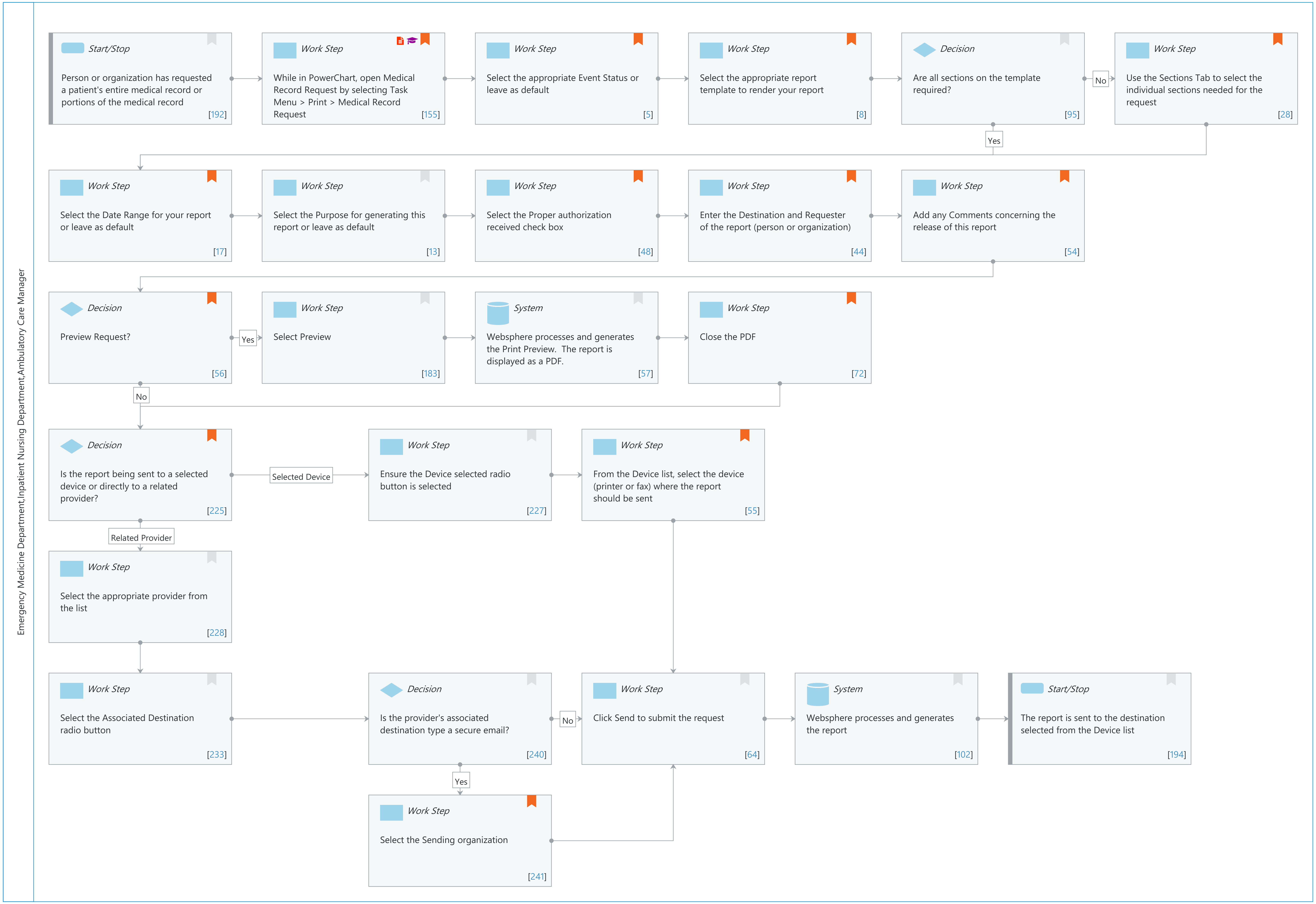
Future State: Clinical Reporting - Medical Record Request - Encounter

Cerner Workflow ID: 9177 (v. 17.0) Client Workflow ID: 970

Last updated by Idris Ajiboye, Apr 11, 2024 11:53am (UTC -4 hours)



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Workflow Details:

Workflow Name:	Clinical Reporting - Medical Record Request - Encounter
Workflow State:	Future State
Workstream:	Discharge/Check Out
Venue:	Acute Care Ambulatory Emergency Medicine Long Term Care Post Acute
Client Owner:	
Cerner Owner:	
Standard:	Yes
Related Workflow(s):	
Tags:	

