Niagara Health System

Future State: HIM - Deficiency Management: Analysis (Scanned Documents - Loose)

Cerner Workflow ID: 12270 (v. 10.0)   Client Workflow ID: 496

System Automation

Off Page Reference
Enterprise Document Management - HIM Batch Capture
[3]

Decision
Is the document a deficiency document type?
[4]

Decision
Is there an analysis task in a Complete status for the encounter?
[6]

No →

Start/Stop
No action occurs
[10]

No →

Yes →

System **Deficiency Analysis**
HIM Analysis - Loose Scanned Document task is created
[15]

Yes →

HIM Specialist

Start/Stop
Log in to AppBar.exe
[19]

Work Step **Deficiency Analysis**
Open Patient Deficiency Analysis
[20]

Work Step **Deficiency Analysis**
Click Analysis Queue
[22]

System **Deficiency Analysis**
Tasks appear based on the user's preferences, sort order, and filters
[27]

Work Step **Deficiency Analysis**
Click Choose Task Type
[29]

Work Step **Deficiency Analysis**
Select HIM Analysis - Loose Scanned Document task type and click OK
[31]

System **Deficiency Analysis**
Loose scanned document tasks populate in the task queue
[38]

Work Step **Deficiency Analysis**
Double-click on the first pending task to open the chart in Patient Deficiency Analysis
[40]

System **Deficiency Analysis**
Electronic, transcribed, and scanned deficiency documents display in the Documents Pane (if applicable)
[44]

Work Step **Deficiency Analysis**
Review any scanned document that is either not authenticated or does not have a signature assigned
[46]

Off Page Reference
HIM - Deficiency Management: Analysis (Scanned Documents)
[48]

Decision
Are there any outstanding questions on the encounter?
[52]

No →

Work Step **Deficiency Analysis**
Click Complete Analysis Task and click OK
[56]

Start/Stop **Deficiency Analysis**
Select blue arrow to move to next task
[54]

Off Page Reference
HIM - Deficiency Management: Analysis (Pass on Task)
[59]

Yes →

Future State: HIM - Deficiency Management: Analysis (Scanned Documents - Loose)

Cerner Workflow ID: 12270 (v. 10.0)   Client Workflow ID: 496

Last updated by Debbie Begin, Nov 30, 2023 11:16am (UTC -4 hours)

Workflow Details:

Workflow Name: HIM - Deficiency Management: Analysis (Scanned Documents - Loose)
Workflow State: Future State
Workstream: Post-Discharge/Post-Visit
Venue: Acute Care
Emergency Medicine
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: 12270 (v. 10.0)
Client Workflow ID: 496
Workflow Notes: For the steps to configure and follow the workflow, see Understand
Scanned Documents - Loose Workflow .

With this workflow, a task is added to the HIM Analysis - Loose Scanned Document task queue if
a deficiency document is batch scanned on an encounter that has already been analyzed in Patient Deficiency Analysis. This ensures that any loose documents collected from the floors and batch scanned are still analyzed for signatures. If this workflow is not followed, scanned documents with missing signatures will remain unsigned in the patient's chart. This will lead to compliance issues, especially during audits and when releasing medical records.

Introduced By: WS 2
Validated By: WS 4

Swim Lane:

Role(s): System Automation
Department(s): Health Information Management
Security Position(s):

Future State: HIM - Deficiency Management: Analysis (Scanned Documents - Loose)

Start/Stop [10]

Description: No action occurs

Off Page Reference [3]

Workflow Link: Enterprise Document Management - HIM Batch Capture

Value Impact: Quality

Decision [4]

Description: Is the document a deficiency document type?

Comments: Deficiency documents are defined in HIM Event Extension Tool.

Decision [6]

Description: Is there an analysis task in a Complete status for the encounter?

System [15]

Description: HIM Analysis - Loose Scanned Document task is created

Method: Deficiency Analysis

Swim Lane:

Role(s): HIM Specialist

Department(s): Health Information Management

Security Position(s): HIM - Specialist

Start/Stop [19]

Description: Log in to AppBar.exe

Work Step [20]

Description: Open Patient Deficiency Analysis

Method: Deficiency Analysis

Work Step [22]

Description: Click Analysis Queue

Method: Deficiency Analysis

System [27]

Description: Tasks appear based on the user's preferences, sort order, and filters

Method: Deficiency Analysis

Future State: HIM - Deficiency Management: Analysis (Scanned Documents - Loose)

Work Step [29]

    Description: Click Choose Task Type

    Method: Deficiency Analysis

Work Step [31]

    Description: Select HIM Analysis - Loose Scanned Document task type and click OK

    Method: Deficiency Analysis

System [38]

    Description: Loose scanned document tasks populate in the task queue

    Method: Deficiency Analysis

Work Step [40]

    Description: Double-click on the first pending task to open the chart in Patient Deficiency Analysis

    Method: Deficiency Analysis

System [44]

    Description: Electronic, transcribed, and scanned deficiency documents display in the Documents Pane (if applicable)

    Method: Deficiency Analysis

Work Step [46]

    Description: Review any scanned document that is either not authenticated or does not have a signature assigned

    Method: Deficiency Analysis

    Step Impact: Policy/Procedure

Off Page Reference [48]

    Workflow Link: HIM - Deficiency Management: Analysis (Scanned Documents)

Decision [52]

    Description: Are there any outstanding questions on the encounter?

Work Step [56]

    Description: Click Complete Analysis Task and click OK

Cerner Workflow ID: **12270 (v. 10.0)**   Client Workflow ID: **496**   Last updated by Debbie Begin, Nov 30, 2023 11:16am (UTC -4 hours)

Method: Deficiency Analysis

Start/Stop [54]

Description: Select blue arrow to move to next task

Method: Deficiency Analysis

Off Page Reference [59]

Workflow Link: HIM - Deficiency Management: Analysis (Pass on Task)