

TIP SHEET HOSPITAL INFORMATION SYSTEM (HIS)

DEFICIENCY MANAGEMENT ANALYSIS – SCANNED DOCUMENT CORRECTION AND SIGNATURE

DEFICIENCY MANAGEMENT ANALYSIS

The process involves identifying missing elements, such as signatures or incomplete forms, in patient records. Missing information is addressed by scanning the relevant paper documents back into the system to ensure the record is complete and accurate before finalization.

STEPS

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



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

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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)

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4. From the list of results generated, select the required patient record by double clicking the patient name's encounter from the analysis task queue to open the task.

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5. From the document's pane, select a scanned document that requires a signature.



Note: If the selected patient record has a missing scanned document, you can add the same by clicking on the Powerchart icon (on the screenshot above). Through Powerchart, user can add the required scanned document with deficiency, for instance missing physician sign.





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6. Select the required Physician name in 'Personnel Quick Pick' or search for the Physician Name by using the 'Deficient personnel' search. Click the 'Add' button under Personnel.

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FIN nu	nber: 22-000165	Admit date: 202	3-Jul-27	Discharge date: 2024-Mar-15	Patient type: Inpo	stient
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7. Select the required document with deficiency, and then select 'Sign' from the dropdown menu under 'Transcribed' dropdown.

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8. User will then be allowed to indicate the sign field for the physician to sign within the required document.

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9. Click on 'Submit' to complete the process.





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