

HIM ROLES

HANDLING REFUSALS (CO-SIGN ORDERS & ANTICIPATED DOCUMENTS) TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

HIM- Refusals (Cosign orders)

1. Log into **PowerChart** from the **AppBar**.



2. From the message Center, click the Proxies tab.



3. Select the **Refusal Inbox** from the **Proxies drop-down menu**.



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4. Select the Orders folder and Co-sign orders.





HOSPITAL INFORMATION SYSTEM (HIS)

5. Double-click on the **Order.**

Inbox Summary 4	Orders X	
Inbox Proxies Pools	🖺 Communicate 🔹 📸 Open 📲 Message Journal 📝 Forward Only 🦕 Select Patient 🇮 Select All	
Prove Allie PEE	Patient Name Order/Plan Na Details Order Comment Originator Na Create Da / Notification C Stop Date Stop Type	Update Date Sta
Manage Manage	ZZINA, WSCL morphine 100 mg, IV, IN NHS Test05, N 2024-May-17 Wrong Order 2024-Apr-29 0 Physician Stop	2024-May-17 Per
Display: Last 90 Days 🗸 🦵	SYSTEM SYST. 2024-May-22 Wrong Order - 2024-Apr-15 1 Physician Stop	2024-May-22 Per
5	SYSTEMTEST, Consult to CCR Routine, TEST, NHS Test04, Nu 2024 May-27 1 Wrong Order 2024-May-27 1 Physician Stop	2024-May-27 1 Op
🗉 Inbox Items (27)	SYSTEMTEST, Consult to Acu Routine, test, NHS Test04, N 202,	2024-May-27 Per
Documents (1/6)	ZZTEST, INI ICU HYDROmorph 2 mg = 1 mL, I NHS Test06, N 2024-May-29 Wrong G	2024-May-29 Per
Review (1/6)	SYSTEMTEST, Consult to Car Routine, TEST, NHS Test04, N 2024-Jun-03 1 Wrony Double alight top	2024-Jun-03 1 Per
Orders (10/11)	SYSTEMTEST, acetaminophe 2 tablet(s), PO, Maximum ace NHS Test04, N 2024-Jun-28 1 Assign to DOUDIE-CIICK top	2024-Jun-28 1 Per
Messages (16/19)	ZZONC, DON Form 1 Expiry date: 07 CERNER, SECU 2024-Aug-09 Other (S	2024-Aug-09 Per
General Messages (16/19)	ITTWO, ACUT sodium chlorid Total Volume (TKVO pre-ope NHS Test01, P 2024-Aug-09 Wrong ON THE ORDER top	2024-Aug-09 Per
Senteral messages (100 hs)	ITTWO, ACUT ceFAZolin Prophylaxis, O 30 minutes pri NHS Test01, P 2024-Aug-09 Wrong C top	2024-Aug-09 Per

 Click on the History tab and review the Cosignatories section to see the refusal reason and any comments.

