

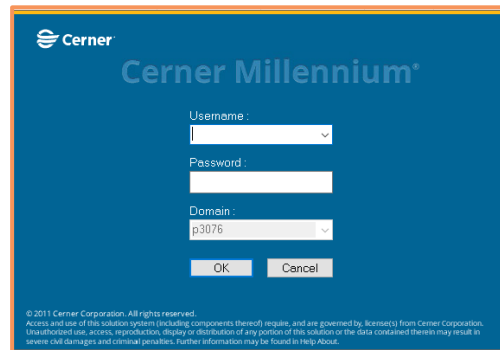



# PASSING A CODING TASK TIP SHEET HOSPITAL INFORMATION SYSTEM (HIS)

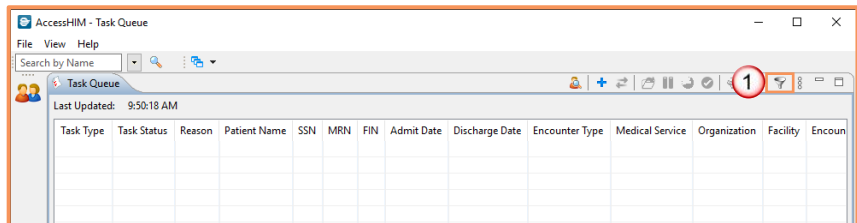
## HIM CODER, HEALTH RECORDS TECH & HIM MANAGER ROLES

### HIM Coding: Pass on a Task

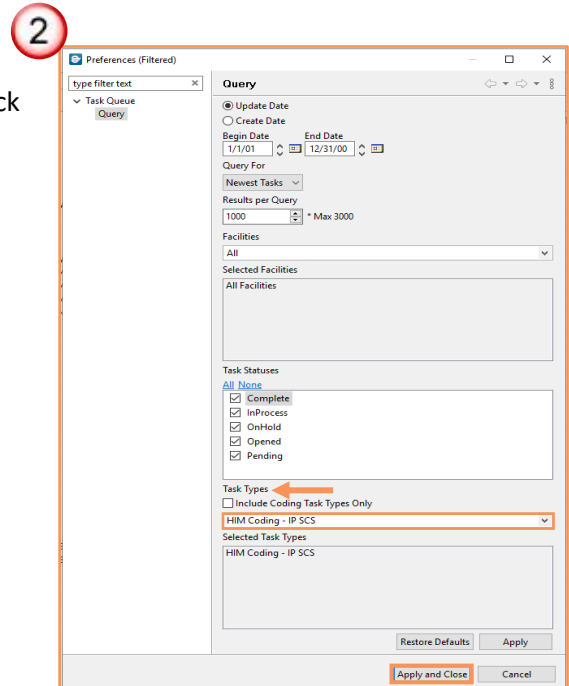
Log into **AccessHIM** as a HIM- Health Records Technician.



1. In the Task Queue, click on the “funnel”  icon.



2. The Preferences filter window will open. Select “Task Types” drop-down menu. Once selected click “Apply” then “Apply and close.”





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3. The Task Queue will have current tasks that are pending, on hold or complete.

