HIM Department

Off Page Reference
HIM - Deficiency Management: Administrative Closure (Documents)
[47]

Decision
Are there any Document deficiencies (for Anticipated Documents)?
[48]

Yes

Work Step *Deficiency Analysis*
In Patient Deficiency Analysis, highlight the deficiency and click Delete
[50]

No

Decision
Are there any Sign deficiencies?
[57]

Yes

Work Step *Deficiency Analysis*
Highlight the physician's name under the document and select Remove under Personnel
[60]

Work Step *Deficiency Analysis*
Type the Alternate Qualified Provider's name or use the Provider Selection
[62]

Work Step *Deficiency Analysis*
Select Add under Personnel
[64]

Work Step *Deficiency Analysis*
Click Submit
[67]

System *PowerChart*
Document to Sign populates provider's Message Center
[72]

Work Step
Notify physician reason for reassignment (phone, email, or message)
[74]

No

Decision
Are there any Expected Sign deficiencies (for In Progress/Saved documents)?
[77]

Yes

Work Step *PowerChart*
In Message Center, select the Proxies tab
[90]

Work Step *PowerChart*
In the Proxy drop down, select the provider
[126]

Work Step *PowerChart*
Double click on the document under Saved Documents
[127]

Work Step *PowerChart*
Based on policies, sign the document and then mark it in error or add an addendum indicating document may be incomplete
[123]

No

Decision
Are there any Cosign Order deficiencies?
[131]

Yes

Work Step *PowerChart*
In Message Center, select the Proxies tab
[172]

Work Step *PowerChart*
In the Proxy drop down, select the provider
[174]

Work Step *PowerChart*
Double click on the order under Cosign Orders and select Forward Only
[176]

Work Step *PowerChart*
Select Additional Forward action of Sign
[178]

No

Start/Stop
Process complete
[121]

Start/Stop *PowerChart*
Type provider's name in the To field and click OK
[183]

Future State: HIM - Deficiency Management: Administrative Closure (Physician)

Cerner Workflow ID: 3150 (v. 18.0)   Client Workflow ID: 490

Workflow Details:

Workflow Name: HIM - Deficiency Management: Administrative Closure (Physician)
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: 3150 (v. 18.0)
Client Workflow ID: 490
Workflow Notes: For the steps to configure and follow the workflow, see Understand
Administrative Closure Workflows .

With this workflow, HIM is notified that a physician is unable to complete their deficiencies because they no longer work at the organization. HIM must reassign the deficiencies to another qualified physician.

If the administrative workflows are not followed, missing signatures a nd incomplete documentation will remain on patient charts. This will cause medical records to be incomplete and lead to an inaccurate count of deficiencies.

Introduced By: WS 2
Validated By: WS 4

Swim Lane:

Role(s): HIM Department
Department(s): Health Information Management
Security Position(s): HIM - Managers

Cerner Workflow ID: 3150 (v. 18.0)   Client Workflow ID: 490

Last updated by Debbie Begin, Nov 29, 2023 5:04pm (UTC -4 hours)

Off Page Reference [47]

Workflow Link: HIM - Deficiency Management: Administrative Closure (Documents)

Value Impact: Quality

Decision [48]

Description: Are there any Document deficiencies (for Anticipated Documents)?

Work Step [50]

Description: In Patient Deficiency Analysis, highlight the deficiency and click Delete

Method: Deficiency Analysis

Decision [57]

Description: Are there any Sign deficiencies?

Work Step [60]

Description: Highlight the physician's name under the document and select Remove under Personnel

Method: Deficiency Analysis

Work Step [62]

Description: Type the Alternate Qualified Provider's name or use the Provider Selection

Method: Deficiency Analysis

Work Step [64]

Description: Select Add under Personnel

Method: Deficiency Analysis

Work Step [67]

Description: Click Submit

Method: Deficiency Analysis

System [72]

Description: Document to Sign populates provider's Message Center

Method: PowerChart

Work Step [74]

Description: Notify physician reason for reassignment (phone, email, or message)

Future State: HIM - Deficiency Management: Administrative Closure (Physician)

Cerner Workflow ID: **3150** (v. 18.0)   Client Workflow ID: **490**   Last updated by Debbie Begin, Nov 29, 2023 5:04pm (UTC -4 hours)

Decision [77]

    Description: Are there any Expected Sign deficiencies (for In Progress/Saved documents)?

Work Step [90]

    Description: In Message Center, select the Proxies tab

    Method: PowerChart

Work Step [126]

    Description: In the Proxy drop down, select the provider

    Method: PowerChart

Work Step [127]

    Description: Double click on the document under Saved Documents

    Method: PowerChart

Work Step [123]

    Description: Based on policies, sign the document and then mark it in error or add an addendum indicating document may be incomplete

    Method: PowerChart

    Comments: Collaborate with legal/compliance to determine a strategy for saved documents

Decision [131]

    Description: Are there any Cosign Order deficiencies?

Work Step [172]

    Description: In Message Center, select the Proxies tab

    Method: PowerChart

Work Step [174]

    Description: In the Proxy drop down, select the provider

    Method: PowerChart

Work Step [176]

    Description: Double click on the order under Cosign Orders and select Forward Only

    Method: PowerChart

Cerner Workflow ID: 3150 (v. 18.0)   Client Workflow ID: 490   Last updated by Debbie Begin, Nov 29, 2023 5:04pm (UTC -4 hours)

Work Step [178]

Description: Select Additional Forward action of Sign

Method: PowerChart

Start/Stop [121]

Description: Process complete

Start/Stop [183]

Description: Type provider's name in the To field and click OK

Method: PowerChart