

PHYSICIAN DEFICIENCY ANALYSIS TIP SHEET HOSPITAL INFORMATION SYSTEM (HIS)

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(HIM) How to set Preferences and Search for Deficiencies in ProFile Physician Deficiency Analysis App Steps:

- Open ProFile Physician Deficiency Analysis App In from the App Bar.
- 2. Click "View" tab and select "**Options**" from the drop-down menu.
- In the "Options" window, select the "View" tab and check required "boxes."
- In the Options window, select the "Settings" tab and set the "Personal Lookup Defaults," "Terminal Digital Order," and "Default Deficiency Status" for your workflow and Click "OK."
- 5. Select the **"hospital site"** from the **"Facility"** drop-down menu.
- In the Deficiency Filters pane, check "All Ages," "All Documents," and "All Document Types" to set the search parameters.
- 7. Click "As of" to refresh the changes.
- To select a provider, type the name in the "Select Physician (by name)" box. If there are multiple matches, use the magnifying glass tool for advanced search.





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- In the provider selection window, choose a provider from the list at the bottom of the screen and click "OK."
- 10. Provider deficiencies will appear in the visit pane. Select a patient deficiency to view details.
- The patient will open in the Patient Deficiency Analysis App, displaying encounter deficiencies and any reports.

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Performed By

Tam, Benjamin Ho-Lai, FRCPC

Performed Date

30/Apr/2024 10:45

Action Status

Requested

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Comment



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

Close

Submit Revert

This physician O All physicians



(HIM) Placing a Provider on Hold in HIM Physician Deficiency Analysis:

Steps to place a provider on hold:

- 1. Type the provider's name in the "Physician (by name)" search box.
- 2. Select the provider's site from the **"Facility"** drop-down.
- 3. Click on the "Physician Hold..." Tab.
- 4. The holds window opens.
- 5. Select the reason from the **"Physician Hold Info"** drop-down (ex. Vacation).
- 6. Click the **"Start date"** drop-down to open the calendar.
- Leave the end date blank or select an end date from the "End Date" dropdown, then click "Create" and "Close."
- 8. The Hold icon will display next to the "**Physician (by name)**" box for the selected hold duration.

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for the Hold duration







(HIM) Modifying A physician hold Steps:

- Type the provider's in the "Physician (by name)" box, search for the provider, and select the site from the "Facility" drop-down menu.
- Click the "Physician Hold" icon located between the "Physician (by name)" and "Facility" fields.
- 3. The Holds window opens. Double-click on the hold to modify.
- Make changes in the "Physician Hold Info" box and click "Update" and "Close."
- 5. The Hold icon will disappear from the providers name when the end date passes or if the Hold reason is deleted.

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(HIM) Placing a Provider on Suspension Steps:

- Enter the provider's name in the "Physician (by name)" box and search.
- 2. Select the Facility from the drop-down menu.
- 3. Click the **"Suspension Log"** icon on the toolbar.
- 4. The Provider Suspension Log window opens.
- 5. Enter the start date for the provider's suspension.
- 6. Select the site from **"Facility"** dropdown.
- Add any comments in the "Comments" box.
- 8. Click "Close" to complete.
- 9. The Suspension Log icon will display next to the **"Physician (by name)"** box for the selected provider.



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End date

Select the arrow for the Start Date calendar and enter date



* Start date

17/Jun/2024

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(HIM) Remove Provider off Suspension Steps:

- Type the provider's name in the "Physician (by name)" box, search, select the site from the "Facility" dropdown, and click the "Suspension Log" icon on the toolbar.
- 2. The Provider Suspension Log window opens.
- 3. Select the active suspension from the "Suspension Details" pane.
- 4. Click the **"End Date"** arrow, select the end date from the calendar.
- 5. Click "Update."
- 6. Click "Close."

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 The Suspension icon disappears for the Provider in the Physician Deficiency Analysis window.

Note: The Suspension Alert pop-up will no longer appear in the Register Patient Conversation.



select the Facility, and click Suspension Log Icon



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Facility Start Date End Date Days Suspended Last Update: \$1 Catharines Site 17/1/m/2024 1 NHS Text02
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	* Physician (by name): * Facility:
	Tam, Benjamin Ho-Lai, FRCPC
	As of 10:03:19 Physician Hold

The Suspension Icon will disappear for the provider

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