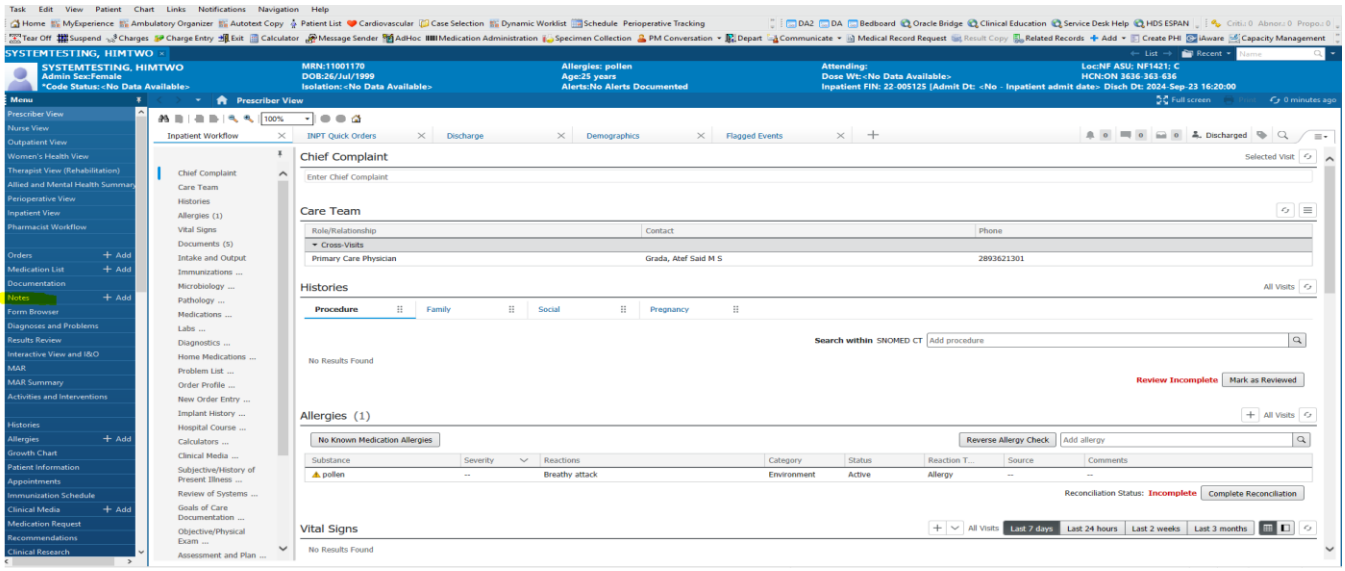
SENDING MISSING ELEMENTS REQUEST OUT TIP SHEET

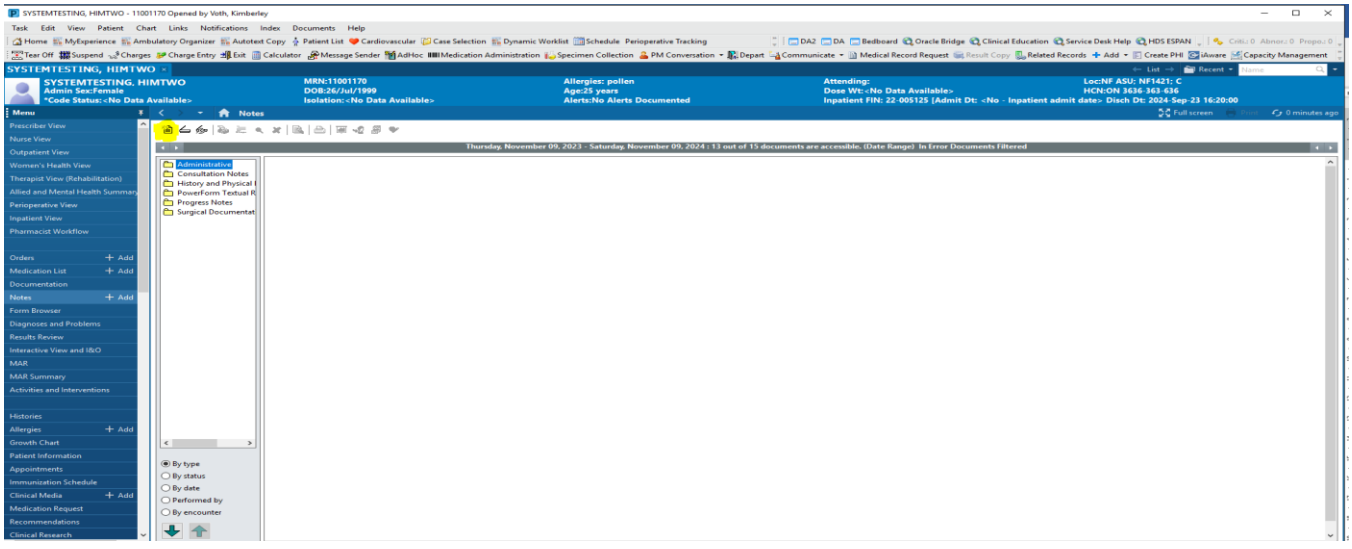
HOSPITAL INFORMATION SYSTEM (HIS)