PowerChart Organizer for NHS Test01, H	HIM - Health Records Clerk				– 🗆 🗙
Task Edit View Patient Chart	Links Inbox Help				
🗄 🖃 Message Center 🛔 Patient List 🌇 eC	ioach 🝦 🔯 Cerner Bridge 🕄 HDS ESPAN	🕄 Clinical Connect 🕄 Clinical Education 🕄 Ser	rice Desk Help 💡		
🗄 🇰 Suspend 🚕 Scharges 🥩 Charge Entry	🖞 Exit 🔟 Calculator 🎽 AdHoc 🊨 PM C	onversation 👻 者 Message Sender 🕍 Communic	ate 👻 🔝 Medical Record Request 🕂	Add 🝷 💿 Batch Charge Entry 💿 Discern Reporting Portal 💡	
				SYSTEMTEST, PHYSTRACKFOUR 🔹 🚞 Recent 🔹	Name Q 👻
Message Center				💆 Full screen 🛛 🖶	Print 🧳 15 minutes ago
Inbox Summary 🛛 🖗	Orders × REFUSED COSIGN ORDERS:	YSTEMTEST, PHYSTRACKFOUR \times			
Inbox Proxies Pools	🏹 Forward Only 🛼 Select Patient 👍 P	revious 🐥 Next Inbox View Summary View			
Proxy: NHS, REF V Manage Display: Last 90 Days V	SYSTEMTEST, PHYSTRA Admin Sex:Male *Code Status: <no avai<="" data="" td=""><td>CKF MRN:11001182 DOB:26/Oct/1985 lable> Isolation:<no available="" data=""></no></td><td>Allergies: penicillin Age:38 years Alerts:No Alerts Documented</td><td>Attending: Loc:PC NPC; PC Dose Wt:85.000 kg (15-May-2024) HCN:ON 7845.4 Inpatient FIN: 22-001409 (Admit Dt: 2024-Mar-17 16:</td><td>N116; B 78-754 36:00 Disch Dt: 202</td></no>	CKF MRN:11001182 DOB:26/Oct/1985 lable> Isolation: <no available="" data=""></no>	Allergies: penicillin Age:38 years Alerts:No Alerts Documented	Attending: Loc:PC NPC; PC Dose Wt:85.000 kg (15-May-2024) HCN:ON 7845.4 Inpatient FIN: 22-001409 (Admit Dt: 2024-Mar-17 16:	N116; B 78-754 36:00 Disch Dt: 202
 Inbox Items (27) 	Original order entered and electronically sig Phone with Read Back (Cosign) order by NF Consults Department	ned by NHS Test01, Nurse [current name NHS Test0 IS Test01, Physician - Hospitalist	4, Nurse] on 27/May/2024 at 10:42 EDT.		
 Documents (1/6) 	Consult to CCRT (Critical Care I	Response Team)			
Review (1/6)	Details Ade 6 History Con	iments Results			
Cosign Orders (10/11)	Discontinue 201 May/2024 11:43 EDT	Discontinue 27/May/2024 11:43 EDT			^
General Messages (16/19)	Order 27/May/2024 10:45 EDT	Entered and electronically signed by NHS Test01,	Resident.		
 Work Items (0) 		Status After Before			
Saved Documents		Order Status Discontinued Ordered			
Anticipated Documents		Department status Discontinuea Orderea			
Paper Based Documents		Order 27/May/2024 10:45 EDT			
 Notifications 		Entered and electronically signed by NHS Test01, Phone with Read Back (Cosign) order by NHS Te	Nurse. it01, Physician - Hospitalist		
Sent Items		Status			
Trash		Order Status Ordered			
Notity Receipts		Department Status Ordered			
		Requested Start Date/Time 27/May/2	024 10:44 EDT		
		Priority Routine			
		Consult Reason TEST			
		Unit Clerk to Call Consulting Service Yes			
		Stop Date/Time 27/May/2	024 10:44 EDT		
		Validations			
		Costgnature Routed to NHS Test01, Physician - Hospitalist Refused by NHS Test01, Physician - Hospitalist o EDT	n 27/May/2024 at 10:49		
		Refusal Reason: wrong Order			×

 If you click on the patient FIN admit date you will have this window pop up with patient's nurse unit and room.

cit Tune	Location	Admit Date	Discharge Date	EIM	Senice	Visit Reason
patient	PC NPC PCN116 B	17/Mar/2024 16:23:50	07/Jun/2024 10:54:00	22-001409	Complex Continuing Care	DIABETES MELLITUS TYPE 2
(7) GI	ENERAL INFORMATION				
Full Name:	SYSTEMTEST, PHYS	TRACKFOUR EMC:	BRYANT, JILLIAN			
Reg Date/Tim	e: 17/Mar/2024 16:23:5	0 EMC Phone	(748)784-5687			
D.O.S.:	81.8	Fin Numbe	22-001409			
Nurse Unit:	PC NPC					
Room:	PCN116					

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Note: Determine If the order was a PAO patient admission order or outpatient in a bed. *We need this to validate subsequent orders on the patient's chart*



HOSPITAL INFORMATION SYSTEM (HIS)

- 8. Contact the Nurse Manager using email (NH) or the telephone.
- 9. Select forward only.

Note: Please mention the reason in the comments section (DO NOT SKIP)



10. Forward the order to the Prescriber for signature and click OK.

10	Forward Only: Orders: SYSTEMTEST, PHYSTRACKFOUR Additional Forward Action: (Limit 1) (Limit 1)		
	Comments: [test (Limit 251)	Cancel	ок 💦

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Note: The prescriber will then review the refused order.

