definition process of EHR admin work flows (SOP NCIP02)

Related documentation

- SOP NCIP02 – Definition of EHR admin work flows
- SOP NCIP11000