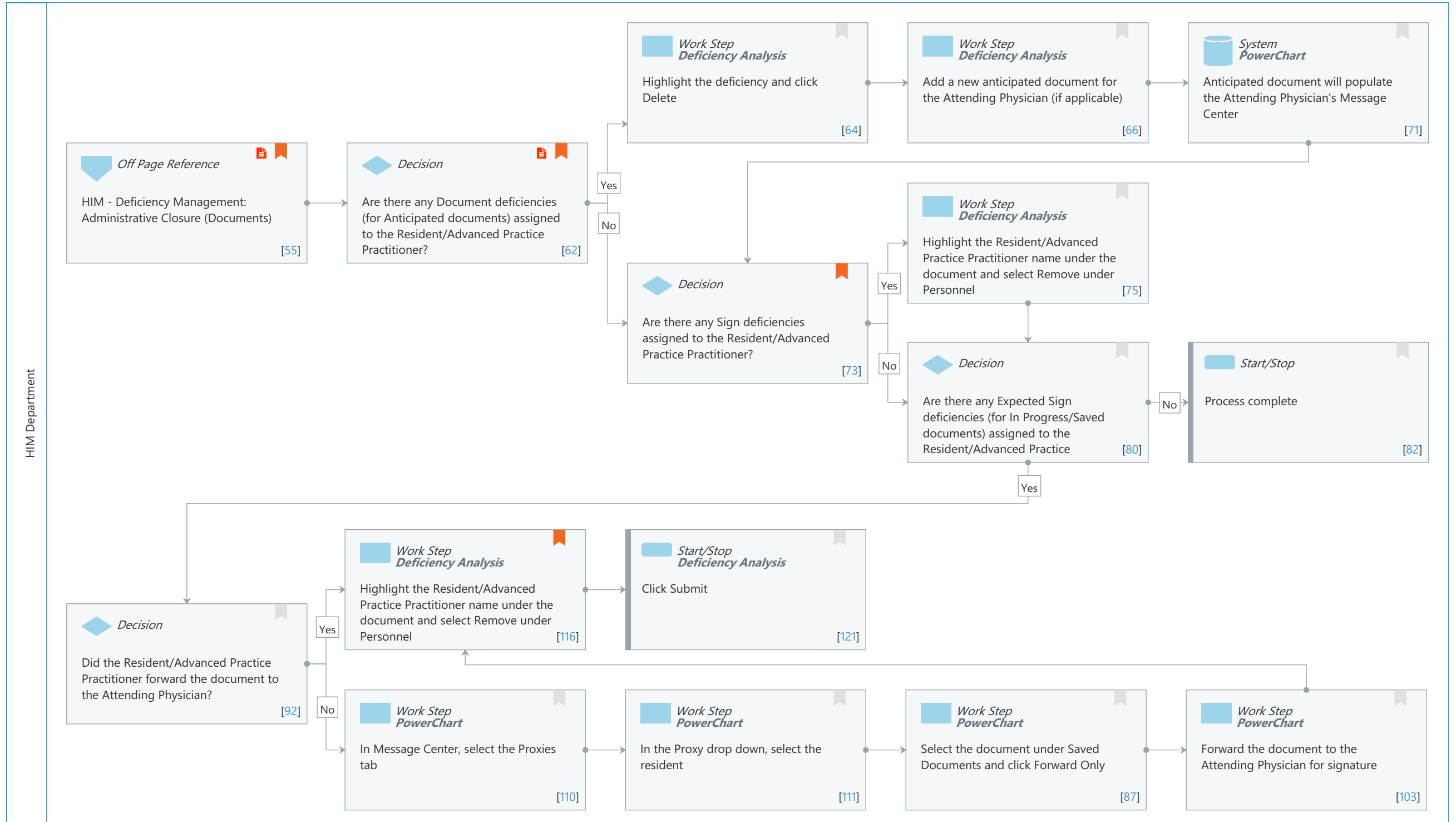


Future State: HIM - Deficiency Management: Administrative Closure (Resident/Advanced Practice Practitioner)

