



Important Ways to Automate Your Administrative Healthcare Functions

This is an extra resource to go along with the original article:
[4 steps to streamline any healthcare process](#)

1. Adopt an electronic healthcare records system.
2. Use software to send automatic reminders to unpaid accounts.
3. Have patients fill out their intake forms online before the appointment.
4. Have pre-appointment information distributed by email before the appointment.
5. Validate patient insurance before the appointment.
6. Send patient appointment reminders by text, email, or pre-recorded phone call.
7. Allow patients to schedule their own appointments on your website.
8. Have patients request medication refills through an online patient portal.
9. Allow patients to view and pay their bill through an online patient portal.
10. Send an automatic patient survey after each appointment.
11. Set trigger-based emails for more care (“It’s time to schedule that mammogram”).
12. Use office management software that automatically places patients in rooms and coordinates staff based on pre-selected conditions.
13. Automatically backup your records daily to a backup service.
14. Use software to send prescriptions to patients’ on-file pharmacies.