



PATIENT DEFICIENCY ANALYSIS TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

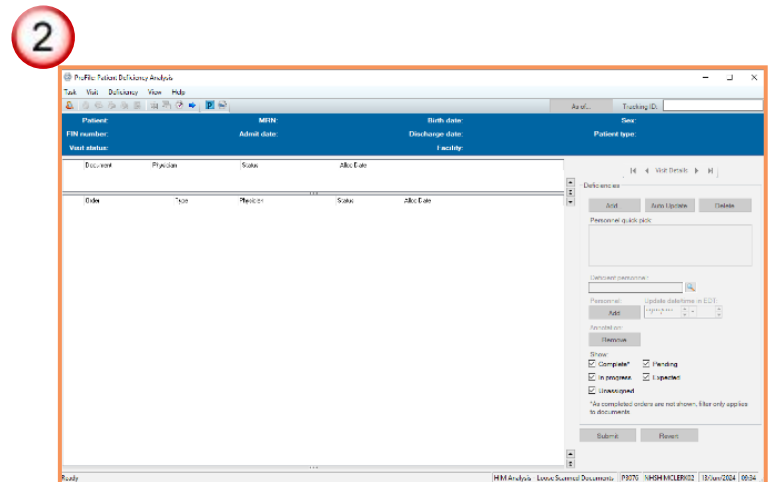
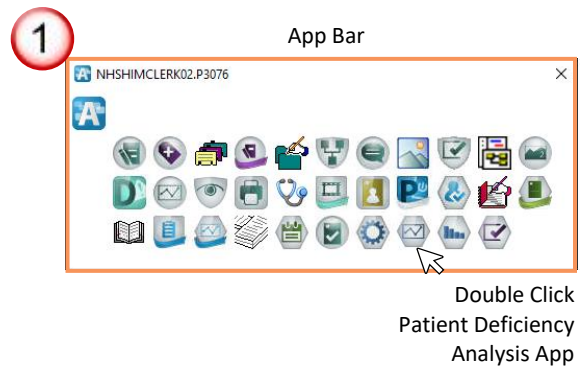
ALL HIM ROLES

(HIM) Patient Deficiency Analysis:

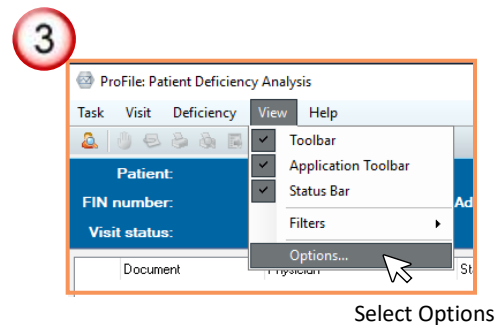
Utilized for managing patient deficiencies in the ProFile Deficiency Analysis App.

ProFile Deficiency Analysis Workflow Setup Steps:

1. Open App Bar.
2. 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.
5. In the Settings Tab select the "Work with Tasks of Type" drop-down menu. Select the task you wish to work on.
6. Select Default Deficiency Status drop-down menu to select the status of the deficiency that you want to work on.
7. Once you have set your preferences click "OK."



ProFile Deficiency Analysis App Main Window





PATIENT DEFICIENCY ANALYSIS TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

4

In the Options Menu Select Settings Tab

7

Click OK

5

Select the Work with Task Type


6

Select the Deficiency Status for your workflow

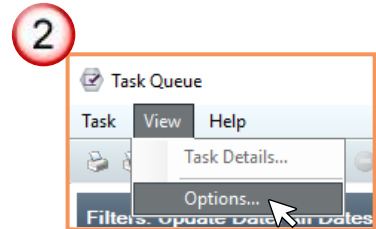
PATIENT DEFICIENCY ANALYSIS TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

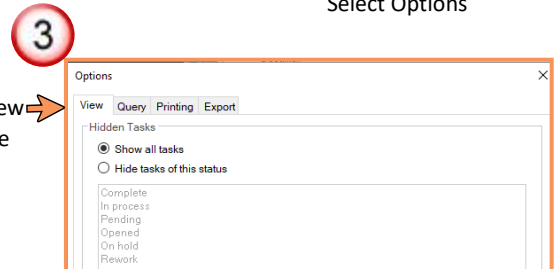
(HIM) Accessing and Modifying Tasks Steps:

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."

