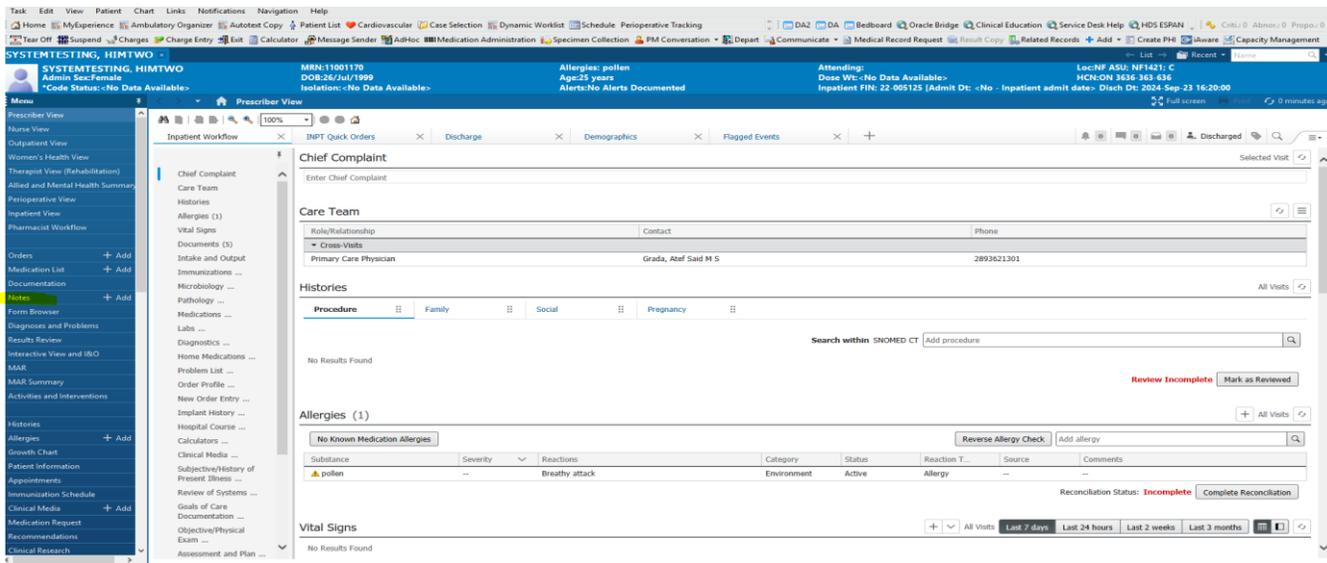


SENDING MISSING ELEMENTS REQUEST OUT TIP SHEET

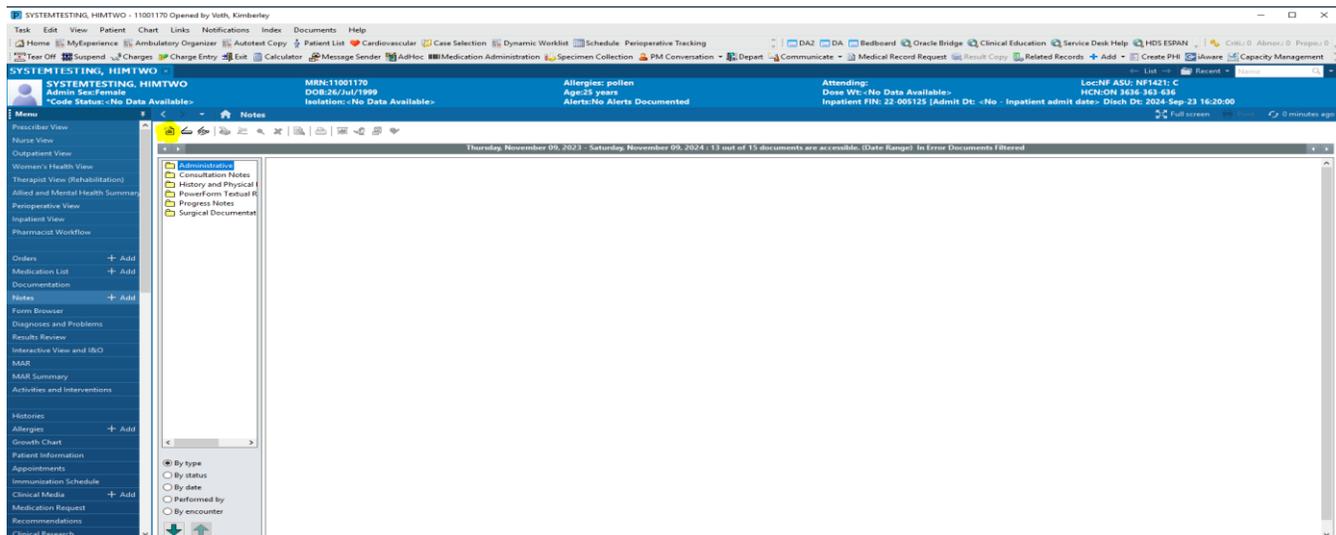
HOSPITAL INFORMATION SYSTEM (HIS)

Log into PowerChart

In Patient 's Chart, select the "Notes" tab from Table of Contents



Select the "Add" button





SENDING MISSING ELEMENTS REQUEST OUT TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

Select "Missing Element" from the Type field.

