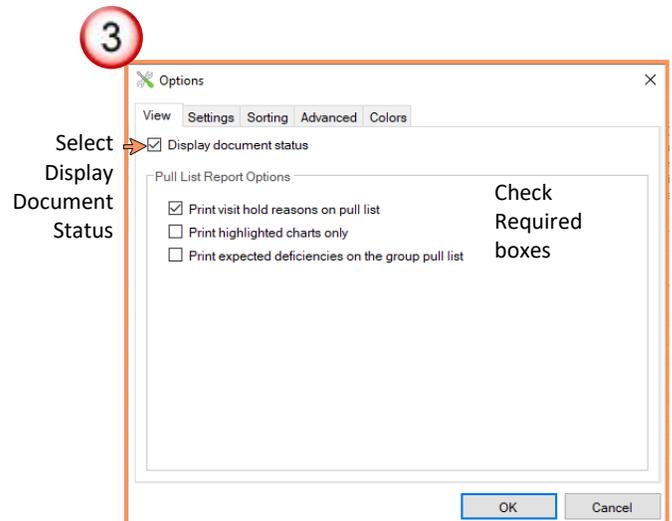
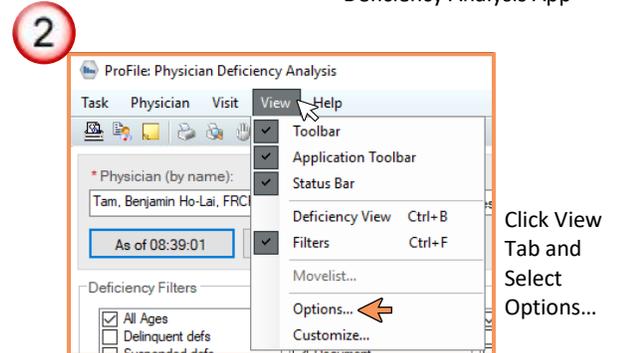
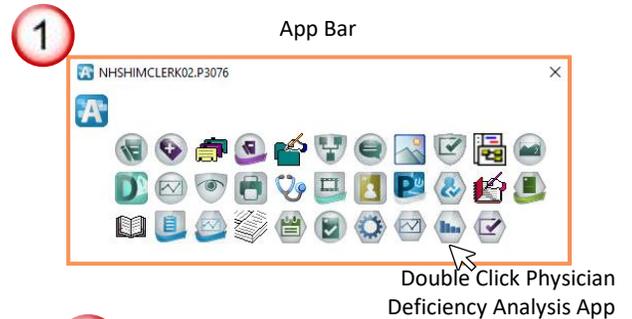


ALL HIM ROLES

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

1. Open ProFile Physician Deficiency Analysis App  from the App Bar.
2. Click "View" tab and select **"Options"** from the drop-down menu.
3. In the **"Options"** window, select the "View" tab and check required **"boxes."**
4. 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.
6. 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.
8. 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.



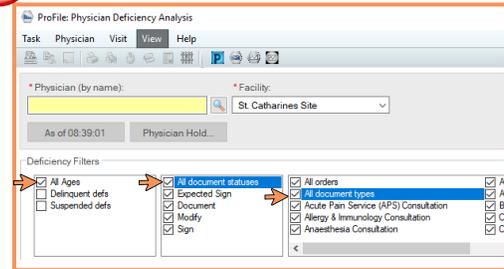


PHYSICIAN DEFICIENCY ANALYSIS TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

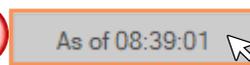
9. In the provider selection window, choose a provider from the list at the bottom of the screen and click "OK."
10. Provider deficiencies will appear in the visit pane. Select a patient deficiency to view details.
11. The patient will open in the Patient Deficiency Analysis App, displaying encounter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

