

ROI REQUEST MANAGEMENT (EXTERNAL AUDIT REQUESTS)

ALL HIM ROLES

HOSPITAL INFORMATION SYSTEM (HIS)

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.

iew	PowerChart Organizer for NHS Test01, HIM -	Health Records Technician	
	Task Edit View Patient Chart Links	s Patient List Help	
	🗄 🖃 Message Center 🛔 Patient List 🌃 ED Laur	nchPoint 🝦	
	🗄 🇱 Suspend 🚕 Charges 🍃 Charge Entry 🖄	Exit 📓 Calculator 🛯 📲 AdHoc 🕻	🛓 Communicate 🝷 者 Message
	🗄 🕄 Cerner Bridge 🕄 HDS ESPAN 🕄 Clinical C	Connect 🜊 Clinical Education 🦿	Service Desk Help 🝦
	Patient List		
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	St. Catharines Site, SCS 1A Mental Health Sp	ec]	
\frown	St. Catharines Site, SCS 1A Mental Health Spec	ialized, SCS 1B Mental Health Acu	te, SCS 1M Mental
2	1 Name	MRN FIN Age	DOB Admitted
4	SYSTEMTEST, MHAWRICCONE	11002625 22-002838 39 years	18/Jun/1985
<u> </u>	CHED, KIM	11000721 22-002436 56 years	04/Oct/1967
	CHED, TANIA	11000764 22-002397 29 years	01/Aug/1995
	SCHED, ASHLEY	11000354 <mark>22-001870 41 years</mark>	16/Mar/1983
	SYSTEMTEST, MHAONEHUNDREDONE	11001551 22-001681 42 years	25/Dec/1981 01/May/2024 14:52
	SCHED, TAYLOR	1100043122-000899 41 years	16/Sep/1982

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



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

	Modify Patient Lists	X
4	Available lists: Active lists: Active lists: B Hotel Dieu Shaver Hotel Dieu Shaver, Niagara Falls Site, St. Cat Niagara Falls Site	
	Add	Move Up
	Kenuve	MOVEDOWN
	Nev CO OK T	Cancel

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

	Pat	tien	t List						
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	St.	Catl	harines Site, SCS 1A Mental Health Spec.	•					
	St. Catharines Site, SCS 1A Mental Health Specialized, SCS 1B Mental Health Acute, SCS 1M Mental								
	1	ĉ	Name	MRN	FIN	Age	DOB	Admitted	Admitting
			SYSTEMTEST, MHAWRICCONE	11002625	22-002838	39 years	18/Jun/1985		
		<u>^</u>	SCHED, KIM	11000721	22-002436	56 years	04/Oct/1967		
5)		SCHED, TANIA	11000764	22-002397	29 years	01/Aug/1995		
-		<u> </u>	SCHED, ASHLEY	11000354	22-001870	41 years	16/Mar/1983		
	1	۵	SYSTEMTEST, MHAONEHUNDREDONE	11001551	22-001681	42 years	25/Dec/1981	01/May/2024 14:52	

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ROI REQUEST MANAGEMENT (EXTERNAL AUDIT REQUESTS) HOSPITAL INFORMATION SYSTEM (HIS)

Once a patient request is received

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

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Task Edit	View	Patient	Chart
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	Т	oolbar	•



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

			Active lists.	
Hotel Dieu Shaver Hotel Dieu Shaver, Niagara Falls Site	Niagara Falls Site, St. Cat Patient List Types B	Add Remove	St. Catharines Site, SCS 1A Mental Health Spec	Move Up Move Down

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

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Р	atient List Type			×
A	Select a patient list type: Assignment Assignment (Ancillary) CareTeam Custom Location Medical Service Provider Group Query Relationship Scheduled	Select Custom from the list		
	Scheduled			
-		Back	Next Rinish Cancel	

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



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

Name (Lim Access	End Date	Group		
		(A)		^
		O Provider		_
			Q	6
		Access:		
		B		^
		From:		
		10/Sep/2024	1620 EDT	
	(1	То:		
			EDT	
			New Apply	
		Back	Next Finish Cancel	

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