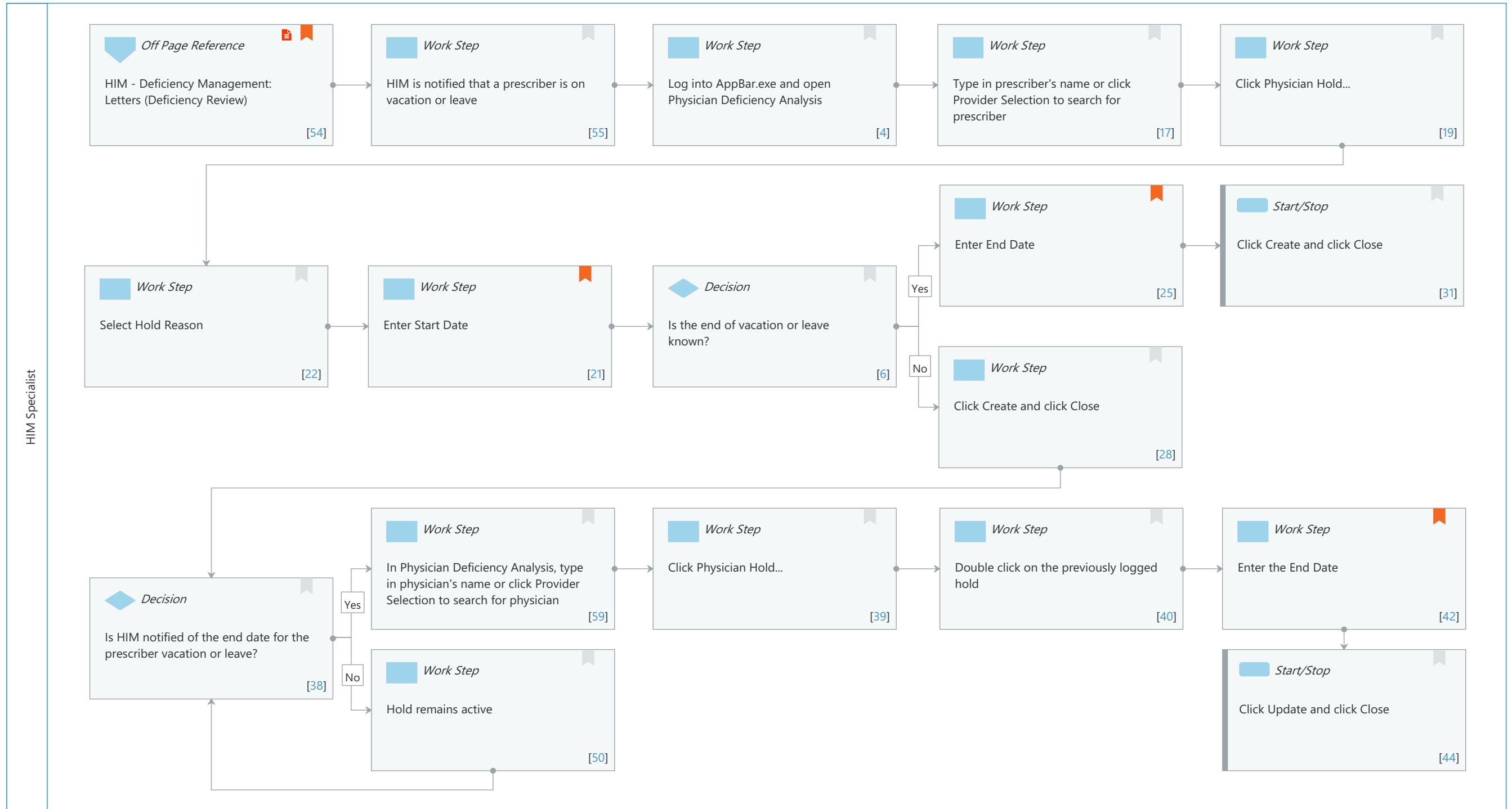


Future State: HIM - Deficiency Management: Letters (Physician Holds)

