




# ROI REQUEST MANAGEMENT (EXTERNAL AUDIT REQUESTS)

## HOSPITAL INFORMATION SYSTEM (HIS)

ALL HIM ROLES

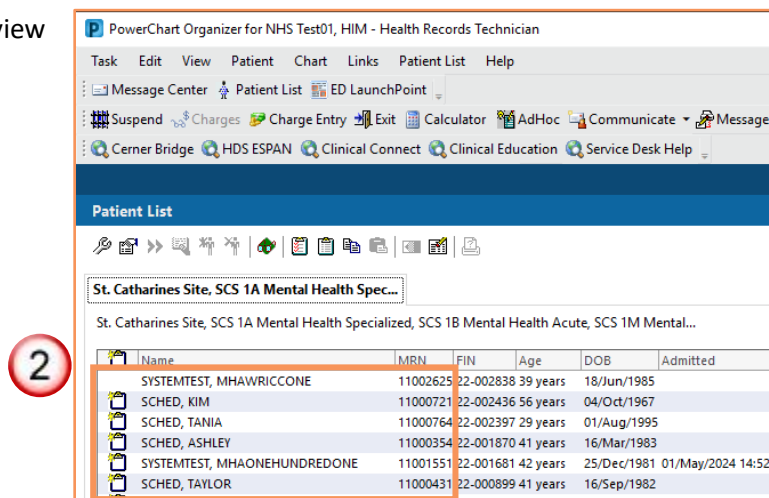
**HIM- External Auditor requests:** for insurance companies or an outside agency. For view only, chart review.


This Workflow be used by HIM mangers only

1. Open the **PowerChart**  from the Application bar.



2. Send **list of encounters(s)** to review electronically.



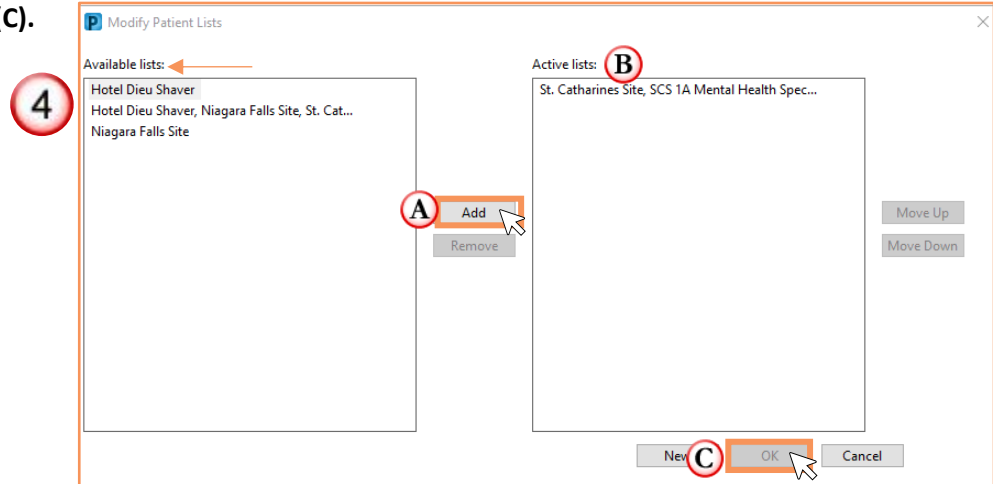
3. In PowerChart **click** on the **List Maintenance** icon  in patient list to review.