Cerner Workflow ID: 3148 (v. 18.0)

Client Workflow ID: 491

Last updated by Debbie Begin, Nov 29, 2023 5:06pm (UTC -4 hours)



## Future State: HIM - Deficiency Management: Administrative Closure (Resident/Advanced Practice Practitioner)

Cerner Workflow ID: 3148 (v. 18.0) Client Workflow ID: 491

Last updated by Debbie Begin, Nov 29, 2023 5:06pm (UTC -4 hours)

### Workflow Details:

Workflow Name: HIM - Deficiency Management: Administrative Closure (Resident/Advanced Practice Practitioner)

Workflow State: Future State

Workstream: Post-Discharge/Post-Visit

Venue: Acute Care

Emergency Medicine

Perioperative

Facilities:

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: 3148 (v. 18.0)

Client Workflow ID: 491

Workflow Notes: For the steps to configure and follow the workflow, see [Understand Administrative Closure Workflows](#) .

With this workflow, HIM is notified that a resident/advanced practice practitioner is unable to complete their deficiencies because they no longer work at the organization. HIM must reassign the deficiencies to the attending physician.

If the administrative workflows are not followed, missing signatures and 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

## Future State: HIM - Deficiency Management: Administrative Closure (Resident/Advanced Practice Practitioner)

Cerner Workflow ID: 3148 (v. 18.0) Client Workflow ID: 491

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Security Position(s): HIM - Managers

### Work Step [64]

Description: Highlight the deficiency and click Delete

Method: Deficiency Analysis

### Work Step [66]

Description: Add a new anticipated document for the Attending Physician (if applicable)

Method: Deficiency Analysis

### System [71]

Description: Anticipated document will populate the Attending Physician's Message Center

Method: PowerChart

### Off Page Reference [55]

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

Value Impact: Quality

Step Impact: Policy/Procedure

### Decision [62]

Description: Are there any Document deficiencies (for Anticipated documents) assigned to the Resident/Advanced Practice Practitioner?

Step Impact: Policy/Procedure

Comments: The majority of organizations do not assign anticipated documents to Residents or Advanced Practice Practitioners. This step will not be applicable to those organizations unless the deficiencies were assigned in error.

### Work Step [75]

Description: Highlight the Resident/Advanced Practice Practitioner name under the document and select Remove under Personnel

Method: Deficiency Analysis

### Decision [73]

Description: Are there any Sign deficiencies assigned to the Resident/Advanced Practice Practitioner?

Comments: Assumption is made that the Attending Physician is already included on the document to sign as well. If not, assign the attending

## Future State: HIM - Deficiency Management: Administrative Closure (Resident/Advanced Practice Practitioner)

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physician.

**Decision [80]**

Description: Are there any Expected Sign deficiencies (for In Progress/Saved documents) assigned to the Resident/Advanced Practice Practitioner

**Start/Stop [82]**

Description: Process complete

**Work Step [116]**

Description: Highlight the Resident/Advanced Practice Practitioner name under the document and select Remove under Personnel

Method: Deficiency Analysis

Comments: Can't remove the Resident/Advanced Practice Practitioner until the attending physician signs the document.

**Start/Stop [121]**

Description: Click Submit

Method: Deficiency Analysis

**Decision [92]**

Description: Did the Resident/Advanced Practice Practitioner forward the document to the Attending Physician?

**Work Step [110]**

Description: In Message Center, select the Proxies tab

Method: PowerChart

**Work Step [111]**

Description: In the Proxy drop down, select the resident

Method: PowerChart

**Work Step [87]**

Description: Select the document under Saved Documents and click Forward Only

Method: PowerChart

**Work Step [103]**

Description: Forward the document to the Attending Physician for signature

Future State: HIM - Deficiency Management: Administrative Closure (Resident/Advanced Practice Practitioner)

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Method: PowerChart