Add Document: SYSTEMTESTING, HIMTWO - 11001170

*Type: **Missing Element** *Author: Voh, Kimberley

*Date: 08/Nov/2024 1400 EST Status: In Progress

Subject:

Associated Providers: **Modify**

Patient Level Document:

*Editor:

Arial 10

Change the "Author" field to Physician's Name, which is the physician you are assigning the deficiency to.

Add Document: SYSTEMTESTING, HIMTWO - 11001170

*Type: **Missing Element** *Author: **Tam, Benjamin Ho-Lai**

*Date: 08/Nov/2024 1400 EST Status: In Progress

Subject:

Associated Providers: **Modify**

Patient Level Document:

*Editor:

Arial 10

Enter a "Subject" in the Subject field.

Add details in the text of the Missing Element note.

Add Document: SYSTEMTESTING, HIMTWO - 11001170

*Type: **Missing Element** *Author: Tam, Benjamin Ho-Lai

*Date: 08/Nov/2024 1400 EST Status: In Progress

Subject: **Please Review and Revise - Missing MRD**

Associated Providers: **Modify**

Patient Level Document:

*Editor:

Arial 10

-i Dr. Tam

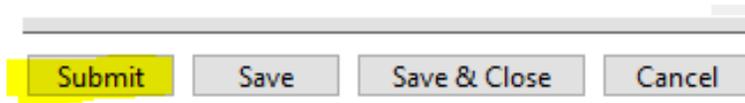
Can you please add a "Most Responsible Diagnosis" to Discharge Summary. Thank you.



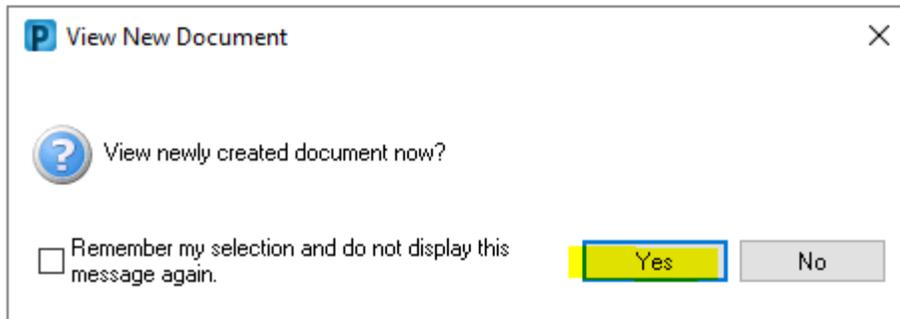
SENDING MISSING ELEMENTS REQUEST OUT TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

Click **Submit** at bottom.

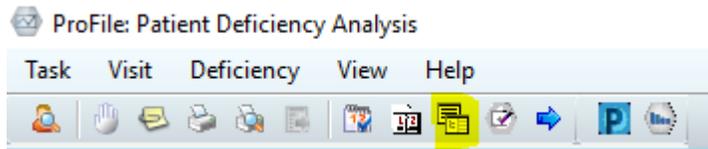


Click **“Yes”** to view created document.



The Missing Element note populates the Physician’s Documents to Sign folder in Message Center, a Missing Element deficiency is created and a new task populates the HIM analysis – Missing Element task queue.

Continue to analyze the current encounter as necessary, and click **“Complete Analysis Task and OK**



Physician will modify and add addendum to the documentation as appropriate. (The report will have **“Document contains Addenda”** in red print at the top).



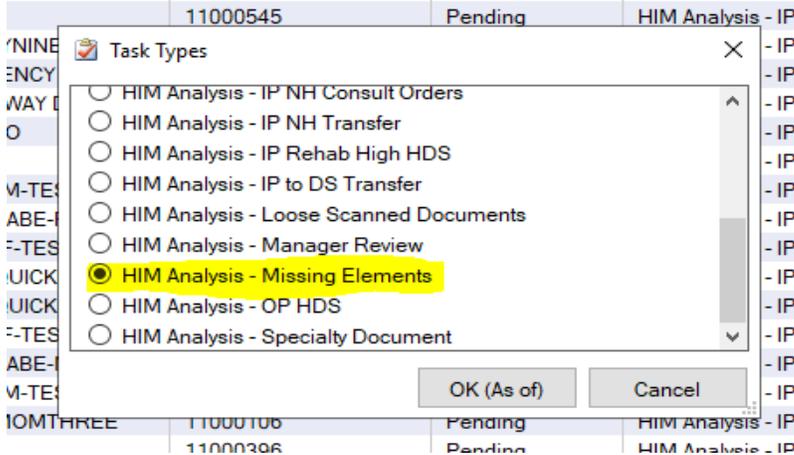
SENDING MISSING ELEMENTS REQUEST OUT TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)



Login to AppBar and select Patient Deficiency Analysis

Select the Task Type of “HIM Analysis – Missing Element” and select Facility in dropdown list.