Task Type	Task Status	Reason	Patient Name	SSN	MRN	FIN	Admit Date	Discharge Date	Encounter Type	Medical Service	Organization	Facility	Encounter Note	Create Date	Task S
HIM Coding - IP SCS	OnHold	Coding - Manager Review	SYSTEMTEST, MHAPFTYONE		11001187	22-001415	18/Mar/2024 8:40 AM	19/Mar/2024 2:40 PM	Inpatient	Mental Health	St. Catharines Site	SCS		19/Mar/2024 2:41 PM	System
HIM Coding - IP SCS	Pending		SYSTEMTEST, MADFOUR		11000897	22-001119	23/Feb/2024 10:27 AM	18/Mar/2024 11:25 AM	Inpatient	Pediatrics	St. Catharines Site	SCS		18/Mar/2024 11:26 AM	System
HIM Coding - IP SCS	Pending		ZZTEST, MEGFOUR		11000939	22-001191	21/Feb/2024 12:19 PM	18/Mar/2024 11:17 AM	Inpatient	Critical Care	St. Catharines Site	SCS		18/Mar/2024 11:17 AM	System
HIM Coding - IP SCS	Pending		SYSTEMTESTING, HIMTWIO		11001170	22-001401	15/Mar/2024 2:02 PM	15/Mar/2024 2:21 PM	Inpatient	Critical Care	St. Catharines Site	SCS		15/Mar/2024 2:21 PM	System
HIM Coding - IP SCS	Pending		ZZTEST, MACI		11001042	22-001289	07/Mar/2024 11:07 AM	18/Mar/2024 11:15 AM	Inpatient	Medical Oncology	St. Catharines Site	SCS		18/Mar/2024 11:15 AM	System
HIM Coding - IP SCS	Pending		ZZWOMENBABIES, BABE-F-TESTORTRIAGE		11000167	22-000251	08/Aug/2023 2:00 PM	15/Mar/2024 9:00 AM	Inpatient	Newborn	St. Catharines Site	SCS		15/Mar/2024 7:01 PM	System
HIM Coding - IP SCS	Pending		ZZTEST, NB FEMALE MOM		11000641	22-000144	22/Jun/2024 5:09 PM	15/Mar/2024 9:00 AM	Newborn	Newborn	St. Catharines Site	SCS		15/Mar/2024 6:56 PM	System
HIM Coding - IP SCS	Pending		ZZWOMENBABIES, TESTQUICKREG		11000121	22-000302	06/Sep/2023 11:15 AM	15/Mar/2024 9:00 AM	Inpatient	Obstetrics	St. Catharines Site	SCS		15/Mar/2024 6:47 PM	System
HIM Coding - IP SCS	Pending		ZZREHAB, PAEDIATRIC		11000263	22-000389	29/Sep/2023 2:34 PM	24/Apr/2024 11:28 AM	Inpatient	Newborn	St. Catharines Site	SCS		15/Mar/2024 5:44 PM	System
HIM Coding - IP SCS	Pending		ZZWOMENBABIES, BABE-F-TESTORTRIAGE		11000269	22-000297	25/Oct/2023 9:20 AM	15/Mar/2024 9:00 AM	Inpatient	Newborn	St. Catharines Site	SCS		15/Mar/2024 5:43 PM	System
HIM Coding - IP SCS	Pending		ZZTESTWOMENBABIES, BABE-M-MOMTWO		11000099	22-000138	24/Jul/2023 9:35 AM	15/Mar/2024 12:00 PM	Inpatient	Newborn	St. Catharines Site	SCS		15/Mar/2024 5:36 PM	System
HIM Coding - IP SCS	Pending		ZZWOMENBABIES, BABE-M-TESTMOMXIX		11000172	22-000256	08/Aug/2023 2:34 PM	15/Mar/2024 12:00 PM	Inpatient	Newborn	St. Catharines Site	SCS		15/Mar/2024 5:36 PM	System
HIM Coding - IP SCS	Pending		ZZWOMENBABIES, BABE-M-TESTMOMTHURSE		11000166	22-000253	28/Aug/2023 3:31 PM	15/Mar/2024 12:00 PM	Inpatient	Newborn	St. Catharines Site	SCS		15/Mar/2024 5:36 PM	System

4. Right-click on a Task and select "Notes."

Task Type	Task Status	Reason	Patient Name	SSN	MRN
HIM Coding - IP SCS	Pending		ZZTEST, ARRIVEONE		11001475
HIM Coding - IP SCS	Pending		TEST PATIENT THREE, ED		11001343
HIM Coding - IP SCS	Pending		TEST PATIENT ONE, ED		11001341
HIM Coding - IP SCS	Pending		ZZTESTNACRS, PREOPTOED		11001675
HIM Coding - IP SCS	Pending		TEST, ED SCS		11001529
HIM Coding - IP SCS	Pending		ZZTEST, GEM		11000302
HIM Coding - IP SCS	Pending		ROADSHOWLIVE, MENTALHEALTHTEST		
HIM Coding - IP SCS	Pending		TOUCHSTONE, CT		
HIM Coding - IP SCS	Pending		NIAGARA, TEST		
HIM Coding - IP SCS	Pending		SYSTEMTEST, HIMONE ZZZ		
HIM Coding - IP SCS	Pending		SYSTEMTEST, HIMFOUR ZZZ		
HIM Coding - IP SCS	Pending		SYSTEMTEST, HIMTEN ZZZ		
HIM Coding - IP SCS	Pending		ZZWOMENBABIES, TESTMOMSIX		
HIM Coding - IP SCS	Pending		ZZTEST, DEBORAH		
HIM Coding - IP SCS	Pending		SYSTEMTEST, WBNINE		

