

CLINICAL POPULATION MANAGEMENT

PHASE ONE | STEP 3

Load the patient list into your registry.

If you generated an **electronic list**, load it directly into your registry to immediately populate that disease's registry module. Fortunately, most practices are able to complete the loading process in this one simple step. Some may need some IT assistance, but this is usually fairly simple to do with the right expertise involved.

If you're restricted to using a **hard-copy list**, patients will need to be manually entered into your registry. We can suggest three options for getting this done:

- 1) Have a designated staff member enter patients into the registry as their schedule permits. This works best for someone who has occasional "holes" in their day, allowing them to enter patient data in batches without detracting from other tasks.
- 2) Another option that has worked exceptionally well for some practices is to hire a data entry person for just a few hours a week – this can even be a responsible high school or college student. The minor outlay for this position can be readily offset by the immediate and long-term practice efficiencies that clinical population management enables.
- 3) Patients can also be added to your registry in conjunction with their next scheduled visit (this is explained in Phase One/Step 5). When done this way, your registry will be fairly well populated after one cycle of care.

If you have another approach that works better for you, by all means use that instead.