

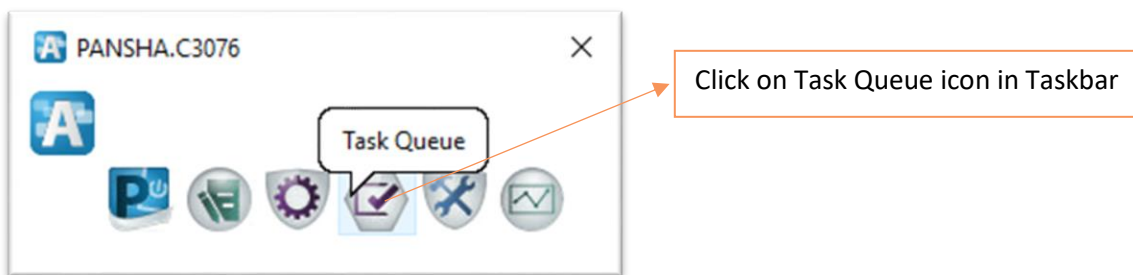
DEFICIENCY MANAGEMENT ANALYSIS – SCANNED DOCUMENT CORRECTION AND SIGNATURE

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

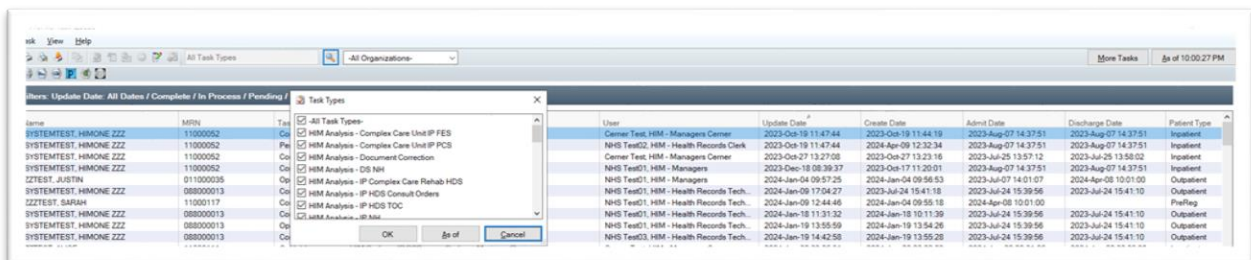
1. Log in to Millennium using your authenticated credentials (username and password).
2. Select 'Task Queue' from AppBar



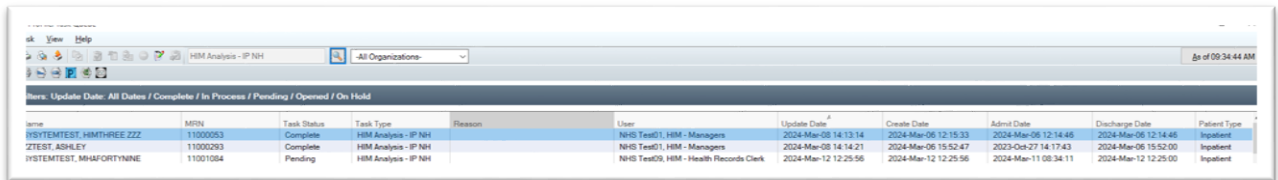
3. Task queue window opens, select the required task list by selecting
 - a. 'Facility' from the Facility/Organization dropdown list



- 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)

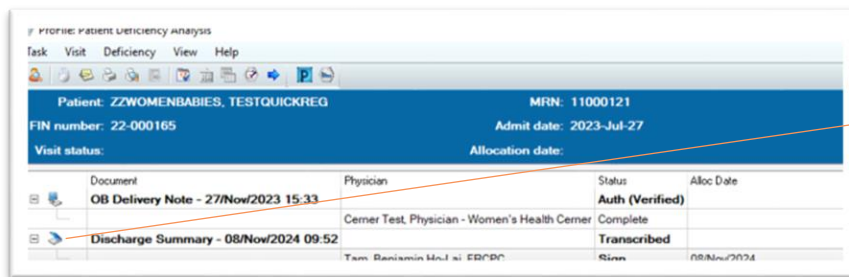


- From the list of results generated, select the required patient record by double clicking the patient name's encounter from the analysis task queue to open the task.