5. Select the "Add Note" icon.

**Notes**

**ZZTEST, GEM**

FIN: 22-000493  
 Admit Date: 24/Oct/2023 7:29 AM  
 Discharge Date: 30/May/2024 11:25 AM  
 Task Type: HIM Coding - IP SCS

Note Type	Date	Author	Note
Encounter			
Task			



OPERATION

MONARCH

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6. Select the “Encounter” Type from the “Note Type” drop-down menu.

The screenshot shows a window titled 'Notes' for patient 'ZZTEST, GEM'. The patient information includes: FIN: 22-000493, Admit Date: 24/Oct/2023 7:29 AM, Discharge Date: 30/May/2024 11:25 AM, and Task Type: HIM Coding - IP SCS. Below this is a table with columns 'Note Type', 'Date', 'Author', and 'Note'. The table contains two rows: 'Encounter' and 'Task'. At the bottom, there is a 'Note Type' dropdown menu with a red circle '6' around it. The dropdown is open, showing 'Task' (selected), 'Encounter', and 'Task'. There is also a 'Permanent' checkbox which is unchecked.

7. Enter **comments** indicating why the task requires review, then click “Save Note.”

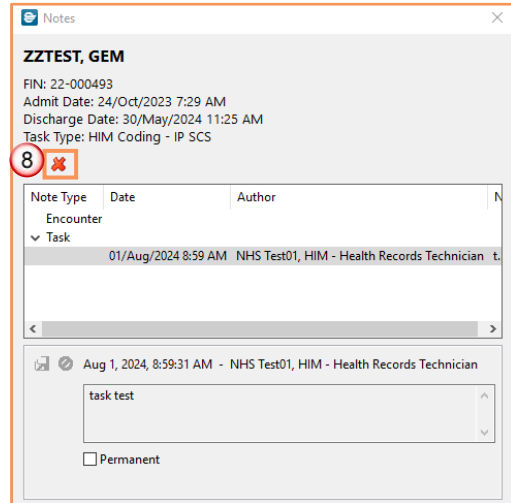
The screenshot shows the same 'Notes' window for 'ZZTEST, GEM'. The 'Note Type' dropdown is now set to 'Task'. A red circle '7' is around the 'Save Note' icon (a floppy disk). The text area below the dropdown contains the comment 'task test'. The 'Permanent' checkbox remains unchecked.



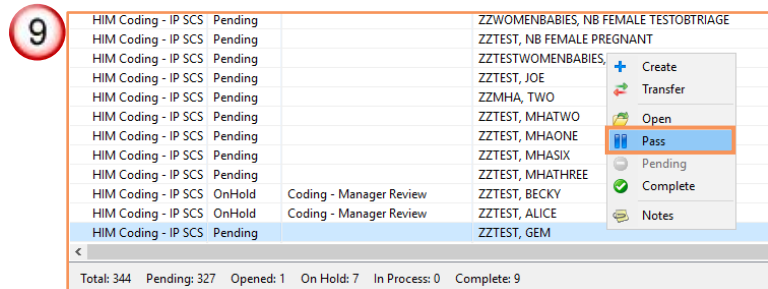
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## HOSPITAL INFORMATION SYSTEM (HIS)

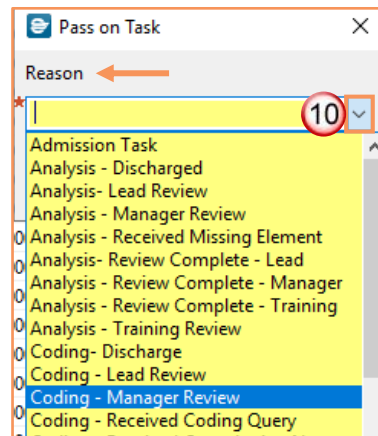
8. The Note is saved Click the “x” to close.



