Before Your Week 4 Clinical Efficiency Session

Community Health Center Inc. | **About 15 minutes of prep**

> **What to expect:** A practical, 60-minute working session. You will follow along in eClinicalWorks, so please join from the computer you use for charting. Camera on if you can, and feel free to unmute and ask questions.

1. Tech check | 10 minutes

- ☐ **Log into eCW** on the computer you will use, and keep it open during the session
- ☐ **Clear your cache** the day before
  Use the cache-clearing ("eraser") tool on your desktop. A full cache slows eCW down.
- ☐ **Open Dragon** and confirm your microphone works
  Dragon is a one-click voice-to-text tool. If it does not open, contact IT before the session.
- ☐ **Confirm your Sunoh training** is scheduled
  If it is not, reply to the onboarding team and ask to be added.
- ☐ Use a **headset or earbuds** and a **stable internet connection**

2. Set up one shortcut | 3 minutes

- ☐ In eCW, open the **menu (three bars)**, go to **File**, then **Templates**, and click the **star** to favorite Templates
- ☐ **Optional:** star 2–3 CHC templates you expect to use
  For example, CHC Blank or CHC WCC or CHC Derm or CHC MSK.

3. Come ready to share | 2 minutes of thinking

- ☐ What do you look for in the chart **before you walk into the room?**
- ☐ Which tasks tend to **follow you home after clinic?**
- ☐ What do you **type over and over** that could become a **template or SmartPhrase?**

> **School-based providers:** Ask your site lead about Sunoh consent requirements at your site. Dragon, templates, SmartPhrases, and Favorites apply to everyone, and we will cover them.

Questions before the session? Justin Fletcher, MD | fletchj@chc1.com | (203) 854-9292 x 7277