11. If the order was the correct encounter or patient, and refused mistakenly send the order to the medical lead and department chief. Follow steps 9 and 10 above and select the appropriate medical lead.





HOSPITAL INFORMATION SYSTEM (HIS)

HIM- REFUSALS (COSIGN ORDERS - WRONG PATIENT/ENCOUNTER

Providers can refuse orders requiring co-signature, which then gets routed to the refusal inbox. The HIM department is responsible for monitoring the refused inbox daily.

Check if the order is a Patient Admission Order (PAO). Check if an active PAO is already on the encounter that has not been refused. Distinguish if the refused order is the same as the active PAO.

Contact the Nurse Manager via telephone or email.

Note: Unaddressed refused orders can lead to patient safety risks and incomplete medical records.







HOSPITAL INFORMATION SYSTEM (HIS)

HIM- REFUSALS (ANTICIPATED DOCUMENTS)

 If the prescriber refuses the document, the prescriber selects the "Additional Forward Action" and Sign from dropdown then selects "HIM Refusal Inbox" in the "To" box,

SYSTEMTEST, PHYSTRACKF Admin Sex:Male *Code Status: <no available="" data=""></no>	MRN:11001182 DOB:26/Oct/1985 Isolation: <no available="" data=""></no>	Allergies: penicillin Age:38 years Alerts:No Alerts Documented	Attending: Dose Wt:85.000 kg (15-N Inpatient FIN: 22-001409
Original order entered and electronically signed by N Phone with Read Back (Cosign) order by NHS Test01 Consults Department Consult to Acute Pain Management Details Additional Info History Comments	IHS Test01, Nurse (current name NHS Test0 Physician - Hospitalist Service Results	4, Nurse] on 27/May/2024 at 10:50 EDT.	
Forward Only: Orders: SYSTEMTEST, PHYSTRACKF Additional Forward Action: Sign V To*: dmin Clos	DUR ure per policy, HIM X	HIM Refusal In	box

Note: The refused document is removed from the provider's Message Center.

2. The deficiency is re-directed to the HIM Refusal Inbox.

PowerChart Organizer for NHS Test01,	HIM - Health Records Cl	erk								-
Task Edit View Patient Chart	Links Inbox Help									
🖃 Message Center 🎍 Patient List 🎬 e	Coach 🕛 👯 Cerner Br	idge 🔍 HDS ESP/	AN 🕄 Clinical C	Connect 🜊 Clinica	l Education QSer	vice Desk Help				
🗱 Suspend 🐭 Charges 👂 Charge Ent	y 🗐 Exit 📄 Calculator	MadHoc 🔒 P	M Conversation	• 🔗 Message Ser	der 🔄 Communie	ate 🝷 🗎 Medic	al Record Request	Add 🔹 💽	Batch Charge Entry 💿 🛙	liscern Repr
									😭 Recent 🔹	Name
Message Center									💱 Full screen 🛛 🕘	hint 💪
Inbox Summary 4	Documents X									
Inbox Proxies Pools	Communicate •	Dpen 📓 Me	essage Journal	Forward Only	Select Patient	Select All				
Prove Auto Pro-	Patient Name Fr	om M	Notification C	Subject	Author	Description	Create Da /	Status	Туре	Due Date
NHS, REF Manage	ZZTEST, CHA Ta	m, Benjamin V	/rong Order	History and Ph	Tam, Benjamin	Anticipated	2024-Aug-12 0	Opened	FORWARDED R	
Display: Cast 30 Days	TOUCHSTON Ta	m, Benjamin A	ssign to anot	History and Ph	Tam, Benjamin	Anticipated	2024-Aug-12	Pending	FORWARDED	
Inbox Items (7)										
Documents (1/2)										
Review (1/2)										
 Orders (4/4) 										
Cosign Orders (4/4)										
 Messages (2/4) 										

Note: The refused document is then removed from the provider's message center, not a step.





HOSPITAL INFORMATION SYSTEM (HIS)

3. The document appears in the **"HIM, Refusal Inbox"** Message Center **> Documents** to Sign folder.



4. The deficiency is displayed in the **Refusal inbox**, we need to validate it from the **PowerChart** and reporting portal.

