

Electronic Documentation

1. You are busy documenting your client's care on the computer located outside your client's room. A visitor approaches you to ask a question. Which of the following is your best approach?
 - a. Shutdown the computer program
 - b. Minimize the client screen
 - c. Ask the visitor to come back in five minutes
 - d. Block the screen with your arm

2. Breach of confidentiality may occur if a monitor is left exposed, or if you are viewing another client's records when you are not assigned to care for that client.

True False

3. Why does a care provider not share his/her password with anyone?
 - a. Facility policy states that you should not
 - b. It has been recorded by the computer
 - c. It is your electronic signature
 - d. It is used when you log off

4. Research has shown that technology-based documentation systems are clearly superior to paper-based systems.

True False

5. Why has there been an increased use of EHRs?
 - a. Saves time and money
 - b. Society is becoming more computer literate
 - c. It's the right trend for employers
 - d. We live in the modern age of computers

6. Computerized documentation systems consist of complex, interconnected sets of software applications that process and transport data to and from the healthcare team.

True False

7. Electronic health records contain much more information about a client than do traditional paper-based health records.

True False

8. Which of the following is a true statement regarding electronic documentation?

- a. Computers can make clinical decisions for you
- b. Computers are hacker proof
- c. Computers can assist you in making clinical decisions
- d. Computers decrease staff training costs

9. Because of the tools and additional components, you have to use different principles for accurate documentation with electronic record systems.

True False

10. You are documenting electronically and have made an error in the client progress notes. Which of the following is your best course of action?

- a. Call the supervisor or charge nurse to fix the problem
- b. Delete the file and start over
- c. Fill out an incident report
- d. Correct the file according to employer policy

11. Upon logon, electronic systems automatically track the care provider's name, along with entry date and time.

True False

12. Why is it important to log off every time you have completed your electronic documentation?

- a. This is stated in policy
- b. This is normal procedure
- c. Prevents unauthorized use of client information
- d. Allows others to document client information

13. Electronic documentation systems are very good at capturing client specific data for each and every intervention.

True False

14. Research has shown that electronic documentation increases communication between healthcare providers and increases time spent in caring for clients.
- True False
15. Which of the following best describes the major disadvantage(s) of electronic documentation?
- a. Expensive, requires maintenance and upgrades, staff education
 - b. Most people do not know how to use computers
 - c. Expensive and care providers are reluctant to use them
 - d. Computers can track a care provider's errors and mistakes
16. Electronic documentation usually is faster and improves accuracy and legibility.
- True False
17. Electronic systems reduce reliance on a care provider's memory as client information can often be completed in real time.
- True False
18. Why is there a time-out feature in electronic documentation?
- a. Automatically shuts down the program if unauthorized persons try to use it
 - b. Closes down a client's record that has not been used for several minutes
 - c. Tracks the care provider's errors and makes a report
 - d. Alerts a care provider when there is missing information
19. Most computerized documentation systems use algorithms that differ from the nursing process.
- True False
20. EHR is an abbreviation for which of the following?
- a. Electronic health response
 - b. Electronic health result
 - c. Electric health record
 - d. Electronic health record*

21. One of the significant risks with electronic technology is that there are always people who try to gain unauthorized access to the database that can violate client confidentiality.
- True False
22. Which of the following is breach of client confidentiality with electronic records?
- a. Using another care provider's password
 - b. Keeping private sticky notes on client care
 - c. Discussing client care in the elevator
 - d. Forgetting to log off when finished documenting
23. If the electronic documentation system is down due to malfunction or routine maintenance, you may skip documentation until the system is available again.
- True False
24. Some clients may withhold essential information from care providers, if they know that their personal information will be entered into a computer database.
- True False
25. You are working for an employer who permits the use of a personal mobile device while you are caring for clients. Which of the following must you first know about when using mobile devices?
- a. Personal and professional consequences
 - b. If there are employer policies and procedures to support your actions
 - c. If there are medication information apps
 - d. You could abuse this privilege so take care
26. Electronic documentation systems make sure you have the right client record for documentation.
- True False
27. Electronic documentation systems automatically correct any errors or mistakes.
- True False

28. Which of the following are disadvantages of mobile devices when providing care?
- a. Lack of apps
 - b. Lower level of encryption
 - c. Targets for thieves
 - d. Infection control issues
 - e. Time waster
29. One concern about using mobile devices at work is that they have the potential for abuse and become time wasters and distractions.
- True False
30. Transition from paper-based documentation to an electronic system is usually seamless and problem-free.
- True False

Answer Key to Module 6 Quiz

- Q01 b A computer screen should never be left open to view by others. If the care provider has to leave the computer location, he or she must log off.
- Q02 True
- Q03 c A password is your electronic signature and should never be shared.
- Q04 False The evidence shows mixed results when comparing the two.
- Q05 b The general population is becoming more computer literate and governments are increasing funding for electronic health records.
- Q06 True This data guides the team in providing safe, client-centred care while at the same time identifying client needs.
- Q07 False They contain the same components such as medical history, clinical status, lab and diagnostic results, treatments and documentation of client care interactions.
- Q08 c Computers cannot make clinical decisions for you, but they can analyze your assessment and other client data and assist you to make clinical decisions.
- Q09 False The same principles apply.
- Q10 d If you have made a documentation error, you would be responsible to make the correction according to your employer policy.
- Q11 True For this reason, you should NEVER allow anyone else to use your logon and password.
- Q12 c Logging off after electronic is essential, as it prevents unauthorized use of a client's confidential record.
- Q13 False Drop-down menus make it more difficult to provide full narrative data on each client intervention.
- Q14 False The reverse has been found – less communication between team members (because all data is transmitted and viewed electronically) and less time with clients.
- Q15 a Electronic documentation systems are very expensive to implement and require maintenance and upgrades. They also require a large investment in staff education and training.
- Q16 True BUT only if the care provider knows how to use the system correctly and has the keyboarding skills.
- Q17 True Also can be done at a specific computer station or at a central location right after the care has been completed.
- Q18 b The time out feature can be set to automatically close down a client's record that has not been used for several minutes. This is a security feature to minimize breaches of client confidentiality.

- Q19 False The nursing process is often the basis for electronic health record systems.
- Q20 d Electronic health record is abbreviated as EHR. With increasing government support and the general population becoming more familiar with computers, there is a great shift for this type of technology.
- Q21 True
- Q22 d You must log off when you are finished documenting electronically; as unauthorized persons will have access to client records. Using another care provider's password is considered unprofessional conduct and is an unacceptable practice.
- Q23 False If electronic systems malfunction, there must be a back-up system to record significant client information – usually it is of the hand-written type.
- Q24 True It may be necessary to reassure the client of the precautions that are in place to protect the confidentiality of their information.
- Q25 a When using either personal mobile devices or employer mobile devices in the workplace, a care provider must be aware of the personal and professional consequences. Your employer should have policies to direct the use of mobile devices in the workplace and your regulatory College may have standards of practice in reference to these. The same principles of client confidentiality apply.
- Q26 False The computer does NOT do your thinking for you! You still have to make sure you have the right client record.
- Q27 False Changes can be made before saving the data on the computer. Once documentation is in the database, you will have to follow your employing facility's policies and procedures when making corrections electronically.
- Q28 b,c,d,e There are many mobile apps that provide useful tools for care providers.
- Q29 True Know your employer's policies about using mobile devices at work.
- Q30 False Transition has the potential for risk and errors, especially if staff have not been educated and trained in the system.