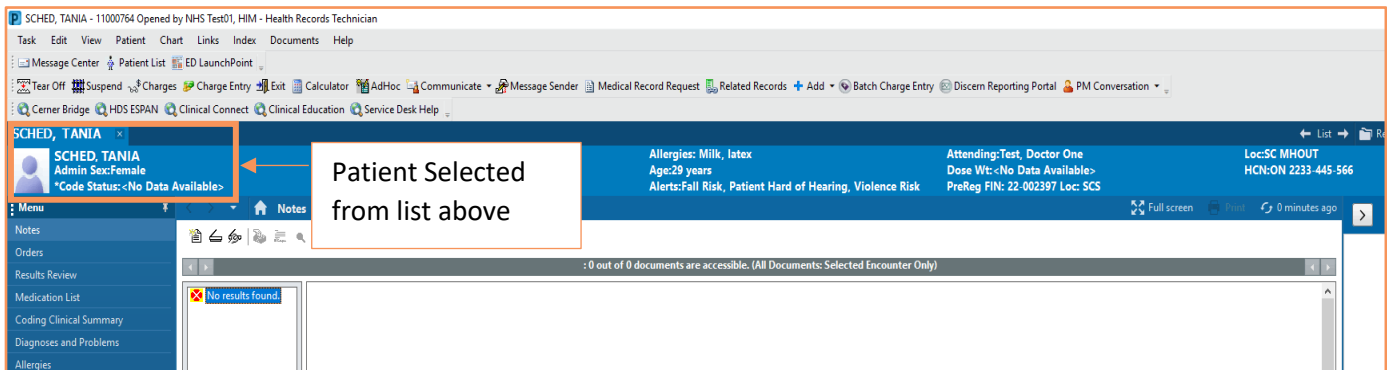
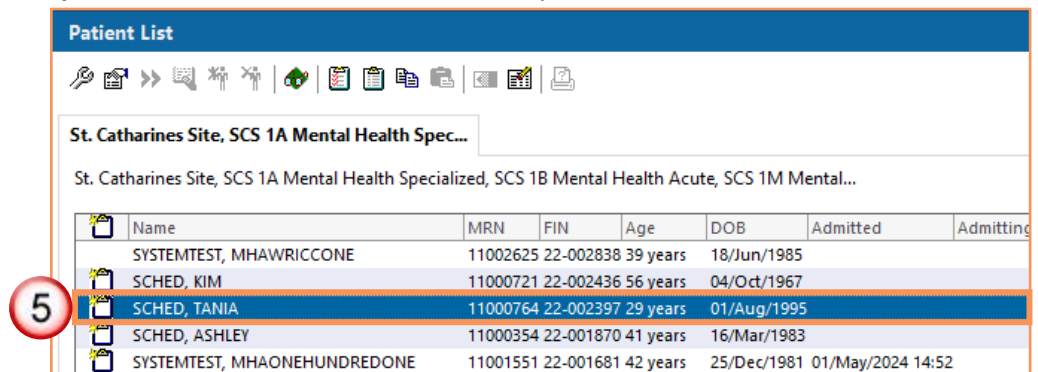
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4. The Modify Patient List window will open. **Add available list (A)** to **Active list (B)** and when finished click **OK (C)**.



5. **Double-click** on the **patient** in the **Patient List** to review the patient's chart.

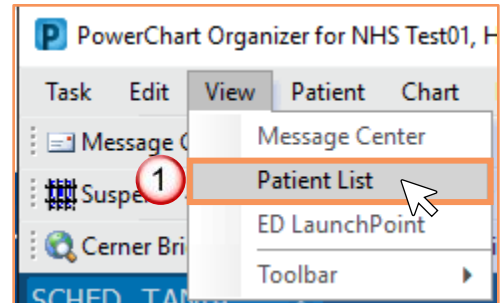



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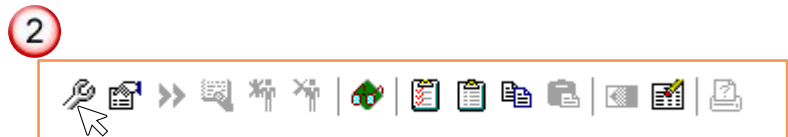
## HOSPITAL INFORMATION SYSTEM (HIS)