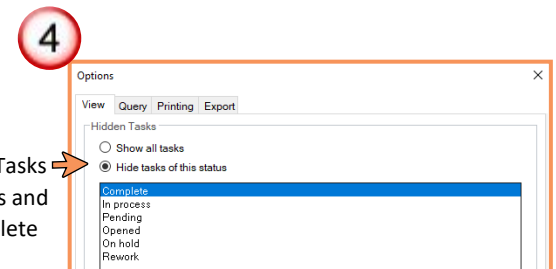
Note: In the Task Queue window, tasks activities can be managed and modified.



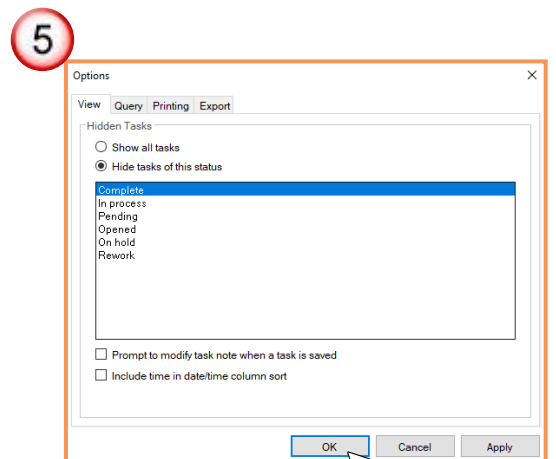
Select Options



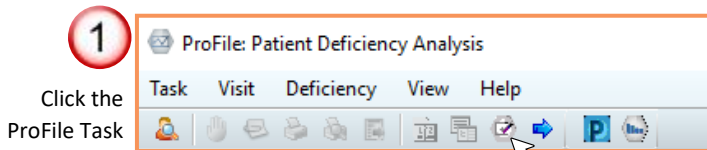
Select View
Tab in the
Options
Window




Select Hide Tasks
of this Status and
Select Complete



Click OK



Click the
ProFile Task
Queue icon

The Profile Task Queue app  window will open.

Name	MRN	Task Status	Task Type	Reason	User
ZZTEST_MED	NH1100-0777	Pending	HIM Analysis - IP NH		SYSTEM, SYSTEM Center
SYSTEMTEST_REHABTWENTYSEVEN	NH1100-1136	Pending	HIM Analysis - IP NH		SYSTEM, SYSTEM Center
BRIDGE_TESTFFOUR	NH1100-1067	Pending	HIM Analysis - IP NH		SYSTEM, SYSTEM Center
ZZTEST_JANE	NH1100-1148	Pending	HIM Analysis - IP NH		SYSTEM, SYSTEM Center
TEST_PEROP	NH1100-0291	Pending	HIM Analysis - IP NH		SYSTEM, SYSTEM Center
SYSTEMTEST_PEROPTHREE	NH1100-0804	Pending	HIM Analysis - IP NH		NHS Test03 HIM - Health Records Clerk
SYSTEMTEST_HKONEZZ	NH1100-0052	Pending	HIM Analysis - IP NH		NHS Test02 HIM - Health Records Clerk
KIMTEST_UT	NH1100-0542	Pending	HIM Analysis - IP NH		NHS Test01 HIM - Health Records Clerk
ZZTEST_SHELLEY	NH1100-0545	Pending	HIM Analysis - IP NH		NHS Test05 HIM - Health Records Clerk
SYSTEMTEST_HMTHREEZZZ	NH1100-0093	Complete	HIM Analysis - IP NH		NHS Test01 HIM - Managers
ZZTEST_ASHLEY	NH1100-0293	Complete	HIM Analysis - IP NH		NHS Test01 HIM - Managers
SYSTEMTEST_MNATHIRTYTHREE	NH1100-1019	Pending	HIM Analysis - IP NH		NHS Test07 HIM - Health Records Clerk
SYSTEMTEST_REHABTHREE	NH1100-0008	Pending	HIM Analysis - IP NH		NHS Test11 HIM - Health Records Tech.
BARTTEST_IPHETERANSFER	NH1100-0982	Complete	HIM Analysis - IP NH		NHS Test03 HIM - Health Records Clerk
TEST PATIENT_IPICONE	NH1100-0548	Pending	HIM Analysis - IP NH		Center Test HIM - Health Records Techn.
SYSTEMTEST_MNAPORTYNINE	NH1100-1084	Pending	HIM Analysis - IP NH		NHS Test05 HIM - Health Records Clerk
TEST PATIENT_LEADER AWAY DAY	NH1100-0761	Pending	HIM Analysis - IP NH		SYSTEM, SYSTEM Center
SYSTEMTESTING_DEFICIENCY	NH1100-1134	Pending	HIM Analysis - IP NH		NHS Test05 HIM - Health Records Clerk
ZZTEST_TIMOTHY	NH1100-0082	Opened	HIM Analysis - IP NH		Center Test HIM - Managers Center
ZZTEST_MON	NH1100-0087	Pending	HIM Analysis - IP NH		SYSTEM, SYSTEM Center



