



Should You Go Paperless?

5-Step Worksheet

This is an extra resource to go along with the original article:

[7 Ways that using cloud-based technology can save your healthcare office time & money](#)

Going paperless can seem like an overwhelming task for any healthcare or medical office. Before going paperless and converting to a cloud-based electronic medical records (EMR) system, ask yourself these 5 questions:

1. Would you prefer a smoother patient onboarding process?

YES _____ NO _____

If you answered "Yes," consider electronic forms for new patient onboarding.

2. How much of your practice's attention and budget is devoted to administration?

If a significant amount of your time and energy is focused on administration, consider converting to EMR to make things faster and more efficient.

3. Would you like to improve patient communication?

YES _____ NO _____

If "Yes," consider using a cloud-based technology to make information more accessible to patients.

4. Are you concerned about HIPAA compliance?

YES _____ NO _____

If you answered "Yes," rest assured that an EMR system has built-in features to help ensure you remain HIPAA compliant.

5. Would you like easier access to patient information?

YES _____ NO _____

If "Yes," consider the fact that a cloud-based EMR system provides a safe, single access point for patient, provider, and any third parties.