Inbox Proxies Pools	归 Communica	te - 🎒 Open 3	🗐 Message Journal 🗌	Forward Only
Displays Load All	Create Da $ abla$	Location	Patient Inform	Patient Name
Display. Load All	2024-Jan-10 11.	. NF ANGIO	Admit Date: 17	ZZTEST, DISCH
🗉 Inbox Items (0)	2024-Jan-09 11.	. NF EDHOLD	Admit Date: 16	ZZTEST, KERRI
Documents				
Orders (Unavailable)				
Messages				







HOSPITAL INFORMATION SYSTEM (HIS)

HIM- REFUSALS (ANTICIPATED CONT'D) RUN DECERN REPORTS DAILY

1. Run a Refuse to Sign report daily from the Discern Reporting Portal.

Reporting Portal		
⊖ Cerner	Applications 👻 Welcome: NHS Test01, HI	
Reporting Portal		Q. Search
=	All Reports (35) My Favorites (0) =	
Filters	Report Name 🔺	Categories
✓ Source ☑ All □ Dublic (25(75))	Patient Request Tracking Summary	нім
Categories All	Request Hold Detail	HIM
All OMF User Groups (0/7)	Request Hold Summary	нім
	Requests Received	HIM
Deficiency Analysis Productivity Delinquent Document	ROI Accounts Receivable	нім
Deficiency by Physician Summary Deficiency by Physician Detail	ROI Cash Receipts	нім
ROI Turnaround Summary	ROI Requester Profiles	нім
	ROI Summary	HIM

2. Review each row on the Refuse to Sign report and any **order deficiencies contained in the refusal report.**

All Reports (3) My Favorites (0)	Ŧ				(
Report Name 🔺		Categories			Favorite
HIM Refuse to Sign Report	Refusals to sign Report	нім			☆
Description: No description available. Path: Published / HIM]	Suggested Report User: No suggested user. Suggested Report Frequency: No suggested frequency. Support Reference Number: 468440.0	Reporting Application: CCL Alternate name: RCA_HIM_OPS_REPUSE_TO_SIGN:DBA	Run Dackground
Refused Orders Report		Ambulatory			\$
Refused Orders Report		Explorer Menu	(Main Menu)		\$







3. Log into the AppBar

HANDLING REFUSALS (CO-SIGN ORDERS & ANTICIPATED DOCUMENTS) TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)



4. Open the Patient deficiency analysis app 🖂

0000	G 🖄 🔁 🖉 🍁 📘 🖪	8			As of Tracking ID:	
Patient:		MRN:		Birth date:	Sex:	
FIN number:		Admit date:		Discharge date:	Patient type:	
Visit status:				Facility:		
Decument	Physician	Slakus	Alloc Date		Id 4 Visit Deficiencies Deficiencies Deficiencies Deficiency personnel Deficiency personnel	Dele
Oxder Type	Physician	Status	Alloc Date	Annotation: Remove Show:	n EDT:	
					Complete* Pending	
					In progress Expected	
					Unassigned *As completed orders are not shown, to documents.	filter only a
					Submit Revert	

5. Click on the Find Patient Icon.









HOSPITAL INFORMATION SYSTEM (HIS)

6. Patient Search window will open. Enter Health Card Number, Name, MRN, DOB etc.

Patient Search	x
Health Card Number	No persons found.
	OK Cancel Preview All Encounters

Note: Window HIM Refusals to sign window opens.