9. Right-click on the Task, select “Pass.”



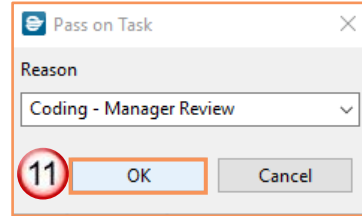
10. select pass “Reason.”



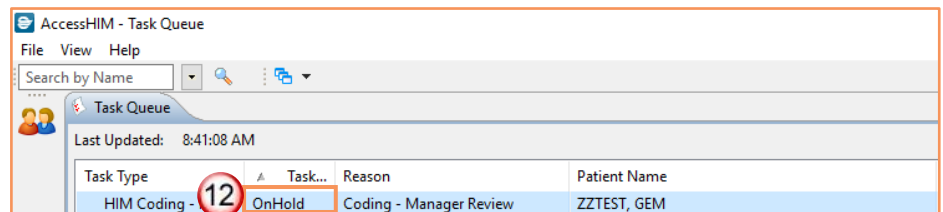


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11. Click “Ok.”



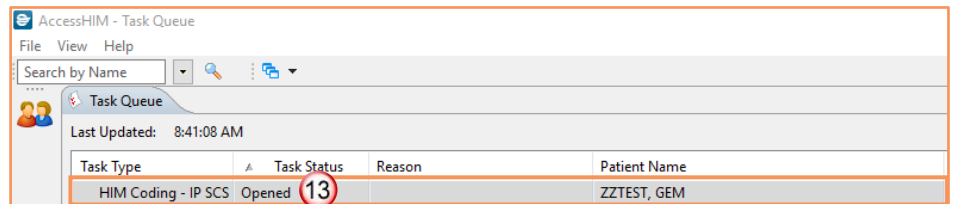
12. The Task status updates to “ON Hold.”



**Note:** The Task is created in Manager Review Queue, Training Review Queue, for Data Quality Analyst Review.

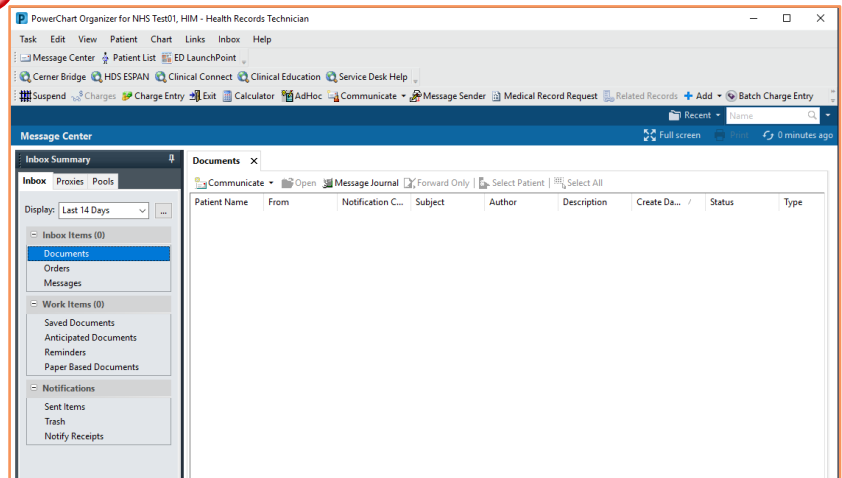
**Once a response is received:**

13. Double-click on the task in the “Task Queue.” The status changes to “Opened.”



14. Launch “Powerchart” and open the abstract in “Winrecs.”

14

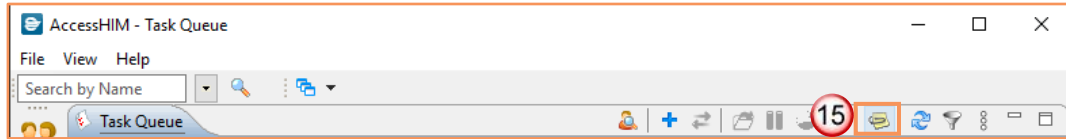




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## HOSPITAL INFORMATION SYSTEM (HIS)

