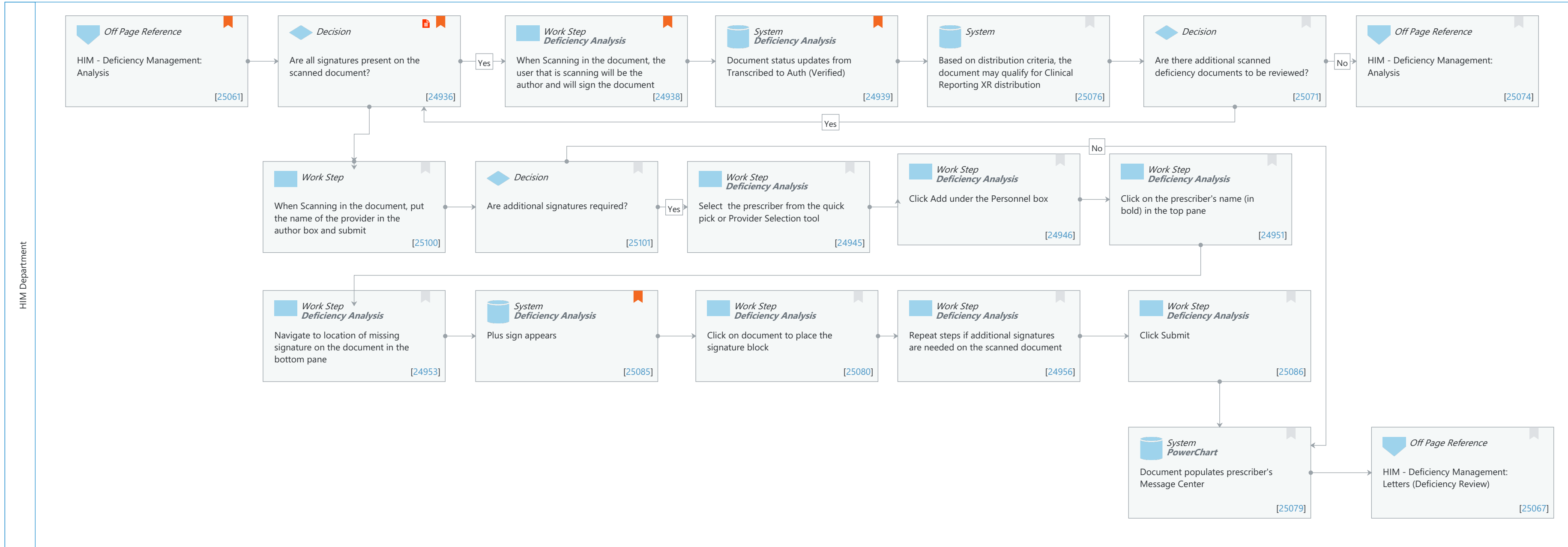


Future State: HIM - Deficiency Management: Analysis (Scanned Documents)

Cerner Workflow ID: 10220 (v. 12.0)

Client Workflow ID: 497

Last updated by Debbie Begin, May 02, 2024 4:30pm (UTC -4 hours)



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

Cerner Workflow ID: 10220 (v. 12.0) Client Workflow ID: 497

Last updated by Debbie Begin, May 02, 2024 4:30pm (UTC -4 hours)

Workflow Details:

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

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: 10220 (v. 12.0)

Client Workflow ID: 497

Workflow Notes: For the steps to follow the workflow, see [Analysis \(Scanned Documents\) Workflow](#) .

This workflow includes the process a HIM specialist follows during analysis when scanned document deficiencies are on an encounter. The HIM specialist authenticates scanned documents when all signatures are present, or they add signature annotations to documents that are missing signatures, which routes to the provider's Message Center inbox. This process ensures all scanned documents are in compliance with signature requirements.

Introduced By: WS 2

Validated By: WS 4

Swim Lane:

Role(s): HIM Department

Department(s): Health Information Management

Security Position(s): HIM - Specialist

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

Cerner Workflow ID: 10220 (v. 12.0) Client Workflow ID: 497

Last updated by Debbie Begin, May 02, 2024 4:30pm (UTC -4 hours)

Off Page Reference [25061]

Workflow Link: HIM - Deficiency Management: Analysis

Value Impact: Quality

Decision [24936]

Description: Are all signatures present on the scanned document?

Step Impact: Policy/Procedure

Work Step [24938]

Description: When Scanning in the document, the user that is scanning will be the author and will sign the document

Method: Deficiency Analysis

Comments: By clicking authenticate, the HIM Specialist's name does not display on the document when viewing in PowerChart or printing the document. Authenticate in this case only updates the document status to accurately reflect the document during Release of Information or audits.

System [24939]

Description: Document status updates from Transcribed to Auth (Verified)

Method: Deficiency Analysis

Comments: This step is important to the Release of Information workflow if using the "Verified Only" status in Clinical Reporting XR

System [25076]

Description: Based on distribution criteria, the document may qualify for Clinical Reporting XR distribution

Decision [25071]

Description: Are there additional scanned deficiency documents to be reviewed?

Off Page Reference [25074]

Workflow Link: HIM - Deficiency Management: Analysis

Work Step [25100]

Description: When Scanning in the document, put the name of the provider in the author box and submit

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

Cerner Workflow ID: 10220 (v. 12.0) Client Workflow ID: 497

Last updated by Debbie Begin, May 02, 2024 4:30pm (UTC -4 hours)

Decision [25101]

Description: Are additional signatures required?

Work Step [24945]

Description: Select the prescriber from the quick pick or Provider Selection tool

Method: Deficiency Analysis

Work Step [24946]

Description: Click Add under the Personnel box

Method: Deficiency Analysis

Work Step [24951]

Description: Click on the prescriber's name (in bold) in the top pane

Method: Deficiency Analysis

Work Step [24953]

Description: Navigate to location of missing signature on the document in the bottom pane

Method: Deficiency Analysis

System [25085]

Description: Plus sign appears

Method: Deficiency Analysis

Comments: If plus sign does not appear, make sure you have selected the provider's name prior to attempting to place the document

Work Step [25080]

Description: Click on document to place the signature block

Method: Deficiency Analysis

Work Step [24956]

Description: Repeat steps if additional signatures are needed on the scanned document

Method: Deficiency Analysis

Work Step [25086]

Description: Click Submit

Method: Deficiency Analysis

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

Cerner Workflow ID: 10220 (v. 12.0) Client Workflow ID: 497

Last updated by Debbie Begin, May 02, 2024 4:30pm (UTC -4 hours)

System [25079]

Description: Document populates prescriber's Message Center

Method: PowerChart

Off Page Reference [25067]

Workflow Link: HIM - Deficiency Management: Letters (Deficiency Review)