6



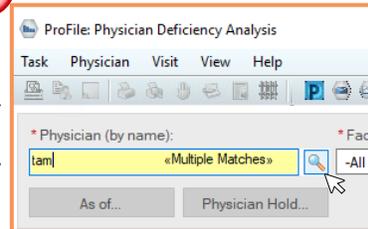
Click Required Boxes

7



Click As of

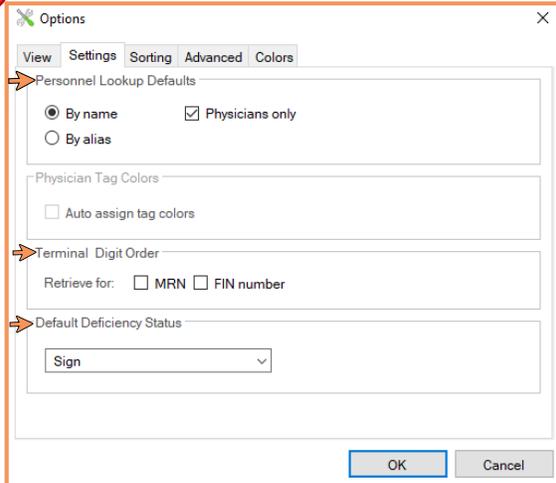
8



Type Provider name in Physician (by name) field

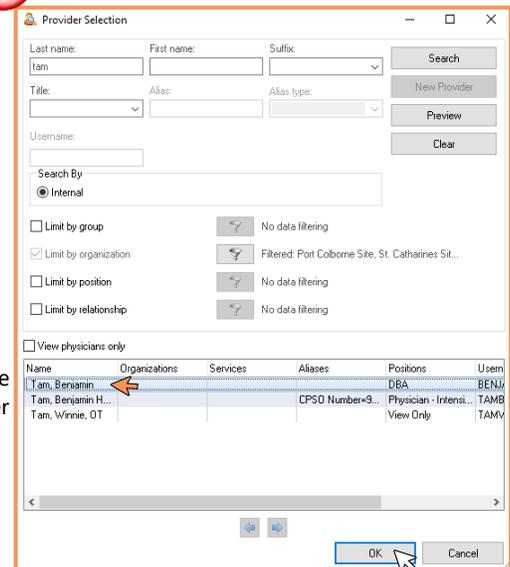
Click Magnifying glass for advance search

4



Select Required Fields

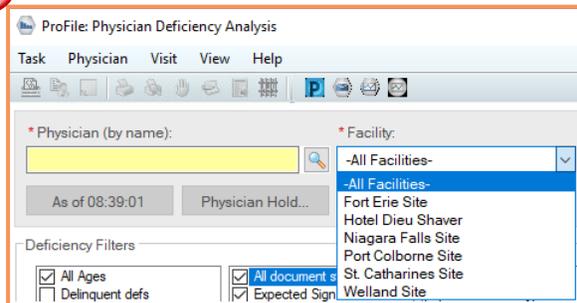
9



Select the Provider

Click OK

5



Select the Facility



PHYSICIAN DEFICIENCY ANALYSIS TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

10

Select the Patient Deficiency

11

Select the Document

Report Displays Here



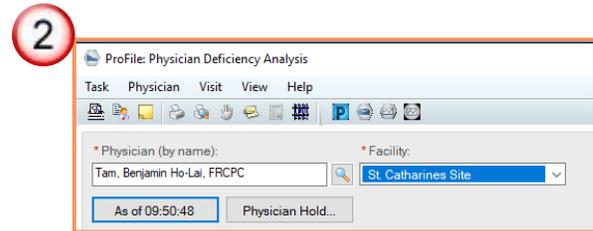
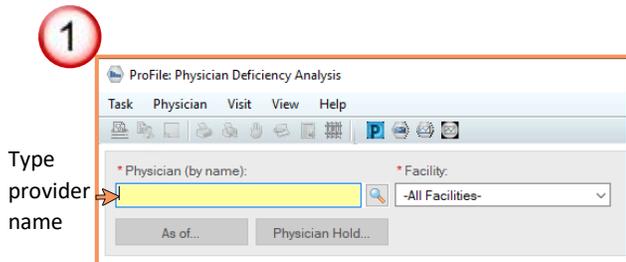
PHYSICIAN DEFICIENCY ANALYSIS TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

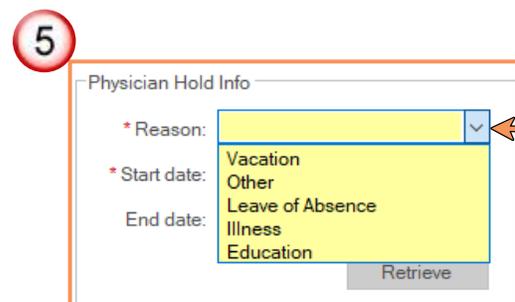
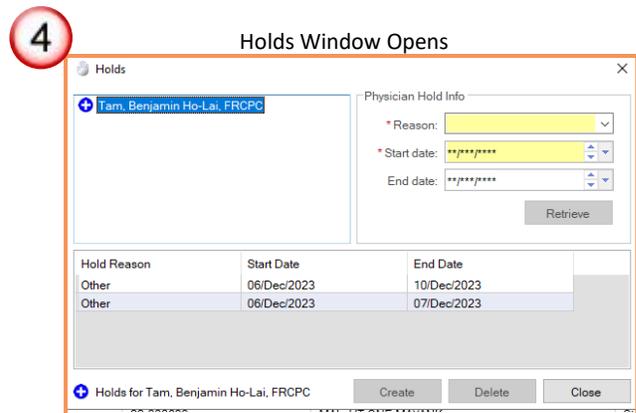
(HIM) Placing a Provider on Hold in HIM Physician Deficiency Analysis:

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.
7. Leave the end date blank or select an end date from the "End Date" drop-down, then click "Create" and "Close."
8. The Hold icon  will display next to the "Physician (by name)" box for the selected hold duration.



Select the Site in the Facility Menu



From the Menu, select a reason for the Provider Hold



PHYSICIAN DEFICIENCY ANALYSIS TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

6

Hold Reason	Start Date
Other	06/Dec/2023
Other	06/Dec/2023

Click the arrow and the Calendar will open.
Select Start Date for the Hold

7

Hold Reason	Start Date	End Date
Other	06/Dec/2023	10/Dec/2023
Other	06/Dec/2023	07/Dec/2023

Click on Create, then Click Close

8

The Hold Icon will display for the Hold duration

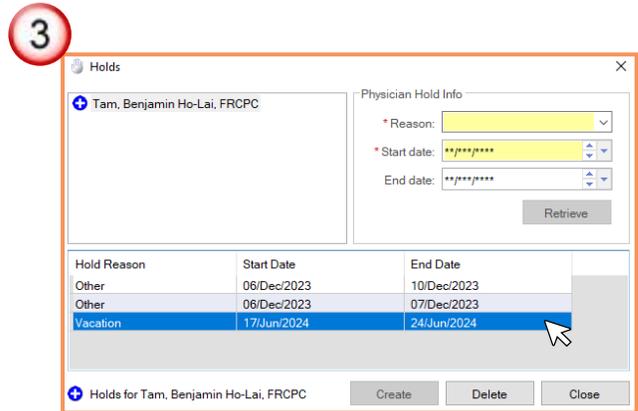


PHYSICIAN DEFICIENCY ANALYSIS TIP SHEET

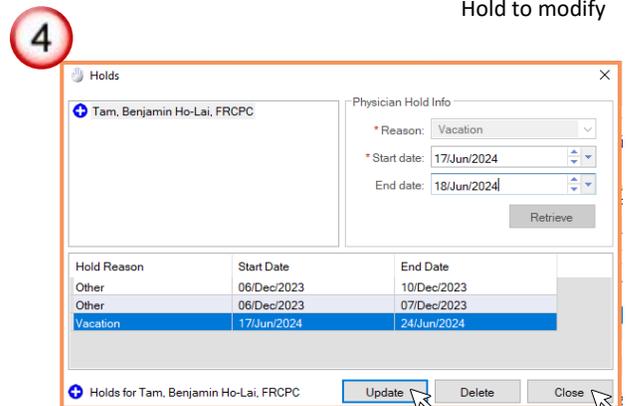
(HIM) Modifying A physician hold Steps:

HOSPITAL INFORMATION SYSTEM (HIS)

1. Type the provider's in the "**Physician (by name)**" box, search for the provider, and select the site from the "**Facility**" drop-down menu.
2. 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.
4. 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.