View the patient’s listed in this task queue, and double-click a patient that has “Analysis-Received Missing Element” in the Reason column.

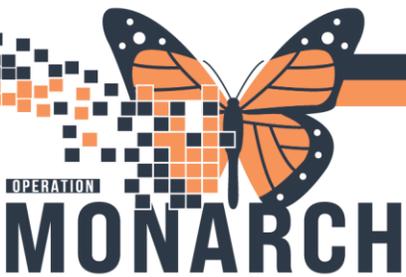
Task Queue

Task View Help

HIM Analysis - Missing Elements St Catharines Site As of 14:40:58

Filters: Update Date: All Dates/ Complete/ In Process/ Pending/ Opened/ On Hold

Name	MRN	Task Status	Task Type	Reason	User	Update Date	Create Date	Admit Date	Discharge Date	Patient Type
ZZTEST.RENEE	11000294	Pending	HIM Analysis - Missing...		SYSTEM.SYSTEM Cerner	2024-Sep-26 13:36:28	2024-Sep-26 13:36:28	2023-Oct-20 10:00:16	2023-Oct-20 10:10:03	Inpatient
SYSTEMTEST.HIMTWO ZZZ	11000701	OnHold	HIM Analysis - Missing...	Analysis - Received Missing Element	NHS Test08.HIM - Health Records Clerk	2024-Aug-16 10:50:34	2024-Mar-19 10:57:28	2024-Feb-02 16:31:37	2024-Feb-02 16:31:37	Outpatient
SYSTEMTEST.HIMTHREE ZZZ	11000053	Opened	HIM Analysis - Missing...		Voth, Kimberley	2024-Nov-08 14:37:22	2024-Jul-05 13:38:17	2024-Mar-08 12:14:46	2024-Mar-08 12:14:46	Inpatient
SYSTEMTEST.HIMONE ZZZ	11001205	OnHold	HIM Analysis - Missing...	Analysis - Received Missing Element	Voth, Kimberley	2024-Nov-08 14:36:17	2024-Mar-22 10:48:02	2024-Mar-19 14:41:58	2024-Mar-22 10:44:00	Inpatient
SYSTEMTEST.HIMSEVEN ZZZ	11001249	OnHold	HIM Analysis - Missing...	Analysis - Received Missing Element	NHS Test01.HIM - Health Records Clerk	2024-Jul-05 10:39:15	2024-Jul-05 08:58:22	2024-Mar-22 09:48:24	2024-Mar-22 09:48:24	Inpatient
SYSTEMTEST.HIMSEVEN ZZZ	11000700	Pending	HIM Analysis - Missing...		NHS Test01.HIM - Health Records Clerk	2024-Mar-12 14:00:26	2024-Mar-22 09:24:21	2024-Feb-02 16:14:49	2024-Apr-08 10:01:00	Outpatient
ITTW0.FETALHEARTMARE	11053024	Pending	HIM Analysis - Missing...		NHS Test08.HIM - Health Records Clerk	2024-Aug-16 10:52:39	2024-Aug-01 09:43:58	2024-Jul-31 09:09:57	2024-Aug-01 09:04:00	Inpatient



SENDING MISSING ELEMENTS REQUEST OUT TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

Review the Missing Element note as needed and verify that the Physician created new documentation or updated existing documentation as requested.

Result type: Progress Note
Result date: 06-Mar-2024 12:14 EST
Result status: Modified
Result title: Progress Note
Performed by: NHS Test01, Physician - Hospitalist on 26-Mar-2024 10:02 EDT
Verified by: NHS Test01, Physician - Hospitalist on 26-Mar-2024 10:02 EDT
Encounter info: 22-000379, SCS, Inpatient, 06/Mar/2024 - 06/Mar/2024

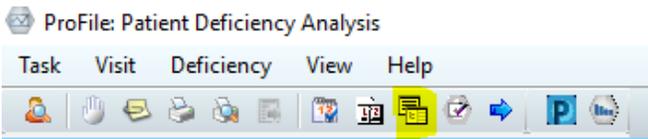
*** Final Report ***
Document Contains Addenda

Performed by: NHS Test01, Physician - Hospitalist on 26-Mar-2024 10:02 (Verified)
Tested Signed MArch 26th 2024

Signature Line
Electronically Signed on 26-Mar-2024 10:02

NHS Test01, Physician - Hospitalist

Click Complete Analysis Task and OK.



Click OK

