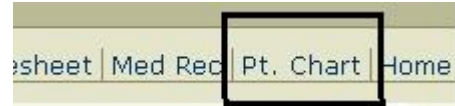


New Look!!!

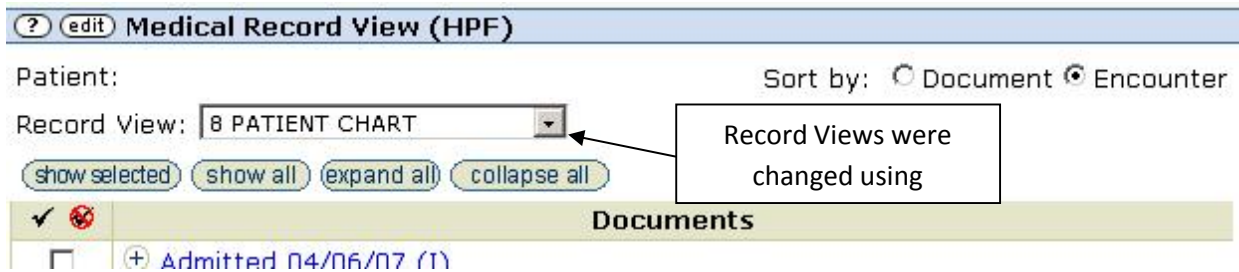
Medical Record View Module

Use for looking at the whole patient chart after discharge (includes scanned documents) and previous encounter charts/ records for any active patients



Found on New Portal Tab called **Pt Chart**

This is the Old Look of the module:



This is the NEW Look of the Module:

This is called the Content Box

Content

Documents | Bookmarks | Patient | Encounter

Expand | Collapse

5 MEDICAL IMAGING | 6 CARDIAC
2 PROGRESS NOTE | 3 LABS | 4 ED CHART
My View | 1 TO DICTATE A NOTE
7 DIAGNOSTIC TEST | 8 PATIENT CHART


BIPAP, RYAN
No global documents for this view

- # 11/08/2004
- [-] FACE SHEET
 - [-] Page 1
- [+] DISCHARGE INSTRUCTION
- [+] HISTORY AND PHYSICAL
- [+] ORDER FORM
- [+] PROCEDURE DOCUMENTS
- [+] 24 HR PATIENT DATA SHEET
- [+] PATIENT ASSESSMENT
- [+] CATH PROCEDURE HEMODYNAM
- [+] PRELIM CATH LAB NOTE
- [+] FKG


New Icons on upper toolbar:



Important Icons:

Note Change - Exit icon  is now on the Right side of toolbar

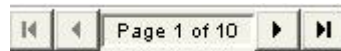
Use to exit the page and go elsewhere in the Portal

Content icon  - click to omit the section seen to the left of the document (record views, encounter or document lists). Click again to get the Content section back.

Page Forward and Back



- Go page to page forward and back thru documents or use small toolbar found lower right below the document



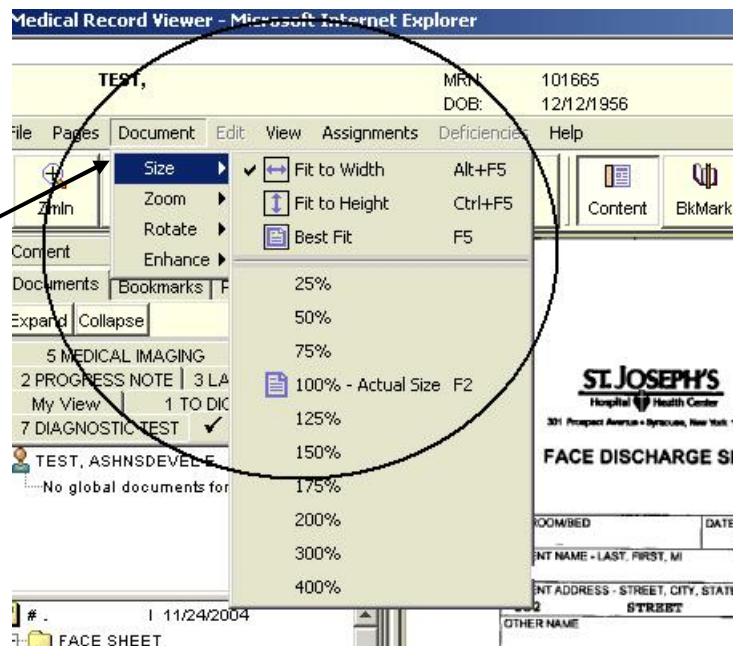
Rotate Left and Right



- Rotates any scanned document 90 ° counter-clockwise (left) or clockwise (right) each time it is clicked.

Change the Size of the document to actual height, width or best fit

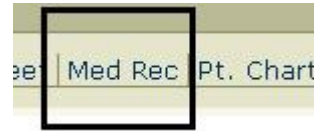
Go to Document
Click Size



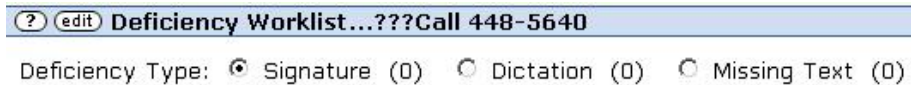
New Look!!!