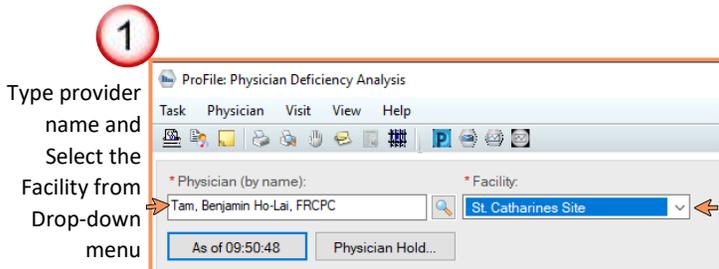


Double-click on the Hold to modify

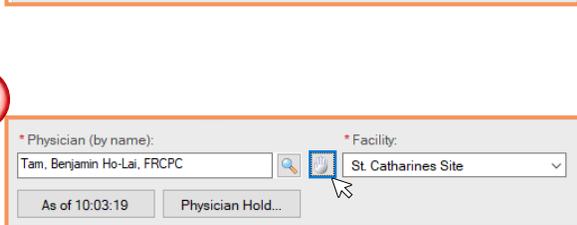


Update changes in the Physician Hold info box

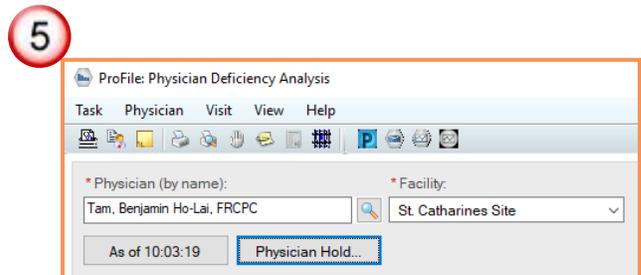
Click update and Close



1
Type provider name and Select the Facility from Drop-down menu



2
Click the Hold Icon



5
Hold Icon disappears



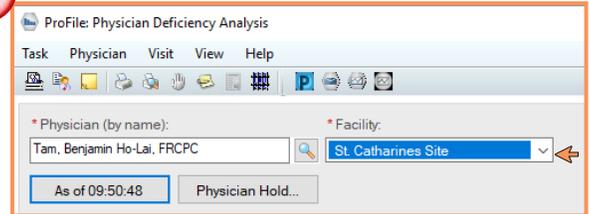
PHYSICIAN DEFICIENCY ANALYSIS TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

(HIM) Placing a Provider on Suspension Steps:

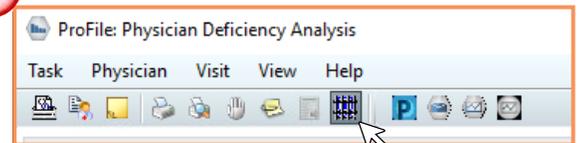
1. Enter the provider's name in the "Physician (by name)" box and search.
2. Select the Facility from the drop-down menu.
3. Click the "Suspension Log" icon on the toolbar.
4. The Provider Suspension Log window opens.
5. Enter the start date for the provider's suspension.
6. Select the site from "Facility" drop-down.
7. 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.

2



Select the Facility from the drop-down

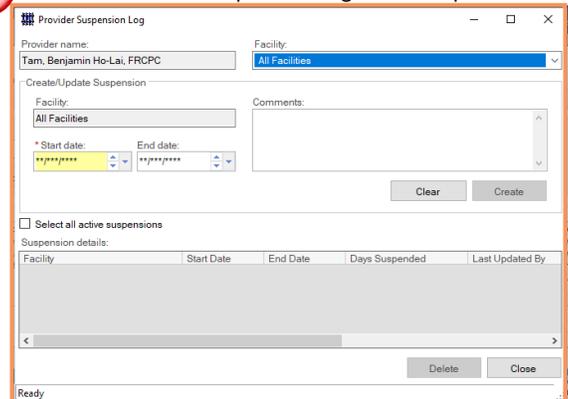
3



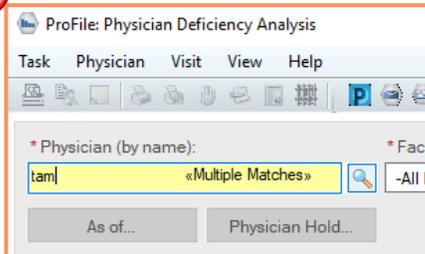
Click the Suspension Log Icon

4

The Provider Suspension Log window opens

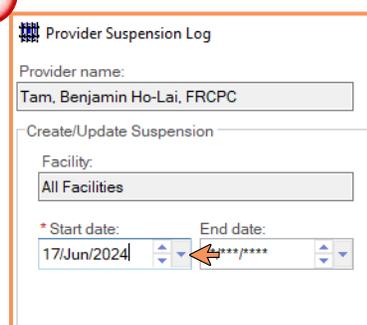


1



Type Provider name and search

5



Select the arrow for the Start Date calendar and enter date



PHYSICIAN DEFICIENCY ANALYSIS TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

6

Select All Facilities or a specific site

7

Add Comments

8

Facility	Start Date	End Date	Days Suspended	Last Updated By
St. Catharines Site	17/Jun/2024	19/Jun/2024	1	NHS Test02_HIM

