

HOSPITAL INFORMATION SYSTEM (HIS)

## ALL HIM ROLES

#### (HIM) Patient Deficiency Analysis:

Utilized for managing patient deficiencies in the ProFile Deficiency Analysis App.

## ProFile Deficiency Analysis Workflow Setup Steps:

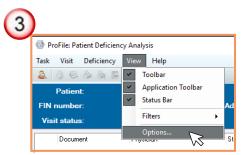
- 1. Open App Bar.
- Open the Patient Deficiency Analysis App.
- 3. To access and filter deficiency tasks, click "View" and select "Options" from the drop-down menu.
- 4. In the Options window, navigate to the "Settings" tab.
- In the Settings Tab select the "Work with Tasks of Type" drop-down menu. Select the task you wish to work on.
- Select Default Deficiency Status dropdown menu to select the status of the deficiency that you want to work on.
- 7. Once you have set your preferences click "OK."



Patient Deficiency Analysis App

ProFile Patient Deli	cioncy Analysis					
Task Visit Daficia						
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Patient		MRN:		Birth date:		
FIN number:		Admit date:		Discharge date:	P	atient type:
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ProFile Deficiency Analysis App Main Window



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In the Options 🔶 Menu Select	Personnel Lookup Defaults	
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	OK Cancel	
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	HIM Analysis - Loose Scanned Documents HIM Analysis - Manager Review	
	HIM Analysis - Missing Elements HIM Analysis - OP HDS	
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6		
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HOSPITAL INFORMATION SYSTEM (HIS)

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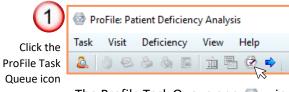




#### (HIM) Accessing and Modifying Tasks Steps:

- 1. From the Patient Deficiency Analysis toolbar select "ProFile Task Queue" 🗹 Icon.
- 2. In the Task View app select the "View" Tab and choose "Options" from the drop-down.
- 3. In the Options window, select "View" tab, adjust the Task Queue preferences using status filters.
- 4. Click "Hide tasks of this status" and choose "Complete" to filter out all completed tasks.
- 5. Click "OK."

Note: In the Task Queue window, tasks activities can be managed and modified.



The Profile Task Queue app 🛃 window will open.

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Task Queue					- 0
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RIDGE, TESTPTFOUR	NH1100-1067	Pending	HIM Analysis - IP NH		SYSTEM, SYSTEM Cerner
ZZTEST, JANE	NH1100-1145	Pending	HIM Analysis - IP NH		SYSTEM, SYSTEM Cerner
EST, PERIOP	NH1100-0291	Pending	HIM Analysis - IP NH		SYSTEM, SYSTEM Cerner
YSTEMTEST, PERIOPTHREE	NH1100-0804	Pending	HIM Analysis - IP NH		NHS Test03, HIM - Health Records Clerk
YSTEMTEST, HIMONE ZZZ	NH1100-0052	Pending	HIM Analysis - IP NH		NHS Test02, HIM - Health Records Clerk
IM TEST, UT	NH1100-0542	Pending	HIM Analysis - IP NH		NHS Test01, HIM - Health Records Clerk
ZTEST, SHELLEY	NH1100-0545	Pending	HIM Analysis - IP NH		NHS Test09, HIM - Health Records Clerk
SYTEMTEST, HIMTHREE ZZZ	NH1100-0053	Complete	HIM Analysis - IP NH		NHS Test01, HIM - Managers
TEST, ASHLEY	NH1100-0293	Complete	HIM Analysis - IP NH		NHS Test01, HIM - Managers
INTERTEST, MHATHIRTYTHREE	NH1100-1019	Pending	HIM Analysis - IP NH		NHS Test07, HIM - Health Records Clerk
ISTEMTEST, REHABTHREE	NH1100-0808	Pending	HIM Analysis - IP NH		NHS Test11, HIM - Health Records Tech.
ARTEST, IPSITETRANSFER	NH1100-0952	Complete	HIM Analysis - IP NH		NHS Test03, HIM - Health Records Clerk
EST PATIENT, IPACONE	NH1100-0845	Pending	HIM Analysis - IP NH		Cerner Test, HIM - Health Records Techn.
STEMTEST, MHAFORTYNINE	NH1100-1084	Pending	HIM Analysis - IP NH		NHS Test09, HIM - Health Records Clerk
EST PATIENT, LEADER AWAY DAY	NH1100-0761	Pending	HIM Analysis - IP NH		SYSTEM, SYSTEM Cerner
INTERTESTING, DEFICIENCY	NH1100-1134	Pending	HIM Analysis - IP NH		NHS Test09, HIM - Health Records Clerk
TEST, TIMOTHY	NH1100-0082	Opened	HIM Analysis - IP NH		Cerner Test, HIM - Managers Cerner
ZTEST, MOM	NH1100-0087	Pending	HIM Analysis - IP NH		SYSTEM, SYSTEM Cerner
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HOSPITAL INFORMATION SYSTEM (HIS)

