

Computer Proficiency Test

One of the first steps to preparing your practice for the EHR's arrival is to assess your staff's computer proficiency. Print the following template for each staff member. Refer to page 15 of the eBook.

Staff Name: _____ Role: _____

Basic Computer Skills

Recognize and start a software application / program	Yes / No
--	----------

Save a document	Yes / No
-----------------	----------

Locate and open a saved file	Yes / No
------------------------------	----------

Basic Email Skills

Access e-mail system using username and password	Yes / No
--	----------

Compose and send an original e-mail message	Yes / No
---	----------

Reply and attach a file to an e-mail message	Yes / No
--	----------

Basic Internet Skills

Recognize and launch a Web Browser	Yes / No
------------------------------------	----------

Go to a specific web address	Yes / No
------------------------------	----------

Scroll through a Web Page and click on links	Yes / No
--	----------

Evaluation

- ☐ Needs to work on basic computer skills
- ☐ Needs to work on basic email skills
- ☐ Needs to work on basic internet skills
- ☐ Ready for EHR Training

Which best describes your staff?

- ☐ Comfortable with computers and prefer paper records
- ☐ Familiar with routine tasks, but struggle if updates are made to the software
- ☐ Comfortable with computer programs and can pick up changes relatively easily
- ☐ Well versed in using computers and have no trouble adopting new software
- ☐ Computer guru – can answer questions about computers and technology