Name	MRN	Task Status	Task Type	Reason	User	Update Date	Create Date	Admit Date	Discharge Date	Patient Type
YSYSTEMEST_HMTHREE_ZZZ	11000293	Complete	HIM Analysis - IP NH		NHS Test01_HIM - Managers	2024-Mar-08 14:13:14	2024-Mar-06 12:15:33	2024-Mar-06 12:14:45	2024-Mar-06 12:14:45	Inpatient
ZTEST_ASHLEY	11000293	Complete	HIM Analysis - IP NH		NHS Test01_HIM - Managers	2024-Mar-08 14:14:21	2024-Mar-06 15:52:47	2023-Oct-27 14:17:43	2024-Mar-06 15:52:00	Inpatient
YSYSTEMEST_MHAFORTYNINE	11001084	Pending	HIM Analysis - IP NH		NHS Test09_HIM - Health Records Clerk	2024-Mar-12 12:25:56	2024-Mar-12 12:25:56	2024-Mar-11 08:34:11	2024-Mar-12 12:25:00	Inpatient

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



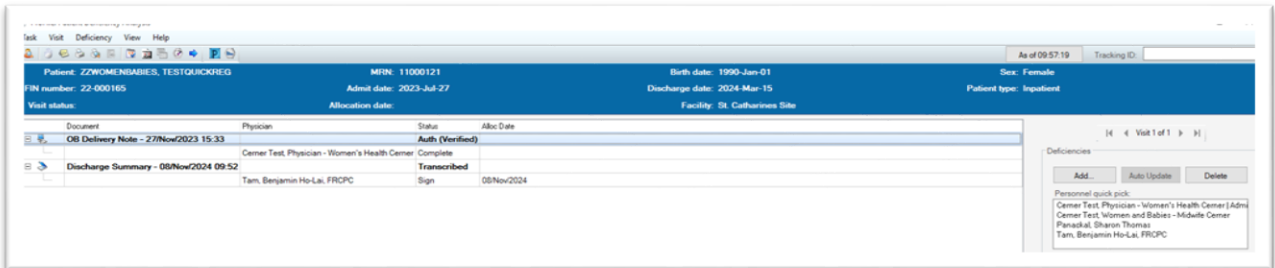
Patient: ZZWOMENBABIES, TESTQUICKREG MRN: 11000121
 FIN number: 22-000165 Admit date: 2023-Jul-27
 Visit status: Allocation date:

Document	Physician	Status	Alloc Date
OB Delivery Note - 27/Nov/2023 15:33		Auth (Verified)	
Discharge Summary - 08/Nov/2024 09:52	Cerner Test, Physician - Women's Health Cerner	Complete	
	Tom, Benjamin M.D. EB/CDC	Transcribed	08/Nov/2024

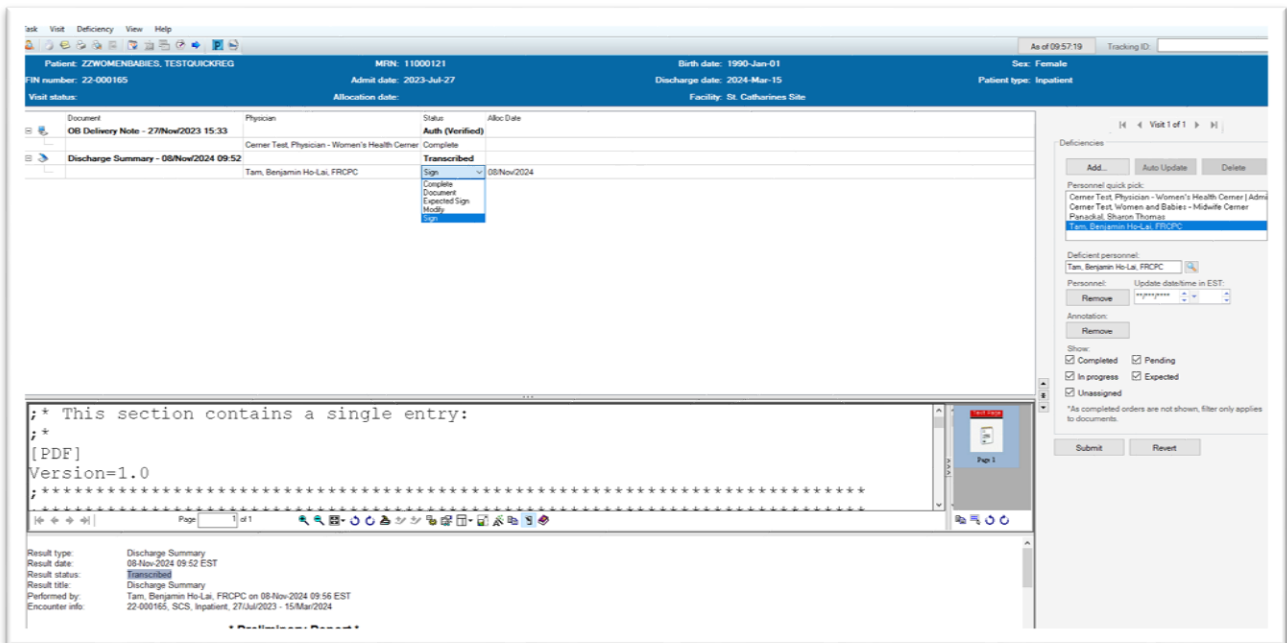
Scanned document indicated by the scanner icon

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.