Deficiency Worklist Module

Now found on it's own **Med Rec Tab**



This is the Old Look of the module:



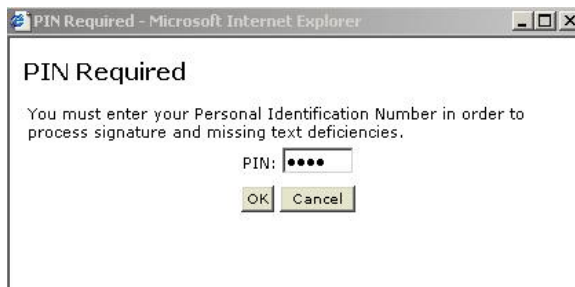
This is the NEW Look of the Module:

✓	Status	Deficiency Document	Patient	MRN	Encounter	Facility	Discharged	Reason
<input type="checkbox"/>	Incomplete	DISCHARGE INSTRUCTION	TEST, ASHNSDEVELO	10	3001	SJ - STJOSEPHS HOSPITAL	11/29/2004 10:23 AM	
<input type="checkbox"/>	Incomplete	PHYSICIAN PROGRESS NOTES	TEST, ASHNSDEVELO	10	3001	SJ - STJOSEPHS HOSPITAL	11/29/2004 10:23 AM	

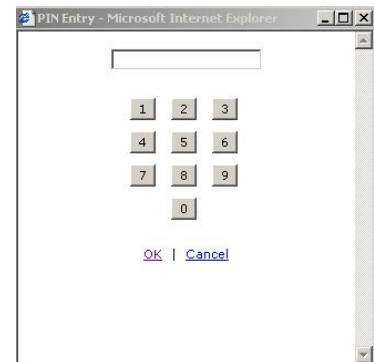
Deficiency Types
 Note ► in front of deficiency type chosen
 (click on name to change type)

Signature PIN :

New Look



Old Look



Missing Text Queue



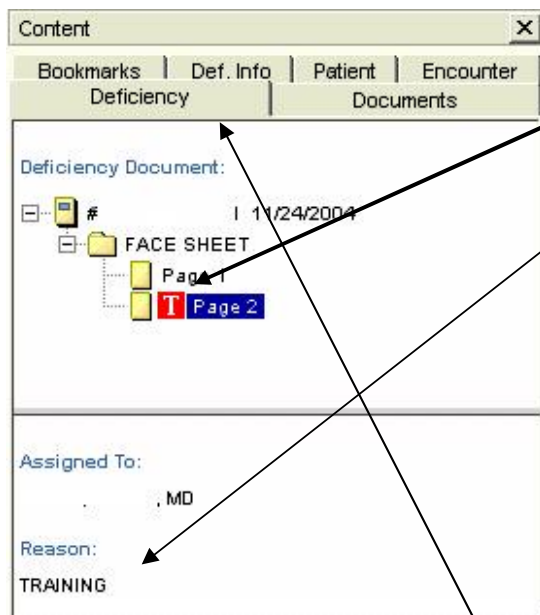
Cmplt = Complete – Accessible only AFTER typing text in the Yellow Text box on document

Skip = Go to next document (leaves current document)

Decline = pick a choice or free-text message back to Medical Records (HIM) staff

MView = Medical Records from all previous encounters

EView = Medical Record from the encounter that the deficiency is associated with



is found next to document that requires text to be typed in.

Reason – identifies what is needed for the Missing Text.



To Review the whole Chart - Use either of these buttons to view the whole medical record – this encounter only (**EView**) or medical records that include all previous encounters (**MView**). Brings up separate window.

Use EXIT to close and go back to the Missing Text Queue.



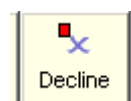
Page through either View using Prev or Next Page buttons or use the toolbar found at bottom right of screen.

NOTE : You can also review the chart without bringing up a separate viewer.....click on **Documents** tab.

You must go back to the Deficiency Tab to Complete or Decline.

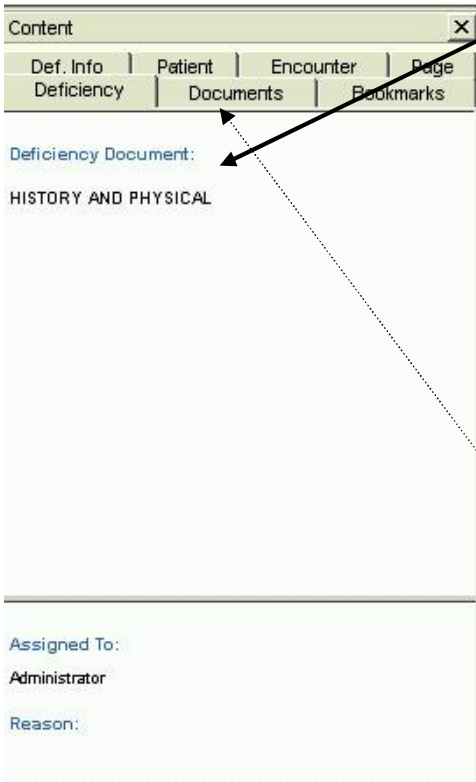


Complete – Click this only AFTER you have typed text in the yellow text box on the document. You cannot Complete until some text is in the yellow box.



