Completing Deficiencies

Deficiency items will be listed in your **Documents List**, **My Workload**, and your **Sign Queue**.

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Generic Doc	- Emerg Med, MD				Sierra w Medical Center 👻 🕑	Find Patier	nt l	Q
y List 🛛	👻 ED Main	53	Fast Track 2	»	Documents 35	Edit	My Workload	
in,new hire instruc	05	No Decomposit	Sign Up	-	Sierra View Medical Center		♥● Incomplete Records 40 of 40	A .
Room	30h 33m	No Document	Generic Doc - ED Phys		✓ Scribe	3 -	TrainED,Connie2	1 day
E ER	06				sDraft - Chest Pain OWENS TRAIN 72 M	249 days	SVH Department	
F	30h 54m	No Document	Sign Up Generic Doc - ED Phys		Chest Pain		test,scribe H Deficiencies (1)	15 days
Room E ER					siSigned - Animal Bite (Doc - ED Phys Assist) MAIN ED TESTPRINT 63 F	232 days	SVH Department	11 days
s <mark>t,scribe</mark> F	10 - Station 1 530h 5m	Signed	Generic Doc - Emerg M		sDraft - Abdominal Pain NEW HIRE TRAIN 43 F	22 days	Deficiencies (1) SVH Department	15 0878
signed			Generic Doc - ED Phys		v Incomplete	32	TEST, DC Assessment	19 days
st,scribe	11 - Station 1				Pending - Addendum H & P Ten Ed Inttestb 37 M	309 days	SVH Department	
F Room	530h 4m	Signed	Generic Doc - ED Phys		Abdominal Pain Draft - Abdominal Pain ED PROVTRNG 42 F	250 days	PROVTRNG,ED B Deficiencies (1) SVH Department	20 days
ST,REQ FIELD SIGN	14 - Station 1 177h 27m	Abdominal Pain Draft	Sign Up		Draft - Headache ED PROVTRNG 56 F Abrianinal Pain	249 days	test,scribe Deficiencies (1) SVH Department	22 days
signed E ER	DI Charles I	al	Generic Doc + ED Phys		Pending - Abdominal Pain CHEUY TESTREG 59 F	247 days	testpcm,attest H Deficiencies (1) SVH Department	25 days
M Room	173h 16m	Signed	Sign Up Generic Doc - ED Phys		ISigned - Lower Extremity Injury (Simpson) SIMBE TRAINPA PAED 48 M Extremity Injury, Lower	246 days	TrainED, BreMarie B Deficiencies (1) SVH Department	25 days
E ER sinED,BreMarie	28 - Station 1	Alcohol	Sign Up		Pending - Abdominal Pain debbie test 9 F	245 days	TESTREG,ADELLA B Deficiencies (1)	25 days
signed	91490 9700	olghed	Generic Doc - ED Phys -		Pending - General Adult ECHART TESTICTB 46 F General Adult/Misc Complain	244 days	TESTCTC,PAM	36 days

STEPS:

First, complete items in your **Sign Queue**. This will contain documents that have been started but need your signature to complete. (documents in draft status, or documents needing co-signature).

Second, review your <u>My Workload</u> list. Items listed here are deficiencies; either needing a document to be created, or a document needs to be signed. NOTE: IF YOU FEEL THERE IS A DEFICIENCY THAT DOES NOT BELONG TO YOU, CONTACT MEDICAL RECORDS TO HAVE IT REMOVED.

Your **Document** list can be used during your shift to keep track of scribe documents in process, or documents that are in draft awaiting your signature. Items here can be removed by using the 'Edit' button.

For all lists (above), items can be accessed by clicking on the patient's name. You will be taken directly into the document, or given an option to choose a document. If an option is offered, click on the **NAME** of the document ie: **ED ABDOMINAL PAIN**, or **SIGN EMERGENCY DEPT NOTE** – this will open the document needed and you are able to complete and sign.

**For <u>remote access</u>: Please contact IT at ext 6090 to set up remote access on your personal device. This can be done by bringing your device into IT, or they can assist you over the phone.

**For <u>user assistance</u>, please call the ACS Help Desk at ext 3888.

**For <u>incorrect deficiency notice</u>: contact Medical Records at 791-4791 to report errors in deficiency notices.