Once a patient request is received

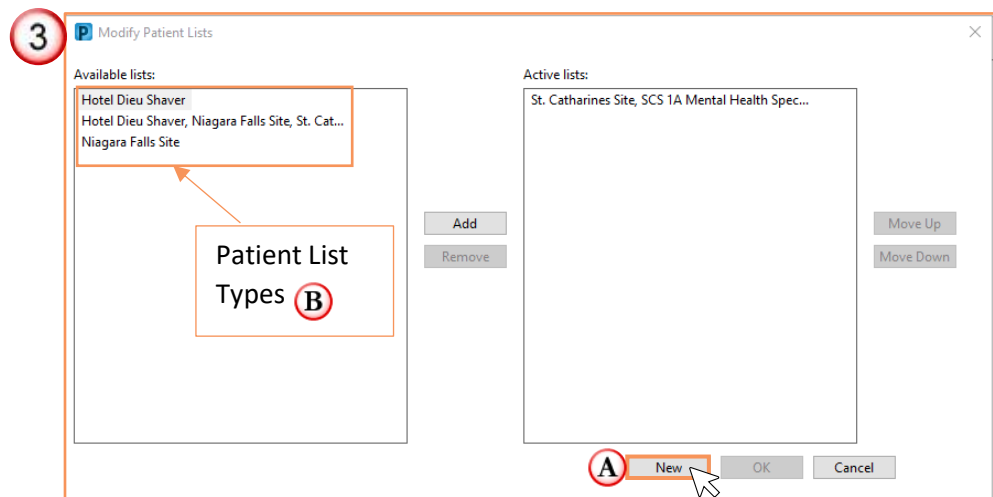
1. Open **PowerChart** and click on **Patient list** from the toolbar.



2. In the patient list click the **List Maintenance**  icon.

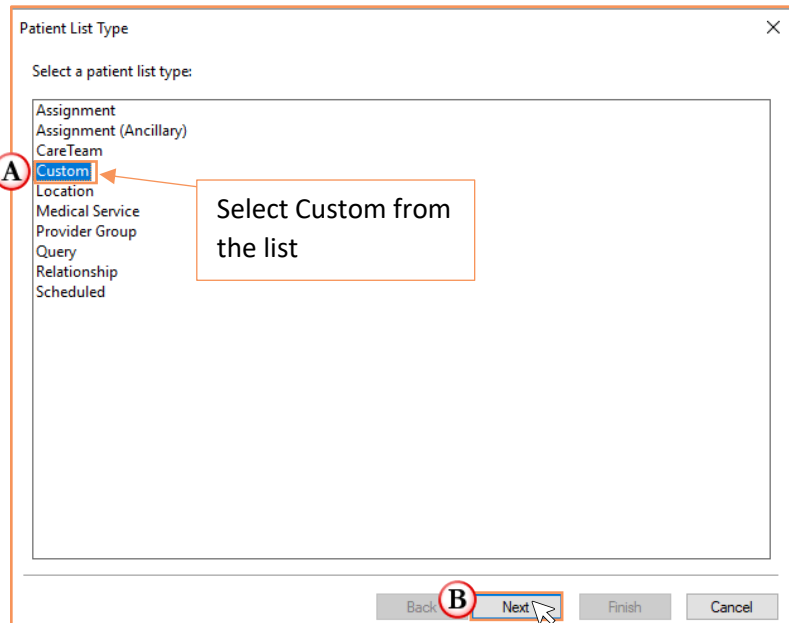


3. Click **New (A)** and select a **patient list type (B)** then click **next**.



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4. Enter the name of the **custom list (A)** and click **Next (B)**.



Patient List Type

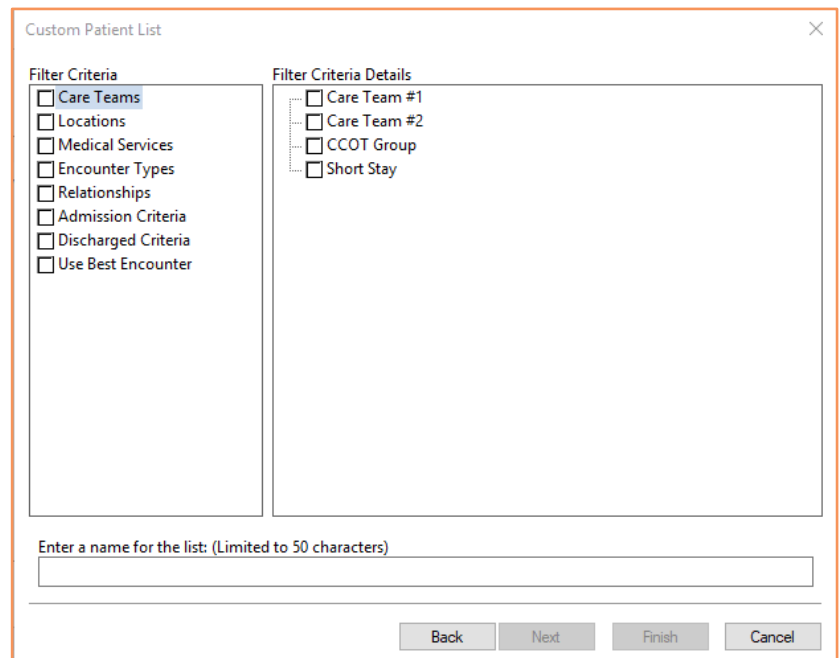
Select a patient list type:

- Assignment
- Assignment (Ancillary)
- CareTeam
- Custom**
- Location
- Medical Service
- Provider Group
- Query
- Relationship
- Scheduled

Select Custom from the list

Back **B** Next Finish Cancel

5. Once you click **New** in the proxy window, you can **add group, Access, provider, and dates**.



Custom Patient List

Filter Criteria

- Care Teams
- Locations
- Medical Services
- Encounter Types
- Relationships
- Admission Criteria
- Discharged Criteria
- Use Best Encounter

Filter Criteria Details

- Care Team #1
- Care Team #2
- CCOT Group
- Short Stay

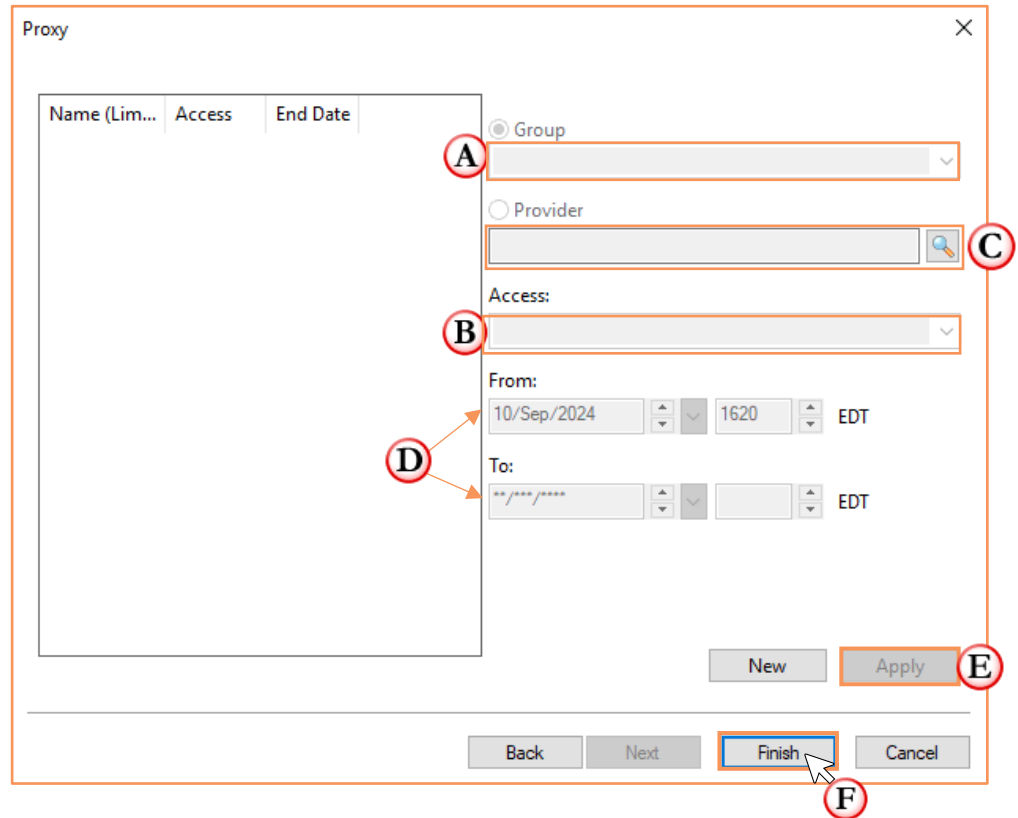
Enter a name for the list: (Limited to 50 characters)

Back Next Finish Cancel

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6. Add **group (A)**, **Access (B)**, **provider (C)**, and **dates (D)**. Click **Apply (E)**, and click **Finish (F)**.



Proxy

Name (Lim...	Access	End Date

Group  
 Provider

Access:

From: 10/Sep/2024 1620 EDT

To: \*\*/\*\*/\*\*\*\* EDT

New Apply

Back Next Finish Cancel