DEFICIENCY MANAGEMENT ANALYSIS – ANTICIPATED DOCUMENTS MATCH AND TAG

DEFICIENCY MANAGEMENT ANALYSIS – MATCH AND TAG

The process involves matching anticipated or expected documents to a patient's record, by identifying which documents are anticipated to be missing or incomplete, and tagging them in the Patient Deficiency Analysis application against the corresponding patient and the physician (responsible for assigned deficiency document). (Matching a specialty consult with a generic consult deficiency)

STEPS

1. Log in to Millennium using your authenticated credentials (username and password).
2. Select 'Task Queue' from AppBar

Click on Task Queue icon in Taskbar

3. Task queue window opens, select the required task list by selecting
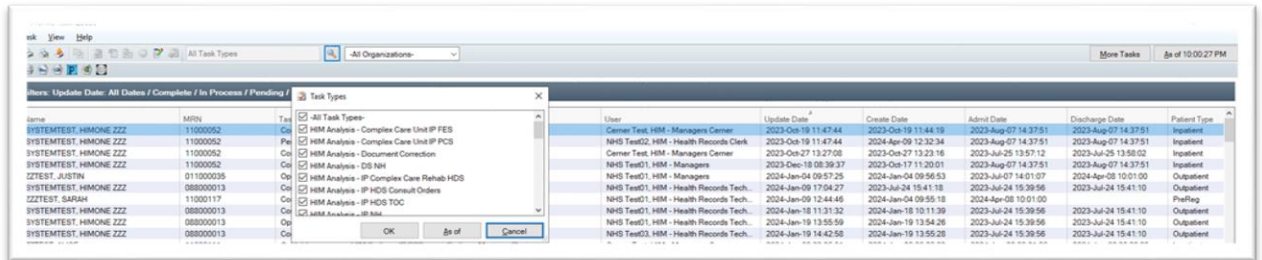   a. 'Facility' from the Facility/Organization dropdown list

b. 'Task Type' from the Task Type dropdown (Select the magnifying glass near task types dropdown and then select the required task type from the dropdown listed)

4. From the list of results generated, select the required patient record by double clicking on the patient record which opens the corresponding 'Patient Deficiency Analysis' window.
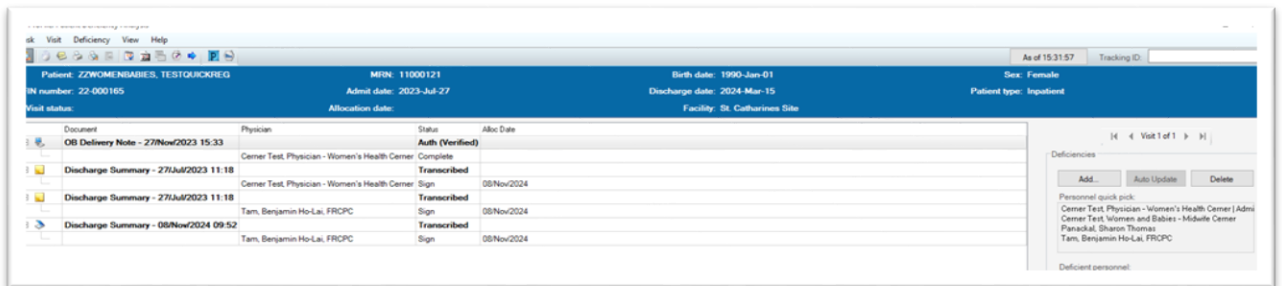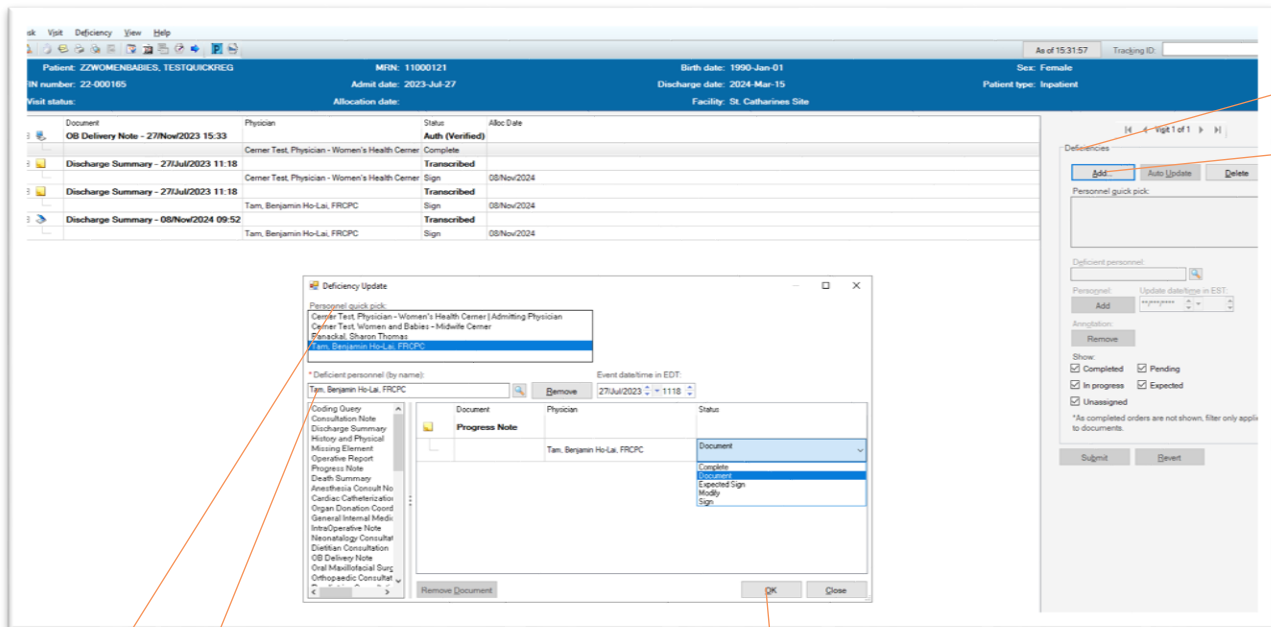
5. To add an anticipated document as a deficiency:

a. Select 'Deficiencies'
b. Select the 'Add' button
c. From the 'Deficiency Update' window, select required personnel from the 'Personnel quick pick' dropdown or search for the personnel from the 'Deficient Personnel (by name)' search bar
d. Select the required anticipated document from the documents list
e. Select 'Ok' to complete the process