Cerner Workflow ID: 6072 (v. 15.0)

Client Workflow ID: 500

Last updated by Debbie Begin, Jan 16, 2024 6:12pm (UTC -4 hours)



## Future State: HIM - Deficiency Management: Letters (Physician Holds)

Cerner Workflow ID: 6072 (v. 15.0) Client Workflow ID: 500

Last updated by Debbie Begin, Jan 16, 2024 6:12pm (UTC -4 hours)

**Workflow Details:**

Workflow Name: HIM - Deficiency Management: Letters (Physician Holds)

Workflow State: Future State

Workstream: Post-Discharge/Post-Visit

Venue: Acute Care

Emergency Medicine

Perioperative

Client Owner:

Cerner Owner:

Standard: Yes

Related Workflow(s):

Tags:

**Workflow Summary:**

Service Line:

Related Solution(s): Health Information Management

Project Name: Niagara Health System:OPT-0297674:NIAG\_CD Niagara HIS RFP

TestBuilder Script(s):

Cerner Workflow ID: 6072 (v. 15.0)

Client Workflow ID: 500

Workflow Notes: For the steps to configure and follow the workflow, see [Understand Letters Physician Holds Workflow](#) .

HIM Specialists use Physician Deficiency Analysis to place physicians on hold when they are on leave (for example, illness or vacation). When a physician is on hold, an asterisk is displayed next to the physician's name in Letters. This notifies the HIM Specialist that they may want to avoid sending a deficiency letter to that physician since they are currently on leave. Placing physicians on hold also helps HIM track why physicians may not be completing their deficiencies for a specific period of time.

Introduced By: WS 2

Validated By: WS 4

**Swim Lane:**

Role(s): HIM Specialist

Department(s): Health Information Management

Security Position(s): HIM - Specialist

HIM - Managers

## Future State: HIM - Deficiency Management: Letters (Physician Holds)

Cerner Workflow ID: 6072 (v. 15.0) Client Workflow ID: 500

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**Off Page Reference** [54]

Workflow Link: HIM - Deficiency Management: Letters (Deficiency Review)

Value Impact: Quality

Step Impact: Policy/Procedure

**Work Step** [55]

Description: HIM is notified that a prescriber is on vacation or leave

**Work Step** [4]

Description: Log into AppBar.exe and open Physician Deficiency Analysis

**Work Step** [17]

Description: Type in prescriber's name or click Provider Selection to search for prescriber

**Work Step** [19]

Description: Click Physician Hold...

**Work Step** [25]

Description: Enter End Date

Comments: In addition to the calendar feature, keyboard shortcuts such as (T) for Today, (M) for Month, and (+) and (-) can be used to add or subtract days.

**Start/Stop** [31]

Description: Click Create and click Close

**Work Step** [22]

Description: Select Hold Reason

**Work Step** [21]

Description: Enter Start Date

Comments: In addition to the calendar feature, keyboard shortcuts such as (T) for Today, (M) for Month, and (+) and (-) can be used to add or subtract days.

**Decision** [6]

Description: Is the end of vacation or leave known?

## Future State: HIM - Deficiency Management: Letters (Physician Holds)

Cerner Workflow ID: 6072 (v. 15.0) Client Workflow ID: 500

Last updated by Debbie Begin, Jan 16, 2024 6:12pm (UTC -4 hours)

**Work Step [28]**

Description: Click Create and click Close

**Work Step [59]**

Description: In Physician Deficiency Analysis, type in physician's name or click Provider Selection to search for physician

**Work Step [39]**

Description: Click Physician Hold...

**Work Step [40]**

Description: Double click on the previously logged hold

**Work Step [42]**

Description: Enter the End Date

Comments: In addition to the calendar feature, keyboard shortcuts such as (T) for Today, (M) for Month, and (+) and (-) can be used to add or subtract days.

**Decision [38]**

Description: Is HIM notified of the end date for the prescriber vacation or leave?

**Work Step [50]**

Description: Hold remains active

**Start/Stop [44]**

Description: Click Update and click Close