

Curing Common HIPAA & EHR Spelling Headaches

HIPPA or HIPAA

by Mike Semel

Sometimes as I am racing to type my thoughts down I type so fast that I make spelling errors like the one I warn everyone about—HIPPA instead of HIPAA. (I ask people what kind of HIPAA credibility they think we would have if we can't even spell it correctly!)

More annoying is when I spell acronyms like EHR for Electronic Health Records, and my spell checker 'helps' me (every stinking time!) by replacing it with HER. Recently I noticed several articles and informational pieces with HER instead of EHR, even on government websites. The proof readers missed correcting the 'corrections.'

Here is how to take charge of your spell checker if you use Microsoft Office, including Outlook for mail.

To Automatically Replace HIPPA with HIPAA in Word, Outlook, and PowerPoint

1. In Word, under the File Menu select Options.
2. Select Proofing
3. Click on the Autocorrect Options button.
4. Half-way down you will see Replace Text as you Type. Enter HIPPA in the left box, and HIPAA in the right box. Click OK.
5. Back on the editor options screen *Uncheck* 'Ignore UPPERCASE words' and click OK.
6. Now every time you accidentally type HIPPA it will autocorrect to HIPAA.

To Stop Autocorrecting EHR to HER

1. In Word type EHR, then move on and you will see it change to HER.
2. Move your cursor back over HER and you will see a blue bar appear under the word.
3. Move your cursor over the blue bar and a box with a down-arrow will appear.
4. Click the down-arrow and select 'Stop Autocorrecting EHR.' That's it.
5. Now when you type EHR it will stay EHR.

Hopefully this will reduce your stress so you can concentrate on what you are writing, and not as much on the spelling.

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Mike Semel is president of Semel Consulting, and provides HIPAA/Meaningful Use Security Risk Analyses, HIPAA compliance consulting, and Business Continuity Planning. Mike is certified in HIPAA and has been the CIO for a hospital and a K-12 school district, and has provided IT support for healthcare providers (as a Business Associate.) Mike is certified in Business Continuity planning and helped develop the CompTIA IT Security Trustmark. Mike is a proud member of the FBI's Infragard program.

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