Log into PowerChart

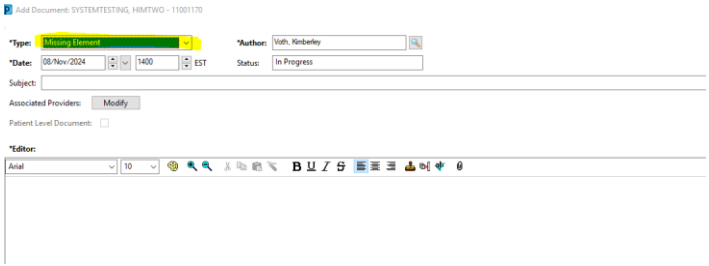
In Patient ‘s Chart, select the “Notes” tab from Table of Contents



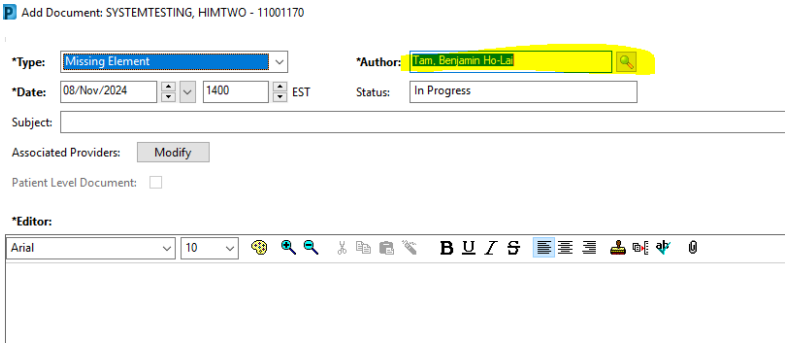
Select the “Add” button



Select "Missing Element" from the Type field.

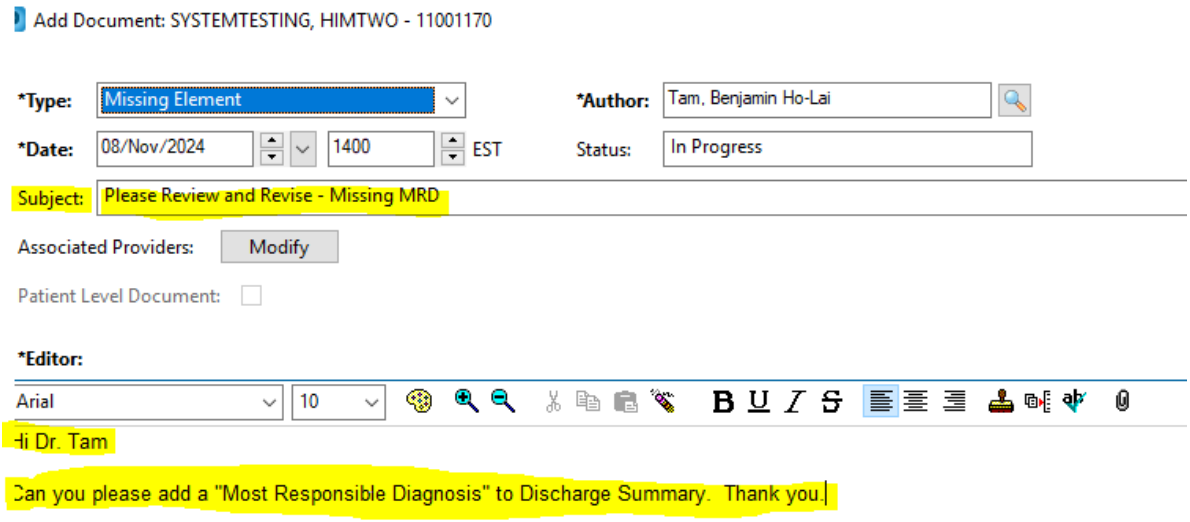


Change the "Author" field to Physician's Name, which is the physician you are assigning the deficiency to.

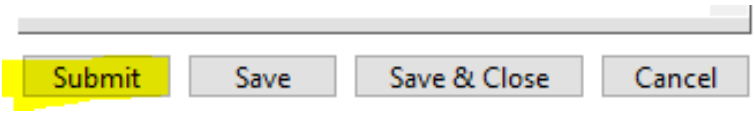


Enter a "Subject" in the Subject field.