7. Locate the **refused** document.

		Physician	Refuse T	o Sign			
Facility: St. Catharine	s Site				Run D	ate/Time: 09/26/24	05:00 pm
Number of Days: 100							
Facility	Physician	Patient name	MRN	Encounter	Order/Document Type	Order/Document Status	Refused Date Time
St. Catharines Site	Cerner Test, Physician	SPETEST, FIVE	11001887	22-003004	ECG by Nursing CV	Ordered	09/07/24 08:3
	Hospi	Reason: Assign to another MD					
St. Catharines Site	NHS Test01, Physician - Genera	ITTWO, ACUTE KIDNEY	11053086	22-003920	Peripheral IV Insertion	Discontinued	09/08/24 12:
		Reason: Assign to another MD					
St. Catharines Site	NHS Test01, Physician - Genera	ITTWO, ACUTE KIDNEY	11053086	22-003920	ceFAZolin	Discontinued	09/08/24 11:
		Reason: Wrong Order					
St. Catharines Site	NHS Test01, Physician	ITTWO, ACUTE KIDNEY	11053086	22-003920	sodium chloride 0.9% intrav	e Discontinued	09/08/24 11:
	- Genera	Reason: Wrong Order					
St. Catharines Site	NHS Test01, Physician	ZZONC, DONNA	11000342	22-000408	Form 1	Completed	09/08/24 11:4
	- Intern	Reason: Other (See Comments)					
St. Catharines Site	Tam, Benjamin Ho-Lai	TOUCHSTONE, GENLAB	11002924	22-003381	History and Physical	Active	12/08/24 09:
		Reason: Assign to another MD					
St. Catharines Site	Tam, Benjamin Ho-Lai	ZZTEST, CHANTALLE	11000133	22-003384	History and Physical	Active	12/08/24 09:
		Reason: Wrong Order					
St. Catharines Site	Tam, Benjamin Ho-Lai	TOUCHSTONE, MICRO	11002928	22-003389	History and Physical	Active	12/08/24 09:
		Reason: Assign to another MD					
St Cathorinac Sita	Tam Banjamin Ho Lai	CSWORKLOAD BLOODRANK	11052224	22.004055	History and Dhysical	Active	12/08/24 00:

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8. Enter Encounter Number listed on the Refuse to Sign Report.

110003							-			
	02 ZZTEST, G	EM 1010	-101-293		Male	01/Jan/1950	74 Years	No		
÷ •										
Y Facility	MRN	FIN	Visit Id	Patient Ty	pe R	eg Date (DD-MMM-YYYY)	Expected Date	of Arrival	Disch Date	DD-MMM
SCS	11000302	22-000493	22-000482	Inpatient	20	023-Oct-24 07:29			2024-May-3	0 11:25
~										
	Facily ScS	V Facility MRN SCS 11000302	Facility MRN FIN SLS 11000302 22-000493	V Feelity MRN FIN Veat Id SCS 11000302 22-000493 22-000482	Facility MRN FIN Visit Id Patient Ty Sc:S 11000302 22-000493 22-000492 Inpatient	V Facility FIN Visit Id Patient Type R SCS 11000302 22:000403 22:000482 inpastent 2	Image: Second	Image: Second and Sec	V Facility FIN Vexit Id Patient Type Reg Date (DD-MMM-YYYY) Expected Date of Arrival SCS 11000302 22-000493 22-000482 Ingratement 2023-0ct-24 07:29	Image: Section of Annual Disch Date Image: Section of Annual Disch Date </td

Note: Open PowerChart and review the patient document (If necessary).

