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**Introduction**

The electronic health records (HER) computer-based systems that health care providers used instead of paper charts by integrating all the components of clinical practices into an HER. Health care records have functional implications for health care professionals, researchers, patients, attorneys, the government and insurance companies. Moreover, the EHRs are real-time and and real-time that security to authorized users and make information instantly. The kind of information that is relevant to a patient’s mental and physical care needs to be recorded because it is not possible for one to remember everything. The records help in tracking patient information and help in providing care to healthcare providers.. From the different departments, the data flows in the HER in hospital settings that manly include laboratory, radiology, and surgery. after examining the cost and benefits of EHRs in six CHCs, the results propose that policies are required to help CHCs to afford EHRs (Miller & West, 2007).

**Discussion**

**Functions of EHRs**

To encourage greater efficiency, safety and quality in health care provision there is a set of eight core care delivery functions that EHRs should have the ability to perform. The EHRs are not only providing medical care but also manage all areas of daily operations of medical practice. The core functions comprise of:

* Health data and information – medications, lab test results, diagnoses and allergies of a patient.
* Result management – the capability of health care providers who participate in patient’s care in a diverse setting to instantly admittance new and previous test outcomes.
* Order management – capability to store and enter instructions for tests and prescriptions including other facilities in order to reduce duplication, improve legibility and advance the rapidity with which order is executed.
* Decision support – ensuring consistent screenings and other precautionary practices, using alerts, prompts, and reminders.
* Electronic and connectivity communication – protect, efficient and willingly available communication between and among patients and health providers for refining the continuity and care, reducing the frequency of adverse events, increasing the timeliness of treatments and diagnoses.
* Patient support – that provide interactive patient education, give patients admission to their health care records and support them to carry out home monitoring while self-testing would possibly recover device of chronic situations.
* Administrative reporting and processes – schedule systems for improving the efficiency of clinics and hospitals and deliver timely facilities to patients.
* Population health and reporting – electronic data storage hires unvarying data standards that help an organization to answer instantly to reporting requirements including disease surveillance and provide patient safety.

Different forms are used in health care for keeping the information in the EHRs. The forms help in reducing the requirement of filling out the same forms at different hospital visits. Moreover, the forms help in interacting with the healthcare providers for improved diagnostics are include patient forms, consent forms, medical history, doctor's notes, outpatient forms, and lab forms. The contemporary EHR may support in providing international standards for understanding difficult healthcare information to adoptive learning and medicine healthcare system (Evans, 2016).

On the other hand, a workflow is the essence of practice and its efficiency can affect quality care and profitability. Around proven processes and EHR workflow is build and procedures would instantly improve the effectiveness and proficiency of a practice. A strong EHR workflow is that evidently starts the staff member or health care providers to perform a specific task at a time that is most appropriate and easiest for those involved. Such level of clearness imposes a smooth workflow that increases patient throughput and enhances overall efficiency.

**Conclusion**

Acquiring the true benefits of electronic health records (EHRs) systems demands the change of practice founded on team-based system, quality of enhancement methodologies and evidence-based medicine. In the future, the fundamental purpose of the role of EHR will be data source founded on international standards.

**References**

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