

Introduction

- ❖ Bridgewell is a non-profit organization that was established in 1940 to provide social and human services that are dedicated to empower and strengthen people with disabilities and other life challenges, allowing them to live self-directed and proactive lives.
- ❖ Bridgewell delivers support through more than 100 programs in 23 communities in the eastern Massachusetts.
- ❖ It provides services that includes housing, day programs, outpatient treatment, recovery services.
- ❖ Bridgewell values: caring, respect, dignity, integrity, safety, and wellness for those they serves and for all employees (Bridgewell, 2022).

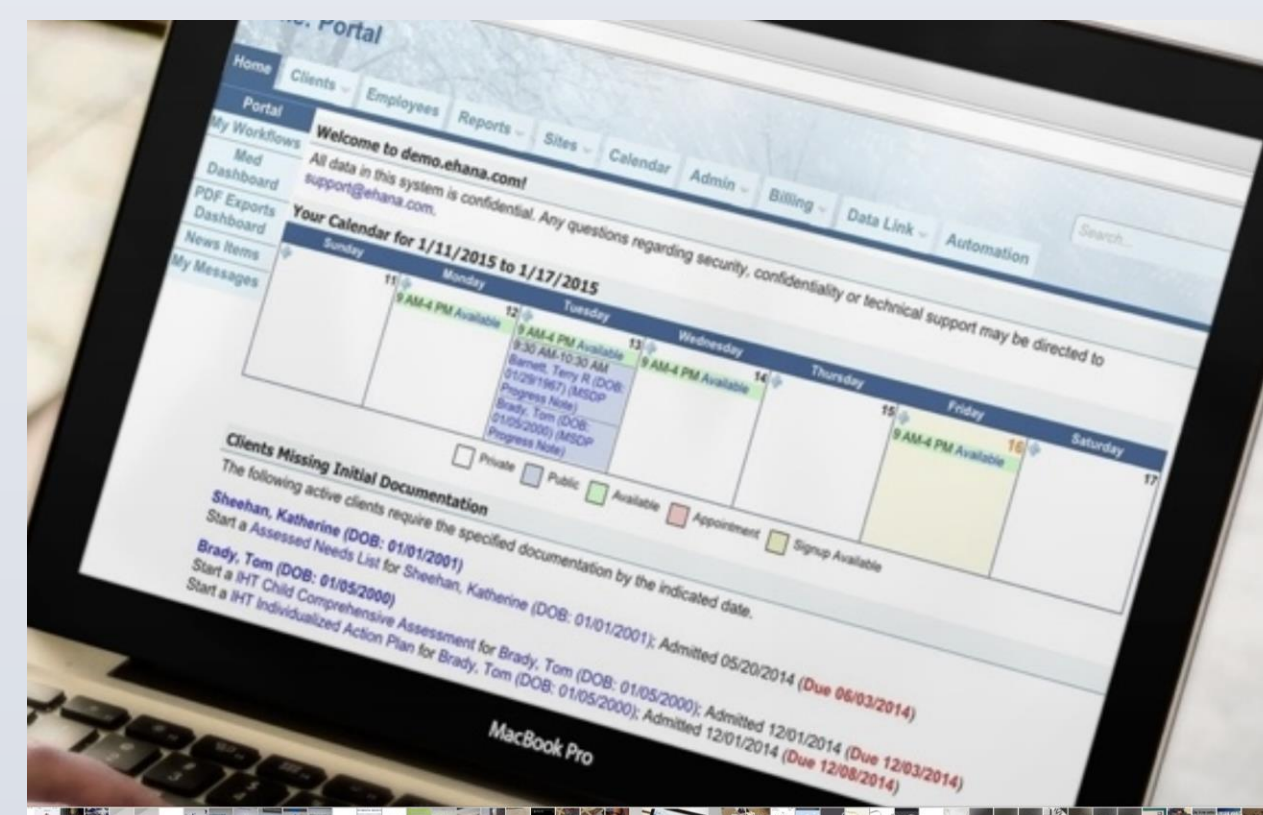
Project Objectives

- ❖ To instruct people on how to use the electronic health records (eHana) database, Including how to store and register clients' and patients' sensitive information under HIPPA regulations.
- ❖ To create a step by step process to navigate the eHana. System.

Litterature review

- ❖ eHana is a cloud based electronic health records system that helps other organizations operate their clients data to stay secure and safe.

- ❖ eHana integrates multi-program client demographics and clinical records.
- ❖ It supports a broad range of program types and services.
- ❖ eHana automatically supports document review, billing, and finances (eHana, 2015).
- ❖ The electronic health record helps to keep clients information secure and confidential.



Materials and Methods

- ❖ To access eHana, you need to be eligible to login in the records. Depending on the office or area of the organization, different Electronic Health Records (EHR) may be used.
- ❖ To register clients' files, the department of operations always use eHana, and under a specific place in eHana.

Process of adding a file in ehana:

- ❖ In order to get the file under the client's name, a complete scanning of the documents needs to be done.
- ❖ Renaming the scanned document under the exact individual's name.
- ❖ Upload the documentations under 24/7 care
- ❖ Activities of daily living, hospital appointments and check-ups, medication, and prescriptions are all documented in the EHR. The operations department records all expenses made by the clients, including financial services such as filling for food stamps, and helping in the application of finding housing.

Results

- ❖ All documentation was carefully scanned, renamed, and registered into eHana under the specific tab and under the exact client's name.
- ❖ When documentation is mistakenly entered under the wrong individual name; it is impossible to delete. Only the IT department can delete a wrong file.
- ❖ When documents are entered under the right client's files, it helps keep each individual's information safe and secure.
- ❖ Everything the Operations department does is supposed to follow HIPPA compliance. All information, including social security, addresses, medical record and others, needs to be protected and confidential.

Conclusion

- ❖ eHana is used is to keep all client documentation safe and secure, because those files have sensitive information.
- ❖ At Bridgewell, the Operations department, has the specific role of keeping clients files safe and private through the electronic health record (eHana, September 2000).
- ❖ Protecting files of clients are crucial and confidential under eHana, and follows HIPPA guidelines.

References

- ❑ Bridgewell. (2022, June 9). Bridgewell: Disabilities & Recovery Services. <https://bridgewell.org/about/>.
- ❑ eHana. (2000, September). <https://www.ehana.com>.
- ❑ HealthIT.(2022, October 13). <https://www.healthit.gov/topic/health-it-and-health-information-exchange-basics/benefits-health-it>