9. All documents show in the patient deficiency app for this patient.

	YroFile: Patient Deficiency Analysis Task Visit Deficiency View Help △ ● ● △ △ ■ □ ➡ ● ● ● ●			As of 15:14:10 Tracking ID:
	Patient: ZZTEST, GEM	MRN: 11000302	Birth date: 1950-Jan-01	Sex: Male
	FIN number: 22-000493	Admit date: 2023-Oct-24	Discharge date: 2024-May-30	Patient type: Inpatient
	Visit status:		Facility: St. Catharines Site	
	Document	Physician	Status Alloc Date	ld d Visit1of1 b bl
9	ED Note Physician - 25/Jan/2024 12:	02	In Progress	- Definitenties
—	ED Note Physician - 25/ Jap/2024 12:	NHS TestU1, Physician - Emergency Medicine	Expected Sign	Denciencies
		Cerner Test. Physician - Emergency Medicine Cer	ner Complete	Add Auto Update Delete
	🗄 🜷 ED Note Physician - 04/Apr/2024 11:0	05	Auth (Verified)	Personnel quick pick:
		N Test01, Physician - Emergency Medicine	Complete	
	😑 📄 Discharge Summary - 30/May/2024 1	1:26	Anticipated	
		Cerner Test, Physician, Cardiovascular Cerner	Document 30/May/2024	
				Deficient personnel:
	^ Order		Type Physician	Persennel: Undate date/time in EDT:
	acetaminophen/caffeine/codeine	= - 23/Nov/2023 15:11		
	< Order		Detient	
			Patient	documents
	Result type: ED Note Physician Result date: 25-Jan-2024 12:02 EST			
	Result status: In Progress			
	Result title: ED Note	Madiata - 25 3-2024 12:02 567		
	Encounter info: 22-000493, SCS, Inpatient, 24	4/Oct/2023 - 30/May/2024		✓ In progress ✓ Expected
		·		✓ Unassigned
		* Preliminary Report *		*As completed orders are not shown, filter only applie to documents.
	Primary Diagnosis		Problem List/Past Medical History	
	Ankle injury		Ongoing	Submit Revert
	Current Presentation		No quairying data Historical	
	Review of Systems		No qualifying data	
	Ready.			HIM Analysis - IP NH C3076 NHSHIMMGR01 12/Sep/2024
		\sim \sim T	T 1 1 D	10
			Hotel I)1e11	10
ah	alth			
	JUILI		Shaver	
		-11	C DITU V CI	
		- HEALTI	AND REHABILITATION CENTRE	



HOSPITAL INFORMATION SYSTEM (HIS)

10. In the Patient Deficiency Analysis, highlight the document.

🖾 P	ProFile: Pa	atient Deficiency Analysis						
Task	c Visit	Deficiency View Help						
۵.	0	s 🕹 🗞 🗟 💼 🖬 🗟 🌳 📘 🚱 📄						,
	Patier	nt: ZZTEST, GEM	MRN:	11000302	Bi	irth date	e: 1950-Jan-01	
FIN	N numbe	er: 22-000493	Admit date:	2023-Oct-24	Dischar	rge date	e: 2024-May-30	
Vis	isit statu	IS:				Facility	y: St. Catharines Site	
	[Document	Physician		Status	A	Alloc Date	
	Ψ, Ι	ED Note Physician - 25/Jan/2024 12:02			In Progre	ess		
			NHS Test01	, Physician - Emergency Medicine	Expected \$	Sign		
	Ψ, Ι	ED Note Physician - 25/Jan/2024 12:00			Auth (Ver	rified)		
			Cerner Test	Physician - Emergency Medicine Cerner	Complete			
Ξ.	Ψ.,	ED Note Physician - 04/Apr/2024 11:05			Auth (Ver	rified)		
			NHS Test01	, Physician - Emergency Medicine	Complete			
)		Discharge Summary - 30/May/2024 11:2	6		Anticipat	ed		
1			Cerner Test	Physician - Cardiovascular Cerner	Document	t 3	30/May/2024	
		▲ Order			Туре	Physicia	an	^
	4	acetaminophen/caffeine/codeine - 2	3/Nov/2023	15:11				
	—	Order						v

11. Select Delete.

🙆 Pro	oFile: Patient Deficiency Analysis						- 0	X
Task	Visit Deficiency View Help							
2	🤍 😔 🗞 🗟 🗎 🧰 🖥 🔗 🔶 📗				As of 15:14:10	Tracking ID:		
	Patient: ZZTEST, GEM	MRN: 11000302	Birth da	ite: 1950-Jan-01		Sex: Male		
FIN r	number: 22-000493	Admit date: 2023-Oct-24	Discharge da	ite: 2024-May-30	Patie	ent type: Inpatient		
Visi	t status:		Facil	ity: St. Catharines Site				
	Document	Physician	Status	Alloc Date		lat at Visit1 of 1	м	
- 🗧	ED Note Physician - 25/Jan/2024 12:02		In Progress			- In a material p	P1	
		NHS Test01, Physician - Emergency Medicine	Expected Sign		Deficienc	ies		
- R	ED Note Physician - 25/Jan/2024 12:00		Auth (Verified)					~ 1
		Cerner Test, Physician - Emergency Medicine Cerner	Complete		Ac	dd Auto U	Delet	
- 🖶	ED Note Physician - 04/Apr/2024 11:05		Auth (Verified)		Person	nel quick pick:		
		NHS Test01, Physician - Emergency Medicine	Complete		Agnole	etto, Laura Personal Support	Worker	<u>^</u>
	Discharge Summary - 30/May/2024 11:2	26	Anticipated		Cerner	r Test, Nurse Practitioner Cerr r Test, Physician - Cardiovasci	er i Nurse H ilar Cerner I	Adn
		Cerner Test, Physician - Cardiovascular Cerner	Document	30/May/2024	Cerner	Test, Physician - Emergency	Medicine C	erne
					Cooke,	, Hachael Nurse		~