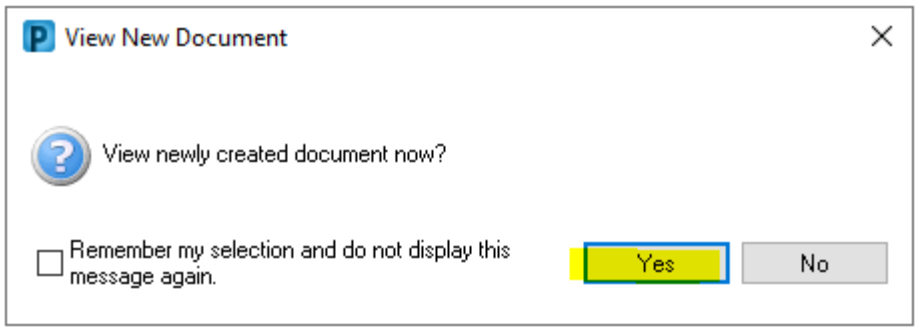
Add details in the text of the Missing Element note.



Click Submit at bottom.

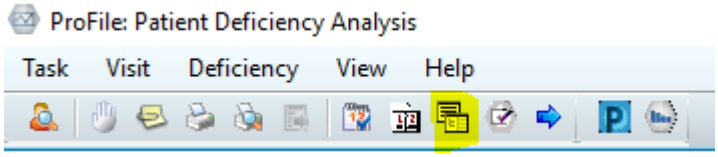


Click "Yes" to view created document.



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



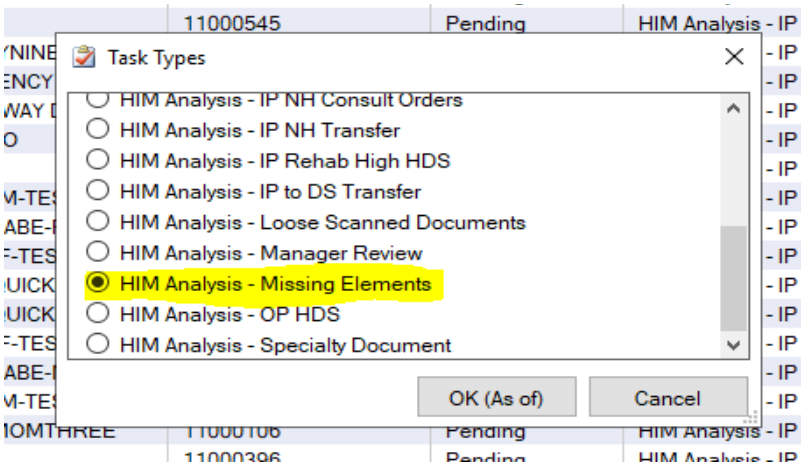
Physician will modify and add addendum to the documentation as appropriate. (The report will have "Document contains Addenda" in red print at the top).

SENDING MISSING ELEMENTS REQUEST OUT TIP SHEET

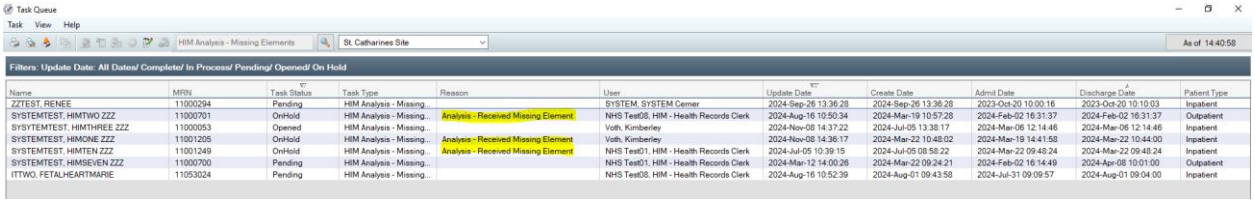
HOSPITAL INFORMATION SYSTEM (HIS)

Login to AppBar and select Patient Deficiency Analysis

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



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



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

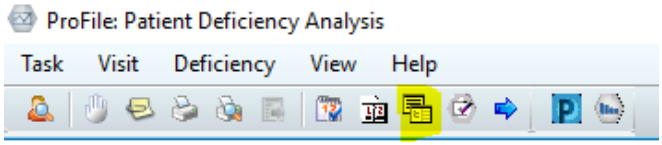
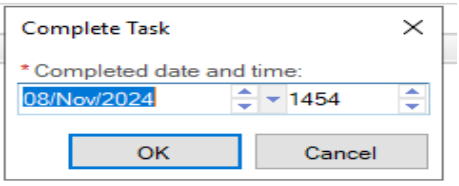
*** Final Report ***
Document Contains Addenda

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