Use this button to **Decline** the deficiency. Pick a choice or free-text message back to Medical Records (HIM) staff.

Dictation Queue



Document that needs to be Dictated is note on the Deficiency Tab



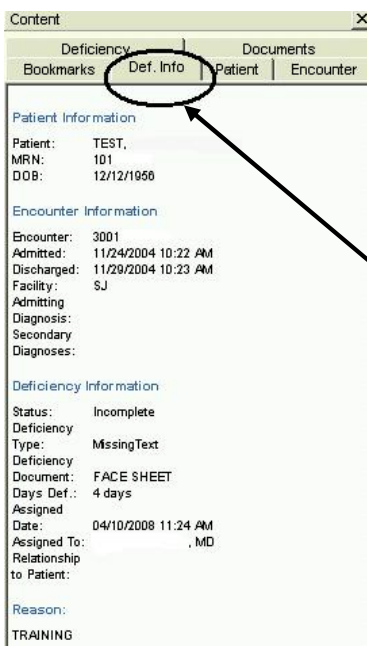
To Review the whole Chart - Use either of these buttons to view the whole medical record - this encounter only (**EView**) or medical records that include all previous encounters (**MView**). Brings up separate window. Use EXIT to close and go back to the Dictation Queue.



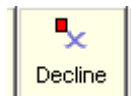
Page through either View using Prev or Next Page icons or toolbar at bottom right of screen.

NOTE : You can also review the chart without bringing up a separate viewer.....click on **Documents** tab.

You must go back to the Deficiency Tab to Complete or Decline.




Complete – Click this only AFTER you have used the phone to complete your dictation



Use this button to **Decline** the deficiency. Pick a choice or free-text a message back to Medical Records (HIM) staff.

NOTE ---- Click **Def. Info** tab in Content section **Def. Info** for patient

information helpful for dictating (In place of  button).

Signature Queue



Auto = Auto Signature button (like the old pencil button) is now before the Signature button!!

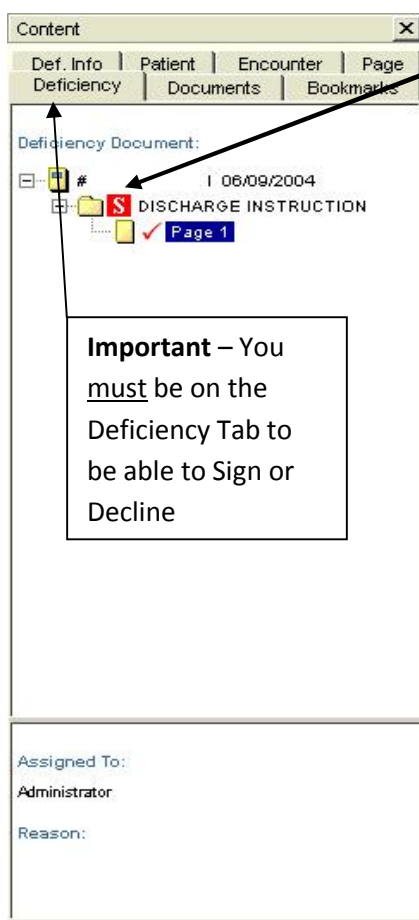
Sign = Signature or Complete

Skip = Go to next document (leaves current document)

Decline = pick a choice or free-text message back to Medical Records (HIM) staff

MView = Medical Records from all previous encounters

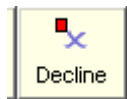
EView = Medical Record from the encounter that the deficiency is associated with



is found next to document that requires a **signature**.



Use this button to add electronic **signature** as before



Use this button to **Decline** the deficiency



To Review the whole Chart - Use either of these buttons

to view the whole medical record - this encounter only (**EView**) or medical records that include all previous encounters (**MView**). Brings up separate window. **Use EXIT to close and go back to the Signature Queue.**



Auto Sign (like old pencil icon ) documents scroll every 2 sec.

If you need to Stop while "auto signing" click the Stop button



Either **continue the auto-sign** process by



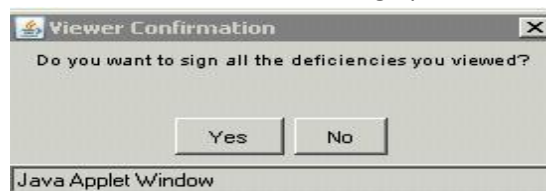
clicking **Cont**



or **Exit** using **Exit**

The following pop-up occurs if you have Stopped the Auto-sign process before it has completed.

Also this pop-up occurs at the end of the Auto-sign process.



Click Yes if you want all the documents signed up to the point that you stopped.....Click No if you want them all back in your Signature Queue.

May 2008