Workflow Summary:

Service Line:	
Related Solution(s):	Clinical Reporting XR
Project Name:	Niagara Health System:OPT-0297674:NIAG_CD Niagara HIS RFP
TestBuilder Script(s):	
Cerner Workflow ID:	9177 (v. 17.0)
Client Workflow ID:	970
Workflow Notes:	For the steps to configure and follow the workflow, see Understand Medical Record Request Encounter Workflow . The Medical Record Request workflow allows users to print or fax documentation directly from the patient's chart. This allows a care provider to provide documentation directly to a patient, an external provider, or another care facility. This workflow ensures an audit trail is created that captures details around the release in the event of a legal accounting of disclosures request.
Introduced By:	WS 4
Validated By:	WS 6

Swim Lane:

Role(s):	Emergency Medicine Department Inpatient Nursing Department Ambulatory Care Manager [Custom]
Department(s):	

Security Position(s):

Start/Stop [192]

Description: Person or organization has requested a patient's entire medical record or portions of the medical record

Work Step [155]

Description: While in PowerChart, open Medical Record Request by selecting Task Menu > Print > Medical Record Request

Step Impact: Policy/Procedure
Training

Work Step [5]

Description: Select the appropriate Event Status or leave as default

Comments: Verified Only - Includes all published results considered authenticated, verified, or modified.

Verified and Pending - Includes all published results considered verified, modified, in-progress, unauthenticated, transcribed, or transcribed-corrected.

All Results - Includes all published results in any defined status including In Error.

Work Step [8]

Description: Select the appropriate report template to render your report

Comments: The user will see the templates that have been granted to them through Template Security.

Decision [95]

Description: Are all sections on the template required?

Work Step [28]

Description: Use the Sections Tab to select the individual sections needed for the request

Comments: The Sections tab is viewable when the Allow MRR Section Selection privilege is set to Yes.

Work Step [17]

Description: Select the Date Range for your report or leave as default

Comments: Clinical Range - Results will qualify that were clinically significant for the selected date range.

Posting Range - Results will qualify that were posted to the data base for the selected date range.

Work Step [13]

Description: Select the Purpose for generating this report or leave as default

Work Step [48]

Description: Select the Proper authorization received check box

Comments: Not all requests require authorization to release the chart. Refer to your organizations policy to determine when it is necessary.

Work Step [44]

Description: Enter the Destination and Requester of the report (person or organization)

Comments: Although not a required field, this field is recommended for the use of the Disclosure Audit Report.

Work Step [54]

Description: Add any Comments concerning the release of this report

Comments: The maximum number of characters is 1000. These comments will only be viewable/printable in the Disclosure Audit Report.

Decision [56]

Description: Preview Request?

Comments: The ability to Preview the chart is granted by a privilege. If the user's position does not have the privilege granted, they will not have the Preview button available.

Work Step [183]

Description: Select Preview

System [57]

Description: Websphere processes and generates the Print Preview. The report is displayed as a PDF.

Work Step [72]

Description: Close the PDF

Comments: Do not print or save the chart through the PDF Reader. Doing so eliminates the audit trail of the release which is used for capturing the release details in the Disclosure Audit Report.

Decision [225]

Description: Is the report being sent to a selected device or directly to a related provider?

Comments: The Request Clinical Reports for Others privilege must be granted to select a provider from the Related Providers tab

Work Step [227]

Description: Ensure the Device selected radio button is selected

Work Step [55]

Description: From the Device list, select the device (printer or fax) where the report should be sent

Comments: If the user selects a printer, a spin box asking for the number of copies is displayed to the right of the Device box. Select or enter the number of copies to be generated.

If the user selects a fax station, a dialog box is displayed allowing the following information to be specified: Phone number, Transmit Date/Time. If a predefined number has been configured for the fax number, it will be viewable for confirmation by the user.

Work Step [228]

Description: Select the appropriate provider from the list

Work Step [233]

Description: Select the Associated Destination radio button

Decision [240]

Description: Is the provider's associated destination type a secure email?

Work Step [64]

Description: Click Send to submit the request

System [102]

Description: Websphere processes and generates the report

Start/Stop [194]

Description: The report is sent to the destination selected from the Device list

Work Step [241]

Description: Select the Sending organization

Comments: The sending organization must be set up with a valid secure email