HIM Coder,HIM - Health Records Technician

Off Page Reference
HIM - Coding: Integrated Encoder (Inpatient/Outpatient Coding) [17]

Work Step
Right Click on task and select notes [4]

Work Step
Select Encounter Note Type [23]

Work Step
Enter comments indicating why the task requires review [72]

Work Step
Click Save Note [74]

Work Step
Right click on the task, select Pass and enter pass reason [31]

Work Step
Click OK [39]

System
Task status updates to On Hold [42]

Decision
Is pass reason Coding - Manager Review, Coding - Training Review, or Coding - Data Quality Analyst Review? [33]

Decision
Is a pass reason selected Path/Labs Out of Organization Documentation [86]

No

Work Step
Select pass reason, select the responsible party, and enter in a description. Click OK. [121]

Yes

System
Work Item notifies the responsible party to complete task [101]

System
Coder receives Discern Notification once responsible party has resolved the work item [105]

Yes

No

Work Step
Click on Discern Notification icon to open the Discern Notification view [128]

Work Step
Click Incomplete and add comment [114]

No

Decision
Has task been completed? [109]

Yes

Work Step
Click Complete [115]

Work Step
Review tasks On Hold daily [46]

Decision
Able to finalize coding? [49]

Yes

System
Original task is updated with pass reason Coding - Review Complete [26]

No

Management/Manager

System
Task is created in Manager Review Queue, Training Review Queue, or Data Quality Analyst Queue [19]

Work Step
Review queue daily (or multiple times a day) [8]

Work Step
Double click on task in the task queue [21]

System
Launch Powerchart and access 3rd party coding solution [135]

No

Work Step
Click the Notes tab to view the note [60]

Work Step
Click Add Note and select Encounter Note Type. Add comments and click Save Note. [62]

Work Step
Close the task to return to the coding queue [64]

Decision
Is review complete? [77]

Yes

Work Step
Right click on task and Select Complete [69]

Future State: HIM - Coding: Coding (Pass on Task)

Cerner Workflow ID: 10447 (v. 16.0)   Client Workflow ID: 472

Last updated by **Mayank Malik**, Feb 15, 2024 5:59pm (UTC -4 hours)

Workflow Details:

Workflow Name: HIM - Coding: Coding (Pass on Task)
Workflow State: Future State
Workstream: Post-Discharge/Post-Visit
Venue: Acute Care
Emergency Medicine
Perioperative
Client Owner:
Cerner Owner:
Standard: Yes
Related Workflow(s):
Tags:

Workflow Summary:

Service Line:
Related Solution(s): Health Information Management
Project Name: Niagara Health System:OPT-0297674:NIAG_CD Niagara HIS RFP
TestBuilder Script(s):
Cerner Workflow ID: 10447 (v. 16.0)
Client Workflow ID: 472
Workflow Notes: For the steps to configure and follow the workflow, see Understand Coding Pass on Task Workflow .

With the Coding (Pass on Task) workflow, coders save a task as a draft and select an
appropriate pass reason, which updates the task to an On Hold
status. Certain pass reasons automatically update when providers
complete documentation, which notifies coders that they can
finalize coding. This eliminates the need for coders to have to
manually look in PowerChart to see if the documentation has been
completed yet or not.

Pass reasons associated with work items send Discern notifications to clinical
personnel when charge correction is needed. Discern notifications
serve as a communication tool which eliminates the need for calling
and emailing among departments. This streamlines the charge
correction process so that coders can finalize coding more quickly.

This workflow also includes a process for manager review, peer review, and training
review. These pass reasons and task queues

Future State: HIM - Coding: Coding (Pass on Task)

should be used for new hires when they have coding questions that need to be answered before being able to finalize coding. This assists with reducing the chances of receiving denials due to inaccurate coding.

Introduced By: WS 1
Validated By: WS 6

Swim Lane:

Role(s): HIM Coder
HIM - Health Records Technician [Custom]
Department(s): Health Information Management
Security Position(s): HIM - Coders

Off Page Reference [17]

Workflow Link: HIM - Coding: Integrated Encoder (Inpatient/Outpatient Coding)

Work Step [4]

Description: Right Click on task and select notes

Work Step [23]

Description: Select Encounter Note Type

Work Step [72]

Description: Enter comments indicating why the task requires review

Work Step [74]

Description: Click Save Note

Work Step [31]

Description: Right click on the task, select Pass and enter pass reason

Work Step [39]

Description: Click OK

System [42]

Description: Task status updates to On Hold

Future State: HIM - Coding: Coding (Pass on Task)

Decision [33]

Description: Is pass reason Coding - Manager Review, Coding - Training Review, or Coding - Data Quality Analyst Review?

Decision [86]

Description: Is a pass reason selected Path/Labs Out of Organization Documentation

Comments: Do not place task on hold for Dept/Lab if you receive a coding edit for Blood Type and Screen or Blood Type and Cross being on a different encounter than the Blood Product/Transfusion. Coding should bypass the edit as Type and Cross can be coded on a different encounter than the Product/Transfusion.

Only applicable with Cerner Patient Accounting.

Work Step [121]

Description: Select pass reason, select the responsible party, and enter in a description. Click OK.

Comments: Only applicable with Cerner Patient Accounting.

System [101]

Description: Work Item notifies the responsible party to complete task

Comments: Only applicable with Cerner Patient Accounting.

System [105]

Description: Coder receives Discern Notification once responsible party has resolved the work item

Comments: This Discern Notification icon will appear on the bottom banner when the coder logs into AccessHIM.

Only applicable with Cerner Patient Accounting.

Work Step [128]

Description: Click on Discern Notification icon to open the Discern Notification view

Comments: Only applicable with Cerner Patient Accounting.

Work Step [114]

Description: Click Incomplete and add comment

Comments: Only applicable with Cerner Patient Accounting.

Future State: HIM - Coding: Coding (Pass on Task)

Decision [109]

Description: Has task been completed?

Comments: Only applicable with Cerner Patient Accounting.

Work Step [115]

Description: Click Complete

Comments: Only applicable with Cerner Patient Accounting.

Work Step [46]

Description: Review tasks On Hold daily

Comments: Pass reasons Lab, Cath Lab, Radiology, Surgery or ED will only be reviewed when a discern notification has been received.

Decision [49]

Description: Able to finalize coding?

Comments: Complete the following for pass reasons with discern notification. If able to finalize coding click action code in Discern Notify of Complete. If not able to finalize code update comments in discern notify and click complete

System [26]

Description: Original task is updated with pass reason Coding - Review Complete

Swim Lane:

Role(s): Management/Manager

Department(s): Health Information Management

Security Position(s): HIM - Managers

System [19]

Description: Task is created in Manager Review Queue, Training Review Queue, or Data Quality Analyst Queue

Work Step [8]

Description: Review queue daily (or multiple times a day)

Work Step [21]

Description: Double click on task in the task queue

Future State: HIM - Coding: Coding (Pass on Task)

Cerner Workflow ID: **10447** (v. 16.0)   Client Workflow ID: **472**

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System [135]
Description: Launch Powerchart and access 3rd party coding solution

Work Step [60]
Description: Click the Notes tab to view the note

Work Step [62]
Description: Click Add Note and select Encounter Note Type. Add comments and click Save Note.

Work Step [64]
Description: Close the task to return to the coding queue

Decision [77]
Description: Is review complete?

Work Step [69]
Description: Right click on task and Select Complete