PATIENT DEFICIENCY ANALYSIS TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

Task Queue			
Task View Help			
HIM Analysis - IP NH			-All Organizations-
Filters: Update Date: All Dates/ Complete/ In Process/ Pending/ Opened/ On Hold			
Name	MRN	Task Status	Task Status
SYSTEMTEST, REHABTWENTYSEVEN	NH1100-1136	Pending	
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
SYSTEMTEST, HIMONE ZZZ	NH1100-0052	Pending	HIM Analysis - IP NH
KIM TEST, UT	NH1100-0542	Pending	HIM Analysis - IP NH
ZZTEST, SHELLEY	NH1100-0545	Pending	HIM Analysis - IP NH

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



PATIENT DEFICIENCY ANALYSIS TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

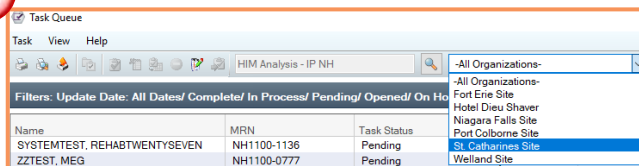
(HIM) To filter the Task Queue by the location and Task Type needed for the workflow steps:

1. Select the facility from the alphabetically listed options in the drop-down menu.
2. Click the "magnifying glass" icon to choose a "Task Type", opening the Task Types window.
3. Select the desired Task Type (ex., HIM Analysis IP NH).
4. Click "OK (As of)."

Now the location and Task Type will be set on the main Profile Task Queue workflow.

5. To prioritize overdue tasks, click the "Discharge Date" column header to sort by oldest tasks first. Tasks with a red Task Age Indicator will be displayed at the top, highlighting those requiring immediate attention.

