

## Tips for Accessing and Using Electronic Health Record Data

<b>Engage leadership</b>	Involve leadership in communicating the value of data and building an infrastructure for reporting and analytics.
<b>Develop partnerships</b>	Identify key information technology and clinical staff and partner to develop reporting capabilities and pathways.
<b>Identify exemplars</b>	Identify champions at every level—administrators, clinicians, billing, QI, support staff, etc. Engage champions to optimize data entry and retrieval potential.
<b>Limit free text fields</b>	Think long-term and strategically to determine the data that should be placed in trackable fields.
<b>Consider customization</b>	EHRs should mirror clinical flow, support evidence-based clinical decision making, and use discrete data fields (e.g., click or drop-down boxes) to enhance clinical quality and efficiency of documentation.
<b>Make reporting routine</b>	Develop an infrastructure for on-demand, clinician initiated reporting. Consider storing commonly utilized reports on a shared platform and offering access to staff.
<b>An Iterative Process</b>	Seek innovative ways to capture and utilize the data. Start small and build over time.