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HOSPITAL INFORMATION SYSTEM (HIS)

12. To add a new deficiency document, click Add.

🐼 ProFile:	Patient Deficiency Analysis			- 🗆 X
Task Visit	t Deficiency View Help			
204	8 🗞 🗟 🖬 🖬 🗟 🔗 📘			As of 15:14:10 Tracking ID:
Patie	ent: ZZTEST, GEM	MRN: 11000302	Birth date: 1950-Jan-01	Sex: Male
FIN numb	ber: 22-000493	Admit date: 2023-Oct-24	Discharge date: 2024-May-30	Patient type: Inpatient
Visit stat	tus:		Facility: St. Catharines	Site
	Document	Physician	Status Alloc Date	M 4 Virit 1 of 1 N N
E 😓	ED Note Physician - 25/Jan/2024 12:02		In Progress	
		NHS Test01, Physician - Emergency Medicine	Expected Sign	Deficiencies
E 🜷	ED Note Physician - 25/Jan/2024 12:00		Auth (Verified)	
		Cerner Test, Physician - Emergency Medicine Cerner	Complete	Add Auto Update Delete
	ED Note Discision 04/4/2024 11:05		A. H. (V:E)	Pomonnal quick nick:

13. Deficiency Update window opens. Select a **provider** from the **Quick pick or Provider Selection Tool** and Click **Add.**

🖳 Deficiency Update			×
Personnel quick pick:			
Agnoletto, Laura Personal S Cerner Test, Nurse Practition Cerner Test, Physician - Caro Cerner Test, Physician - Erne Cooke, Rachael Nurse	upport Worker er Cerner Nurse Practitioner iovascular Cerner Admitting Physician rgency Medicine Cerner ED Physician		
* Deficient personnel (by nam	e): Event date/time in EDT:		
Coding Query Consultation Note Discharge Summary ED Note Physician History and Physical Missing Element Operative Report Progress Note Death Summary Anesthesia Consult No Anaesthesia Consult No Anaesthesia Consult No Cancer Staging Docun Cardiac Catheterization Cardiology General Pro Colonoscopy Organ Donation Coord	Document Physician Status		
	Remove Document OK	Clos	e





HOSPITAL INFORMATION SYSTEM (HIS)

14. Select the **document type** and ensure deficiency status defaults to document. Then Click **Ok** and **close**.

🖳 Deficiency Update			— 🗆 X
Personnel quick pick: Agnoletto, Laura Personal Su	upport Worker	^	
Cerner Test, Nurse Practitione Cerner Test, Physician - Cardio	er Cerner Nurse Practitioner ovascular Cerner Admitting Physician	-	
Cerner Test, Physician - Emerg Cooke, Rachael Nurse	gency Medicine Cerner ED Physician	~	
* Deficient personnel (by name	ə):	Event date/time in EDT:	
Cemer Test, Physician - Cardiovasc	cular Cemer 🔍 Rer	nove 24/Oct/2023 🜩 🗸 0729 🖨	
Coding Query	Document Select docum	Physician nent type	Status
ED Note Physician History and Physical Missing Element	ED Note Physician		
Operative Report Progress Note	Discharge Summary		
Anesthesia Consult No		Cerner Test, Physician - Cardiovascular Cerner	Document
Bronchoscopy Cancer Staging Docun Cardiac Catheterization Cardiology General Pn Colonoscopy Organ Donation Coord Electroencephalograp		Select OK	
LEBOD	Demanue Desument	Select UK	OK Class

Note: The document is removed from the HIM Refusal Inbox (or selected provider's Documents to Sign folder) and moves to the selected provider's Anticipated Documents folder in the Message Center. In PowerChart.





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