Click Close

9

The Suspension Icon will display for the Provider

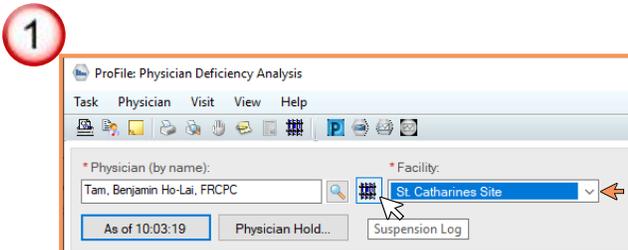
PHYSICIAN DEFICIENCY ANALYSIS TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

(HIM) Remove Provider off Suspension Steps:

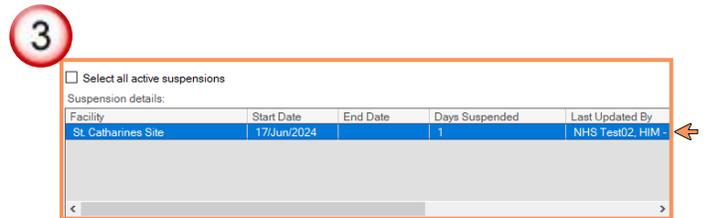
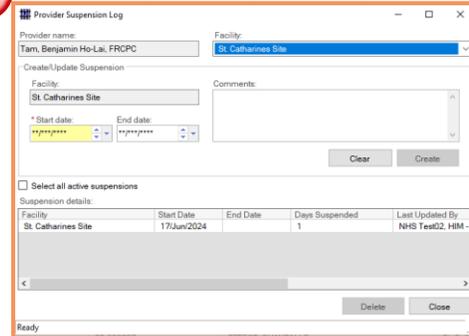
1. Type the provider's name in the "Physician (by name)" box, search, select the site from the "Facility" drop-down, and click the "Suspension Log" icon on the toolbar.
2. The Provider Suspension Log window opens.
3. Select the active suspension from the "Suspension Details" pane.
4. Click the "End Date" arrow, select the end date from the calendar.
5. Click "Update."
6. Click "Close."
7. 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.

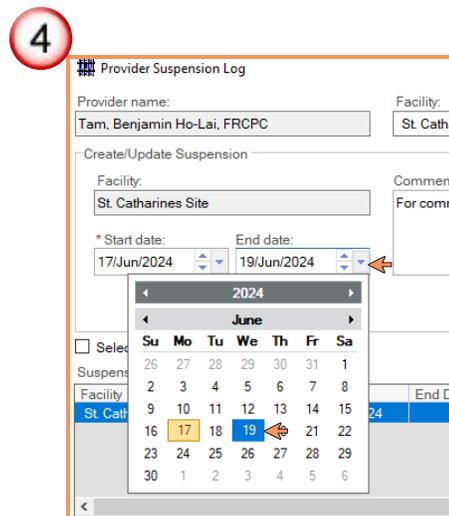


Type the Providers name, select the Facility, and click Suspension Log Icon

2 The Suspension Log window opens



Select the active suspension



Click arrow and select the End Date



PHYSICIAN DEFICIENCY ANALYSIS TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

5

Provider name: Tam, Benjamin Ho-Lai, FRCPC Facility: St. Catharines Site

Create/Update Suspension

Facility: St. Catharines Site Comments: For comment XYZ

* Start date: 17/Jun/2024 End date: 20/Jun/2024

Clear Update

Select all active suspensions

Facility	Start Date	End Date	Days Suspended	Last Updated By
St. Catharines Site	17/Jun/2024	19/Jun/2024	1	NHS Test02, HIM

Click Update

6

Provider name: Tam, Benjamin Ho-Lai, FRCPC Facility: St. Catharines Site

Create/Update Suspension

Facility: St. Catharines Site Comments: For comment XYZ

* Start date: 17/Jun/2024 End date: 19/Jun/2024

Clear Update

Select all active suspensions

Facility	Start Date	End Date	Days Suspended	Last Updated By
St. Catharines Site	17/Jun/2024	19/Jun/2024	1	NHS Test02, HIM

Delete Close

Ready

Click Close

7

ProFile: Physician Deficiency Analysis

Task Physician Visit View Help

* Physician (by name): Tam, Benjamin Ho-Lai, FRCPC * Facility: St. Catharines Site

As of 10:03:19 Physician Hold...

The Suspension Icon will disappear for the provider