

SENDING MISSING ELEMENTS REQUEST OUT TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

Log into PowerChart

In Patient 's Chart, select the "Notes" tab from Table of Contents

Task Edit View Patient Ch	art Links Notifications Navigation	on Help						
🖓 Home 🌇 MyExperience 🜇 Am	bulatory Organizer 🔢 Autotext Copy	🛉 Patient List 🤎 Cardiovascular 📁 Case Selection 🎬 Dyn	amic Worklist 🔚 Schedule Perioperative Tracking	🔋 🔚 DA2 🔚 DA 🔚 Bedboard 😋 Oracle Bridge 😋 Clinical Edu	cation 🔃 Service Desk Help 🕄 HDS ESPAN 🕛 🐁 Criti.: 0 Abnor.: 0 Propo.: 0 💡			
Tear Off 🇱 Suspend 🚕 Charge	s 🌮 Charge Entry 📲 Exit 📋 Calculat	tor 🛛 🔐 Message Sender 🎬 AdHoc 🎟 Medication Administ	ration 🐞 Specimen Collection 🔒 PM Conversation 👻 🎼 Depart	📲 Communicate 🝷 🔝 Medical Record Request 🔤 Result Copy 🛼	Related Records 🕂 Add 👻 🛐 Create PHI 🔯 iAware 🧾 Capacity Management 🌷			
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Women's Health View		Chief Complaint			Selected Visit			
Therapist View (Rehabilitation)	Chief Complaint	Enter Chief Complaint						
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Inpatient View	Allergies (1)							
Pharmacist Workflow	Vital Signs	Role/Relationship	Contact	Phone				
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MAR Summary	Order Profile				Review Incomplete Mark as Reviewed			
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Select the "Add" button

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SENDING MISSING ELEMENTS REQUEST OUT TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

Add Document: SYSTEMTESTING, HIMTWO - 11001170
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*Date: 08/Nov/2024 🗘 V 1400 🖨 EST Status: In Progress
Subject:
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Change the "Author" field to Physician's Name, which is the physician you are assigning the deficiency to.

Add Document: SYSTEMTESTING, HIMTWO - 11001170										
	-			7						
*Type:	Missing Elemer	nt	~	,	*Author:	Tam, Benjami	n Ho-Lai		9	
*Date:	08/Nov/2024	14	00	EST	Status:	In Progress				
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Enter a "Subject" in the Subject field.

Add details in the text of the Missing Element note.

Add Document: SYSTEMTESTING, HIMTWO - 11001170

*Type:	Missing Eleme	nt		~	*Author:	Tam, Benja	imin Ho-Lai		4	
*Date:	08/Nov/2024	• ~ 14	00	EST	Status:	In Progre	55			
Subject:	Please Review	and Revise - M	issing MRD							
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Hi Dr. Ta	m									

Can you please add a "Most Responsible Diagnosis" to Discharge Summary. Thank you,







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HOSPITAL INFORMATION SYSTEM (HIS)

Click Submit at bottom.

1				
	Submit	Save	Save & Close	Cancel
	and the second			

Click "Yes" to view created document.

P View New Document	×
View newly created document now?	
Remember my selection and do not display this message again.	Yes No

The Missing Element note populates the Physician's Documents to Sign folder in Message Center, a Missing Element deficiency is created and a new task populates the HIM analysis – Missing Element task queue.

Continue to analyze the current encounter as necessary, and click "Complete Analysis Task and OK



Physician will modify and add addendum to the documentation as appropriate. (The report will have "Document contains Addenda" in red print at the top).







SENDING MISSING ELEMENTS REQUEST OUT

HOSPITAL INFORMATION SYSTEM (HIS)

Login to AppBar and select Patient Deficiency Analysis

Select the Task Type of "HIM Analysis – Missing Element" and select Facility in dropdown list.

TIP SHEET

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_		11000545	Pending	HIM Ana	alysis	- IP
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		11000306	Pending	HIM Apa	alveie	- IP

View the patient's listed in this task queue, and double-click a patient that has "Analysis-Received Missing Element" in the Reason column.

Task Queue										- a ×
Task View Help										
8888881808	HIM Analysis - M	ssing Elements	St. Catharines Site	¥						As of 14:40:58
Filters: Update Date: All Dates/ Co	omplete/ In Process/ F	ending/ Opened/ On	Hold							
Name	MRN	Task Status	Task Type	Reason	User	Update Date	Create Date	Admit Date	Discharge Date	Patient Type
ZZTEST, RENEE	11000294	Pending	HIM Analysis - Missing		SYSTEM, SYSTEM Cerner	2024-Sep-26 13:36:28	2024-Sep-26 13:36:28	2023-Oct-20 10:00:16	2023-Oct-20 10:10:03	Inpatient
SYSTEMTEST, HIMTWO ZZZ	11000701	OnHold	HIM Analysis - Missing	Analysis - Received Missing Element	NHS Test08, HIM - Health Records Clerk	2024-Aug-16 10:50:34	2024-Mar-19 10:57:28	2024-Feb-02 16:31:37	2024-Feb-02 16:31:37	Outpatient
SYSYTEMTEST, HIMTHREE ZZZ	11000053	Opened	HIM Analysis - Missing		Voth, Kimberley	2024-Nov-08 14:37:22	2024-Jul-05 13:38:17	2024-Mar-06 12:14:46	2024-Mar-06 12:14:46	Inpatient
SYSTEMTEST, HIMONE ZZZ	11001205	OnHold	HIM Analysis - Missing	Analysis - Received Missing Element	Voth, Kimberley	2024-Nov-08 14:36:17	2024-Mar-22 10:48:02	2024-Mar-19 14:41:58	2024-Mar-22 10:44:00	Inpatient
SYSTEMTEST, HIMTEN ZZZ	11001249	OnHold	HIM Analysis - Missing	Analysis - Received Missing Element	NHS Test01, HIM - Health Records Clerk	2024-Jul-05 10:39:15	2024-Jul-05 08:58:22	2024-Mar-22 09:48:24	2024-Mar-22 09:48:24	Inpatient
SYSTEMTEST, HIMSEVEN ZZZ	11000700	Pending	HIM Analysis - Missing		NHS Test01, HIM - Health Records Clerk	2024-Mar-12 14:00:26	2024-Mar-22 09:24:21	2024-Feb-02 16:14:49	2024-Apr-08 10:01:00	Outpatient
ITTWO, FETALHEARTMARIE	11053024	Pending	HIM Analysis - Missing		NHS Test08, HIM - Health Records Clerk	2024-Aug-16 10:52:39	2024-Aug-01 09:43:58	2024-Jul-31 09:09:57	2024-Aug-01 09:04:00	Inpatient

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HOSPITAL INFORMATION SYSTEM (HIS)

Review the Missing Element note as needed and verify that the Physician created new documentation or updated existing documentation as requested.

Result type:	Progress Note
Result date:	06-Mar-2024 12:14 EST
Result status:	Modified
Result title:	Progress Note
Performed by:	NHS Test01, Physician - Hospitalist on 26-Mar-2024 10:02 EDT
Verified by:	NHS Test01, Physician - Hospitalist on 26-Mar-2024 10:02 EDT
Encounter info:	22-000379, SCS, Inpatient, 06/Mar/2024 - 06/Mar/2024

* Final Report * Document Contains Addenda

Performed by:NHS Test01, Physician - Hospitalist on 26-Mar-2024 10:02 (Verified) Tested Signed MArch 26th 2024

Signature Line Electronically Signed on 26-Mar-2024 10:02

NHS Test01, Physician - Hospitalist

Click Complete Analysis Task and OK.





Click OK



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