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ZZTEST, MEG	NH1100-0777	Pending	HIM Analysis - IP NH					
BRIDGE, TESTPTFOUR	NH1100-1067	Pending	HIM Analysis - IP NH					
ZZTEST, JANE	NH1100-1145	Pending	HIM Analysis - IP NH					
TEST, PERIOP	NH1100-0291	Pending	HIM Analysis - IP NH					
SYSTEMTEST, PERIOPTHREE	NH1100-0804	Pending	HIM Analysis - IP NH					
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SYSTEMTEST, HIMONE ZZZ KIM TEST, UT	NH1100-0542	Pending	HIM Analysis - IP NH					

Note: All completed tasks have now been removed from the Task Queue workflow

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(HIM) To filter the Task Que and Task Type needed for the

- 1. Select the facility fro alphabetically listed down menu.
- 2. Click the "magnifying choose a "Task Type Types window.
- 3. Select the desired Ta Analysis IP NH).
- 4. Click "OK (As of)."

Now the location and Task T the main Profile Task Queue

5. To prioritize overdue "Discharge Date" co by oldest tasks first. Task Age Indicator w the top, highlighting immediate attentior

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Filters: Update Date: All Dates/ Comp	lete/ In Process/ Pendi	ng/ Opened/ On	Hold				update Queue
Name COMBINEPERSONTEST, KRISTOPHER	MRN NH1100-2488	Task Status Pending	Task Type HIM Analysis - IP NH	Admit Date 2024-Jun-12 09:48:43	2024- Jun-12.00	ect Discharge	
ADTTEST, NB FEMALE MOM	NH1100-2465	Pending	HIM Analysis - IP NH	2024-Jun-11 12:14:00	2024-Jun-12 08: Da	te Header to	
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ZZWOMENBABIES, TESTIOL	NH1100-0549	Pending	HIM Analysis - IP NH	2024-Jan-11 12:21:24	2024-Jun-07 08:25:00		
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LOCKMYENCOUNTER, LOCKBOX	NH1100-2415	Pending	HIM Analysis - IP NH	2024-Jun-06 16:34:06	2024-Jun-06 16:34:06		Tack Poquiring
ADTTEST, PAEDS	NH1100-1785	Pending	HIM Analysis - IP NH	2024-May-29 14:30:00	2024-Jun-05 10:42:00		Task Requiring
SYSTEMTEST, NB MALE WBELEVEN ZZTESTNACRS, EDTOINPTSITEB	NH1100-1876 NH1100-1814	Pending Pending	HIM Analysis - IP NH HIM Analysis - IP NH	2024-Jun-04 19:19:00 2024-Jun-03 09:31:21	2024-Jun-05 15:44:00 2024-Jun-04 15:05:00		Attention in Red
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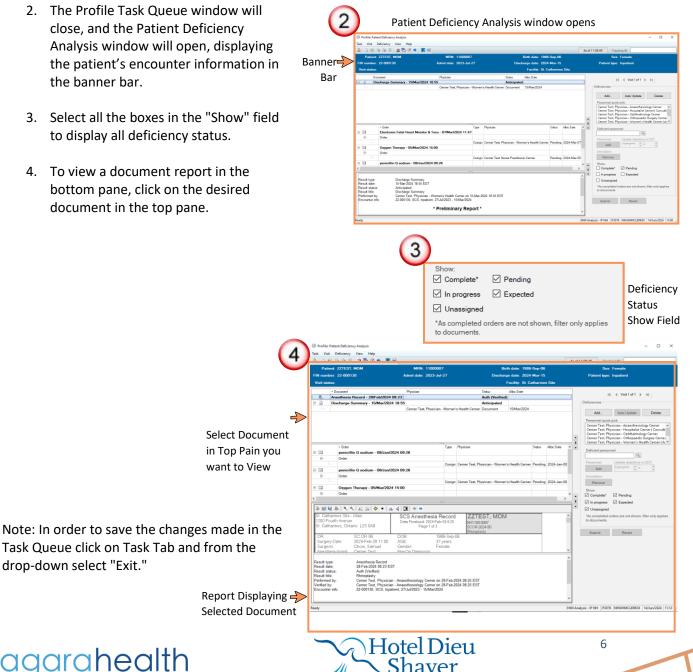


#### (HIM) Patient Deficiency Workflow Tasks steps:

- 1. Double click on the first patient in the queue.
- 2. The Profile Task Queue window will close, and the Patient Deficiency Analysis window will open, displaying the patient's encounter information in the banner bar.
- 3. Select all the boxes in the "Show" field to display all deficiency status.
- 4. To view a document report in the bottom pane, click on the desired document in the top pane.

## **HOSPITAL INFORMATION SYSTEM (HIS)**

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	🕑 Task Queue				
Double	Task View Help				
Click on	3 3 4 <b>6</b> 2 <b>1</b> 2 0 <i>2</i>	HIM Analysis - IP NH	٩	St. Catharines Site	~
Patient in	Filters: Update Date: All Dates/ Compl	lete/ In Process/ Pendin	g/ Opened/ On Ho	bld	
Queue	Name	MRN	Task Status	Task Type	Admit Date
Queue	ZZTEST, MOM	NH1100-0087	Pending	HIM Analysis - IP NH	2023-Jul-27 11:37:00



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drop-down select "Exit."