1



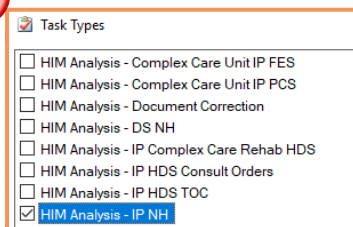
Select Site

2



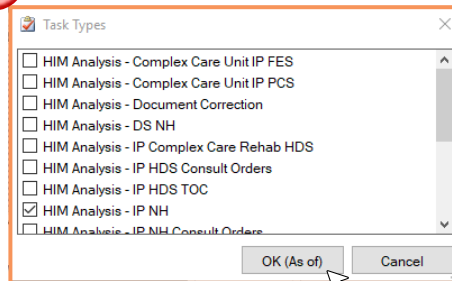
Click Magnifying Glass Icon

3



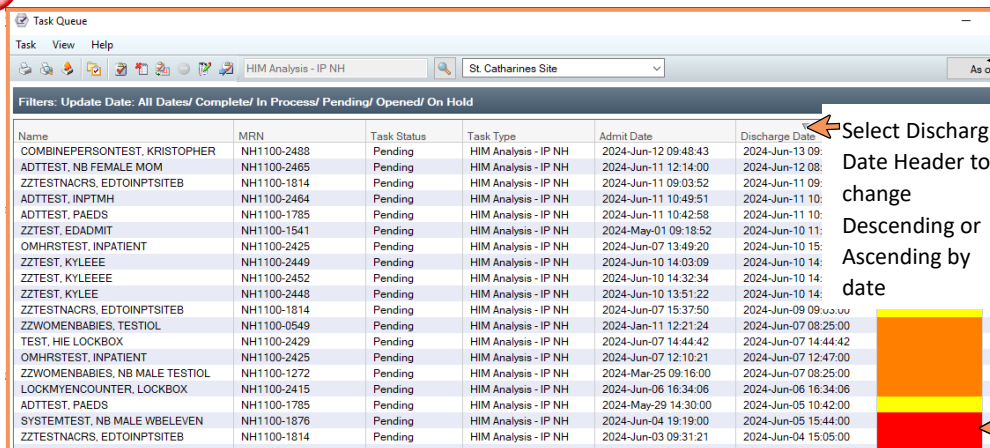
Select Task Type Workflow

4



Click OK (As of)

5



Note: Refresh screen using As Of Button to update Queue

Select Discharge Date Header to change Descending or Ascending by date

Task Requiring Attention in Red



PATIENT DEFICIENCY ANALYSIS TIP SHEET

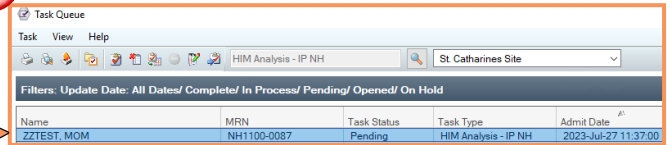
HOSPITAL INFORMATION SYSTEM (HIS)

(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.

1

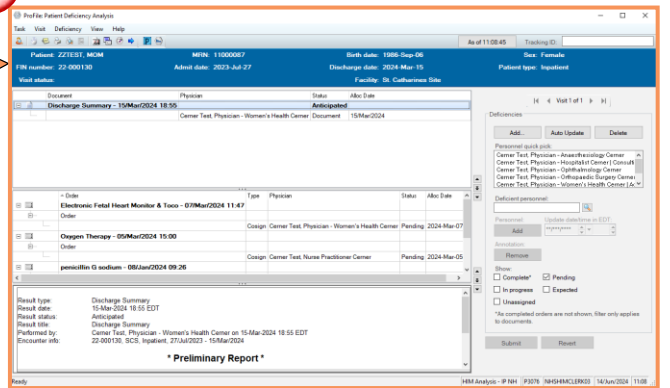
Double Click on Patient in Queue →



2

Banner Bar →

Patient Deficiency Analysis window opens



3

Show:

Complete* Pending

In progress Expected

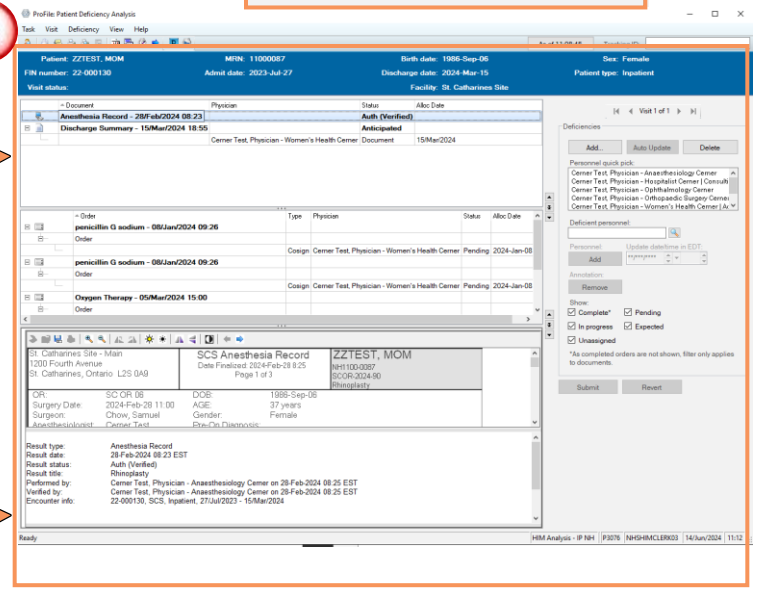
Unassigned

*As completed orders are not shown, filter only applies to documents.

Deficiency Status Show Field

4

Select Document in Top Pane you want to View



Report Displaying Selected Document →

Note: In order to save the changes made in the Task Queue click on Task Tab and from the drop-down select "Exit."