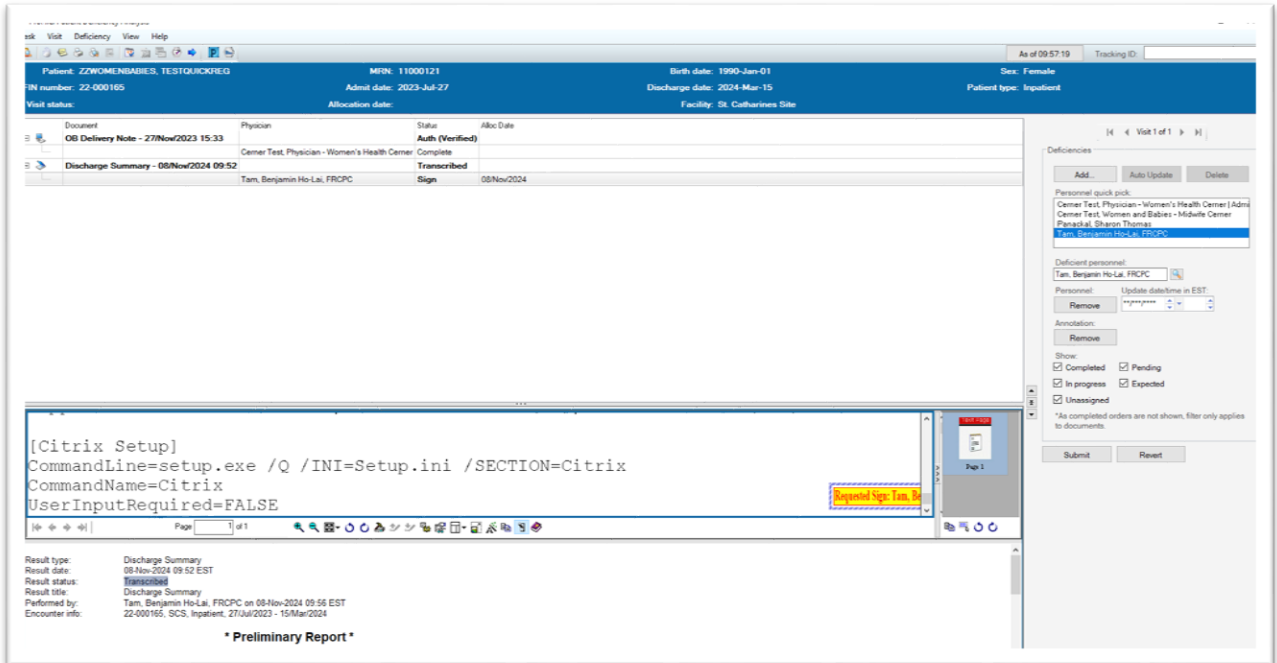
6. Select the required Physician name in 'Personnel Quick Pick' or search for the Physician Name by using the 'Deficient personnel' search. Click the 'Add' button under Personnel.



7. Select the required document with deficiency, and then select 'Sign' from the dropdown menu under 'Transcribed' dropdown.



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



The screenshot displays the HIS interface for document review. The patient information at the top includes: Patient: ZZWOMENIABIES, TESTQUICKREG; MRN: 11000121; Birth date: 1990-Jan-01; Sex: Female; IN number: 22-000165; Admit date: 2023-Jul-27; Discharge date: 2024-Mar-15; Patient type: Inpatient; Facility: St. Catharines Site.

Document	Physician	Status	Auth (Verified)	Alko Date
OB Delivery Note - 27/Nov/2023 15:33	Center Test, Physician - Women's Health Center	Complete	Auth (Verified)	
Discharge Summary - 08/Nov/2024 09:52	Tam, Benjamin Ho-Lai, FRPC	Transcribed	Sign	08/Nov/2024

The Citrix Setup window shows the following command line: `[Citrix Setup] CommandLine=setup.exe /Q /INI=Setup.ini /SECTION=Citrix CommandName=Citrix UserInputRequired=FALSE`. A yellow box highlights the 'Required Sign: Tam, B' field.

The Deficiencies panel on the right includes a 'Personnel quick pick' dropdown with the following options: Center Test, Physician - Women's Health Center (Admin), Center Test, Women and Babies - Midwife Center, Psychiat, Sharon Thomas, and Tam, Benjamin Ho-Lai, FRPC. The 'Deficient personnel' field is set to 'Tam, Benjamin Ho-Lai, FRPC'. The 'Personnel' field is also set to 'Tam, Benjamin Ho-Lai, FRPC'. The 'Annotation' field is empty. The 'Show' section has checkboxes for 'Completed', 'Pending', 'In progress', and 'Expected', with 'Completed' and 'Expected' checked. The 'Submit' and 'Revert' buttons are at the bottom of the panel.

At the bottom of the screen, the result type is 'Discharge Summary', result date is '08-Nov-2024 09:52 EST', result status is 'Transcribed', result title is 'Discharge Summary', and performed by is 'Tam, Benjamin Ho-Lai, FRPC on 08-Nov-2024 09:56 EST'. The encounter info is '22-000165, SCS, Inpatient, 27/Jul/2023 - 15/Mar/2024'. The text '* Preliminary Report *' is displayed at the bottom.

- Click on 'Submit' to complete the process.