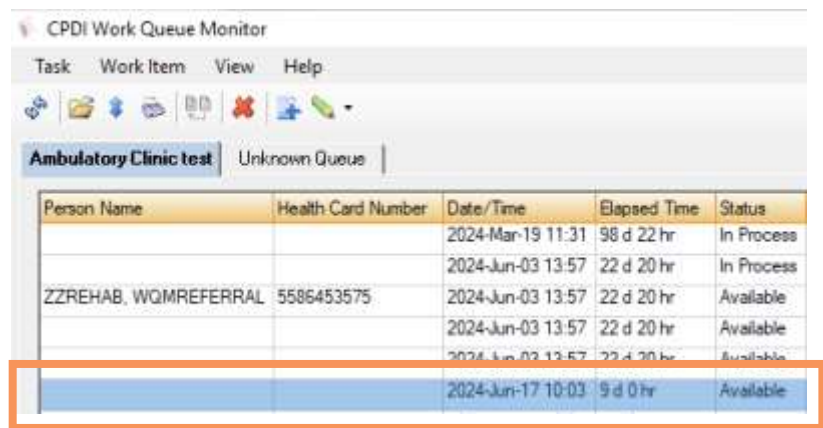


ALL ROLES

This tip sheet provides concise instructions on how to efficiently split documents into multiple parts, ensuring they are accurately associated with the correct patient and encounter details in the work queue monitor (WQM). The process outlined below will help you manage document workflows seamlessly, from initial access to the final steps of document management.

1. Access the Queue: Open the appropriate queue in CDI WQM. Double-click on the work item that needs to be split into multiple documents.

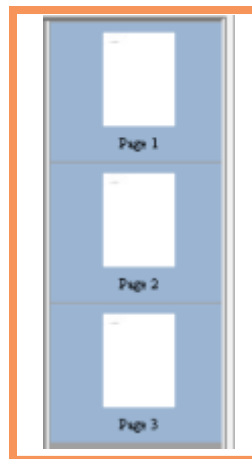
1



Person Name	Health Card Number	Date/Time	Elapsed Time	Status
		2024-Mar-19 11:31	98 d 22 hr	In Process
		2024-Jun-03 13:57	22 d 20 hr	In Process
ZZREHAB, WQMREFERRAL	5586453575	2024-Jun-03 13:57	22 d 20 hr	Available
		2024-Jun-03 13:57	22 d 20 hr	Available
		2024-Jun-03 13:57	22 d 20 hr	Available
		2024-Jun-17 10:03	9 d 0 hr	Available

2. Select Pages: A window displaying the work item will appear. Choose the pages to split by using Shift + Click for a contiguous section, or Ctrl + Click to select individual pages.

2



3. Split the Document: Click the "Split" icon, located below the thumbnail images on the right-hand side.

3



WQM – SPLIT WORK ITEM HOSPITAL INFORMATION SYSTEM (HIS)

4. Patient and Document

Association: Click the Patient Search Button and search for the patient using details from the document (e.g., Last Name, First Name). Select the correct patient from the top half of the search results.

4

Name	Pronouns	SSN	MRN	Sex	Birth Date	Age
TEST, JANE	He/Him		11002576	Male	14/Jun/1995	29 Years

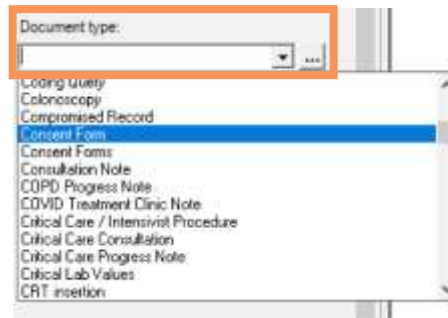
5. Select Encounter: If the appropriate encounter is listed and correct in the bottom half of the window, click on it and select OK. If no encounter is listed you are unsure, click "All Encounters".

5

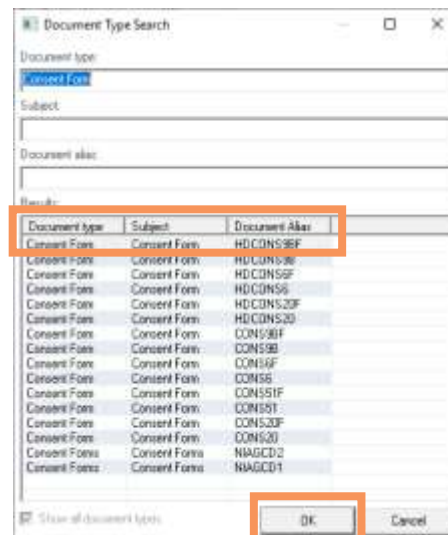
Encounter Number	Enc Type	Enc Type(s)	Med Service	Facility	Reg Date	Disch Date	Remove
22-002731	Emergency		Emergency	PEB	2024-Jun-14 14:26	2024-Jun-17 09:56	

WQM – SPLIT WORK ITEM HOSPITAL INFORMATION SYSTEM (HIS)

6. **Select the Document Type:** Assign the document type (e.g., Consent Forms, Legal Documents).



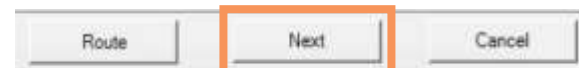
6



Document type	Subject	Document Alias
Consent Form	Consent Form	HD CONSERF
Consent Form	Consent Form	HD CONSBF
Consent Form	Consent Form	HD CONSSP
Consent Form	Consent Form	HD CONSSG
Consent Form	Consent Form	HD CONSSZF
Consent Form	Consent Form	HD CONSSD
Consent Form	Consent Form	CONSERF
Consent Form	Consent Form	CONSBF
Consent Form	Consent Form	CONSSP
Consent Form	Consent Form	CONSSG
Consent Form	Consent Form	CONSSZF
Consent Form	Consent Form	CONSSD
Consent Form	Consent Form	NAAGCD1

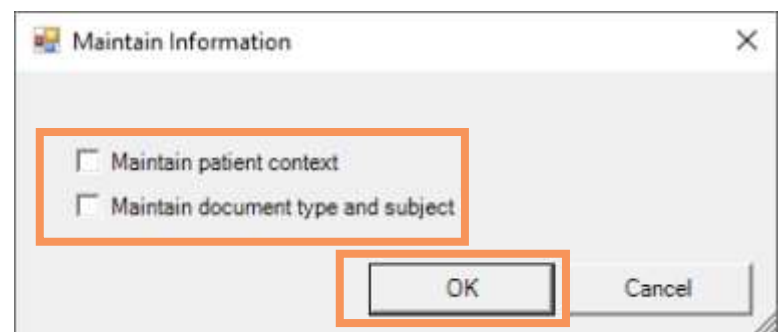
7. **Additional Steps:** Take any necessary additional actions such as clarification or updates (refer to “Clarify” tip sheet. Press “Next” to proceed.

7



8. **Finalize Document:** Choose either “Maintain patient context” or “Maintain document type and subject” for further processing. Repeat as necessary for other sections of the document.

8



Click “OK” to complete the process.

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