

ALL ROLES

This guide is designed to assist you in efficiently combining work items within the WQM system. By following the steps outlined below, you will be able to navigate your department's queue, preview and select work items, and accurately combine documents. This ensures that work items are processed smoothly and efficiently within the clinic.

1. Open the appropriate queue in CDI WQM. Highlight the items that need to be merged by **clicking on the first document to select it and holding the Ctrl key on the key on your keyboard to select the next document(s) that need to be combined.**

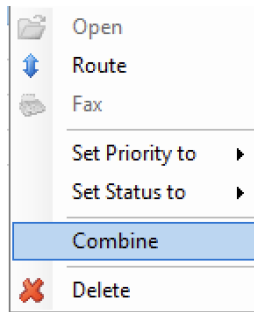


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Person Name	Health Card Number	Date/Time	Elapsed Time	Status	Reason	Encounter Number	MRN	Document Type
ZZZTEST, WILL	3443678763	2023-Sep-14 15:34	273 d 21 hr	Available			88000010	Physician Order
ZZZTEST, DAVID	3243243242	2024-Feb-21 08:42	114 d 3 hr	Available			11000359	Physician Order
ZZZTEST, GM	3479164983	2024-Feb-21 08:42	114 d 3 hr	Available			11000709	Physician Order
ZZZTEST, MACI	1212121212	2024-Feb-21 08:42	114 d 3 hr	Available			11000726	Physician Order
ZZZTEST, BRIAN		2024-Feb-21 08:42	114 d 3 hr	Available			11000501	Physician Order
ZZZTEST, BRIAN		2024-Feb-21 08:42	114 d 3 hr	Clarify	Invalid Order		11000501	Physician Order
ZZZTEST, BRIAN		2024-Feb-21 08:42	114 d 3 hr	Available			11000501	Physician Order
ZZZTEST, WILL	3443678763	2024-Mar-19 09:26	87 d 3 hr	Available			88000010	CT Documents
ZZZTEST, A		2024-Mar-19 09:56	87 d 3 hr	Available			11001106	Physician Order
		2024-Mar-19 11:31	87 d 1 hr	In Process				
		2024-Apr-02 09:51	73 d 3 hr	Faxed				
		2024-Apr-02 09:52	73 d 3 hr	Supplemental				Consent Forms
ZZZTEST, LOGAN	2334343676	2024-Apr-02 09:52	73 d 3 hr	Available			88000027	BD Documents
ZZZTEST, NICK	9834584905	2024-May-08 12:27	37 d 0 hr	Available			11000526	BD Documents
		2024-May-08 12:27	37 d 0 hr	Available				
SCHED, TEST	2222666888	2024-May-16 09:04	29 d 23 hr	Available			88000096	Legal Documents
		2024-Jun-03 13:57	10 d 23 hr	In Process				
ZZREHAB, WOMREFERRAL	5586453575	2024-Jun-03 13:57	10 d 23 hr	Available			88000143	Referral Letter
		2024-Jun-03 13:57	10 d 23 hr	Available				
		2024-Jun-03 13:57	10 d 23 hr	Available				

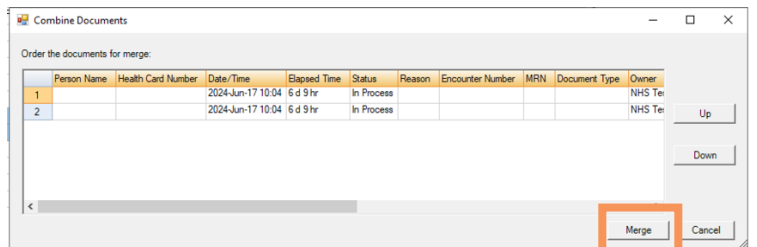
2. **Right-click on the selected items** and select **“Combine”**.

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3. A new window will appear with the documents you would like to combine. Confirm that the documents are correct and click **“Merge”**.

3



By following these steps, you can efficiently combine work items within WQM.