

# EFFECTIVE USE OF TECHNOLOGY FOR NURSE ATTORNEYS

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## DREAMS

- Move to California
- Keep office in Indianapolis
- No license for RN or JD in CA
- ISSUE: How to move to CA without a license?
- ANSWER: Technology



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## ETHICAL CONSIDERATIONS

- Michigan Rules of Professional Conduct 1.1 comment added 1/1/20
- *MAINTAINING COMPETENCE*
- To maintain the requisite knowledge and skill, a lawyer should engage in continuing study and education, **including the knowledge and skills regarding existing and developing technology** that are reasonably necessary to provide competent representation for the client in a particular matter. If a system of peer review has been established, the lawyer should consider making use of it in appropriate circumstances.
- **thirty-five states** have expressly included knowledge of technology in the official comments for their Rules of Professional Conduct.

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**CONFIDENTIALITY**

- Recognize the nature of the threat to confidentiality, including how to treat materials based on their sensitivity.
- Understand how confidential information is stored and transmitted.
- Understand and use reasonable security methods, both on and offline
- Conduct due diligence on vendors who have access to client information
- Train attorneys and staff on how to use technology and security methods.

<https://abaforlawstudents.com/2019/02/20/law-students-avoid-malpractice-and-embrace-technology/>

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**ZOOM/ VIDEO CONFERENCING**

- ZOOM.US
- Meet Clients on zoom
- Staff meetings on zoom
- Board meeting on WEBEX

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**ETHICAL CONSIDERATIONS WITH ZOOM**

- 1) Don't record- place settings so there is no auto recording
- 2) generate new meeting ID for each meeting
- 3) lock the meeting so no one else can join
- 4) detect uninvited participant
- 5) have a waiting room so you can let people in

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### GRAPHICS

- How to create a zoom background
- Canva.com
- <https://www.canva.com/create/zoom-virtual-background/>
- Fodor.com
- Royalty free photos <https://www.123rf.com>

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### COMMUNICATION

- Messenger
- Slack
- Voxer



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### ACCESS TO DOCUMENTS

- iCloud
- Microsoft One Drive
- Dropbox.com
- Hightail.com



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### ACCESS TO PHONE

- VoIP
- OnJive.com
- RingCentral.com
- Google Voice



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### DATA BACKUP

Online or In Office

Carbonite.com

Apple Time Capsule

External Hard Drive



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### DOCUMENT SIGN

- DocuSign.com
- Adobe sign  
<https://acrobat.adobe.com/us/en/sign.html>
- Hellosign.com



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### CRM CONTACT RELATIONSHIP MANAGEMENT

- LessAnnoyingCRM.com
- HubSpot.com
- Keap.com

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### PROJECT MANAGEMENT

- Asana.com
- Basecamp.com
- Trello.com

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### CREDIT CARD PROCESSING

- Negotiate every 6 months
- Stripe
- Paypal.com
- Directpayinc.com
- Authorize.net
- Melio.com



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### NEWSLETTERS

- ConstantContact.com
- MailChimp.com
- Aweber.com



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**A personal note from Lorie**

Dear Gail,

I can't believe I get to lead the most incredible nurses during my retreat. This one was

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### LIGHTS, CAMERA, ACTION!

- Equipment for video
- DSLR Video Camera/ phone or computer
- Lights
- Microphone



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