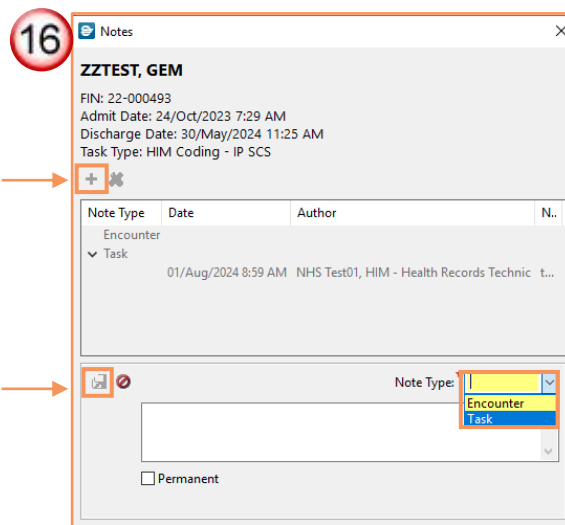
15. Click on “Notes” tab to view the to view the “Manager/Data Quality Analyst note”



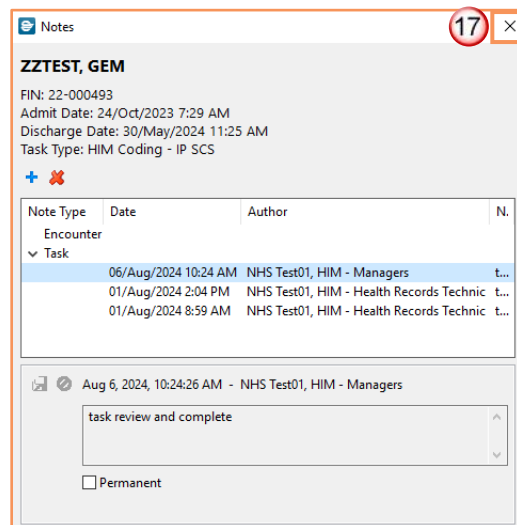
16. If necessary to redirect back to Managers/DQA Click “Add Notes” Icon and select **Encounter Type**. Add comments then “Save” the note.

Add Note Icon

Save Icon



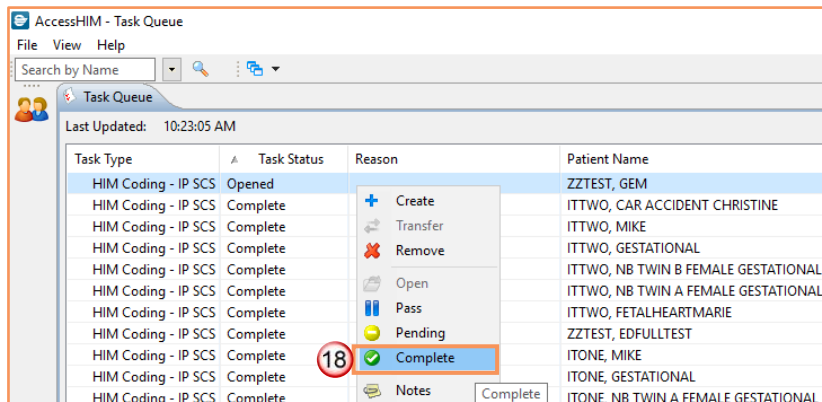
17. To stamp the task, click “X” to close and return to the coding queue.



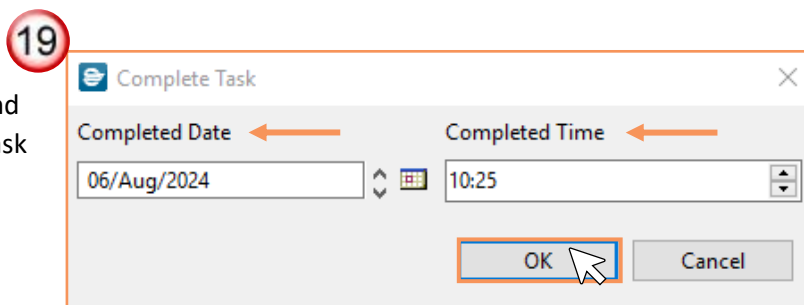
# PASSING A CODING TASK TIP SHEET HOSPITAL INFORMATION SYSTEM (HIS)

Once the task is completed

- Right click on the **task** and select **“Complete.”**



- Select the **Completed date** and **Completed time** stamp the task then click **“OK”** to complete.



Click OK

- The Task status is now updated to **“Complete”** in queue.

