

Signing Various Items in PatientKeeper/Horizon Patient Folder (HPF) and in Meditech





PatientKeeper






Using the PatientKeeper Desktop Application for Editing/Signing:

- Patient Keeper Notes
- Orders from Meditech
- Deficiencies within HPF (Horizon Patient Folder)
- Coding Queries

PatientKeeper Inbox

You have unfinished item(s): [27 to Co-sign](#)

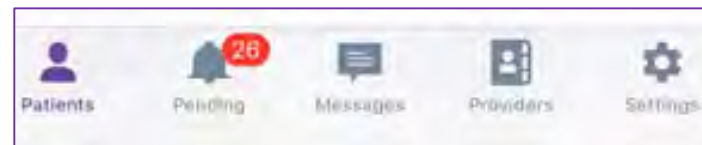
Patient List (78)	Patient Search	Forms	Inbox (139)	Preferences	Resources	HPF-Assignment (0)	Incomplete (5)	Queries (14)
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-  All (166)
-  Notes (27)
-  Drafts (0)
-  Co-Sign (27)
-  Orders (139)

- Accessed by clicking the Inbox Tab in PK
- 3 Types of items to sign:

- » Drafts- To sign a PK drafted note created by you
- » Co-Sign- To sign a note created by your mid-level

- » Orders- To sign a Meditech order, entered on your behalf. *These can also be signed on the PK app Inbox "Pending".*



The navigation bar includes icons for Patients, Pending (with a red notification badge showing '26'), Messages, Providers, and Settings.

PK/HPF: Horizon Patient Folder

Patient List (78) Patient Search Forms Inbox (139) Preferences **Incomplete (5)** Resources HPF-Assignment (0) Queries (14)

- Accessed by clicking the Incomplete Tab in PK which launches HPF site
- 3 Types of Deficiencies:

Deficiency Worklist	
Deficiency Types	
▶ Signature	2
Dictation	3
Missing Text	0

- » **Signature**- Need to sign a dictated note
- » **Dictation**- Need to dictate a note or enter one electronically for a note that has not been completed (Operative report, discharge summary, etc.)
- » **Missing Text**- Need to sign a document

Processing PK/HPF Deficiencies

- Hover over Reason to obtain additional information

The screenshot shows a 'Deficiency Worklist' interface. On the left, there are sections for 'Deficiency Types' (Signature: 12, Dictation: 12, Missing Text: 3) and 'Deficiency Worklists'. The main area is titled 'Signal 1 Deficiencies For' and contains a table with columns: Status, Deficiency Document, Encounter, Facility, Discharged, and Reason. A 'Process' button is visible above the table. A 'PIN Required' dialog box is open, asking for a Personal Identification Number. Red callouts provide instructions: 'Select 'Process' or 'Process All'' points to the 'Process' button; 'Provide PIN Once Per Session' points to the PIN input field; and 'Hover over Reason to obtain additional information' points to the 'Reason' column header.

Status	Deficiency Document	Encounter	Facility	Discharged	Reason
Incomplete	ECHOCARDIOGRA H07	2850381	COCSR - SKY RIDGE MEDICAL CENTER	08/24/2019 10:35 AM	Please update HP...
Incomplete		831 AS1507851140	COCSR - SKY RIDGE MEDICAL CENTER	08/24/2019 06:03 PM	Please update H&P...
Incomplete		040 AS1507851731	COCSR - SKY RIDGE MEDICAL CENTER	08/25/2019 01:30 PM	SIGNATURE
Incomplete		613 AS1507851537	COCSR - SKY RIDGE MEDICAL CENTER	08/25/2019 01:45 PM	SIGNATURE
Incomplete		766 AS1507842923	COCSR - SKY RIDGE MEDICAL CENTER	08/25/2019 02:29 PM	SIGNATURE
Incomplete		507852265	COCSR - SKY RIDGE MEDICAL CENTER	08/26/2019 11:46 AM	dict addendum missing...
Incomplete		AS1507850489	COCSR -	08/27/2019	SIGNATURE

Completing Deficiencies



Click "Complete" to Sign Report

Click in the report where your correction needs to be made; type your correction



Decline Signature Request

Common Deficiency Issues

Deficiency Types

- Signature 17
- Dictation 9
- Missing Text 6

Deficiency Worklists

- PhysicianAtt, Test

Signature Deficiencies For PhysicianAtt, Test Total encounters: 10

Process Process All Decline Print

Deficiency Type	Document Type	Author	Date/Time	Reason
Pending	DISCHARGE ORDERS	M - Medical University of SC	12/04/2008 08:15 PM	
Suspension	DISCHARGE ORDERS	M - Medical University of SC	12/04/2008 08:15 PM	
Pending	PHYSICIANS ORDER SHEET	M - Medical University of SC	12/04/2008 08:15 PM	
Suspension	PHYSICIANS ORDER SHEET	M - Medical University of SC	12/04/2008 08:15 PM	
Pending	OPERATIVE NOTE	M - Medical University of SC	01/20/2009 12:47 PM	SIGNATURE
Warning	HOSPITAL DISCHARGE SUMMARY	M - Medical University of SC	02/19/2009 08:18 AM	Waiting for Resident...
Warning	CONSULTATION REPORT	M - Medical University of SC	02/17/2009 09:51 PM	WF TEST ATT...
Warning	HOSPITAL DISCHARGE SUMMARY	M - Medical University of SC	02/17/2009 09:51 PM	WF TEST SIG...
Delinquent	HISTORY AND PHYSICAL REPORT	M - Medical University of SC	02/13/2009 11:59 PM	OACIS ATTENDING SIG...
Incomplete	HOSPITAL DISCHARGE SUMMARY	M - Medical University of SC		Waiting for Resident...
Incomplete	HOSPITAL DISCHARGE SUMMARY	M - Medical University of SC		Waiting for Resident Auth. (PhysicianRes, T Resident...)

1-15 of 17 deficiencies Next>

A red 'X' indicates a deficiency is locked.

Red X:

- If an item is locked & needs to be signed by NP, PA, Resident.
 - Hover over '**Reason**' to find the individual that needs to sign first.
- If you see a red X and it isn't waiting for a resident or mid-level, call PSS/Help Desk so Corporate can quickly unlock your account.

360 MD Coding Queries in PK

- Click Queries tab to see a list of queries to complete
 - Indicator for multiple queries will show on the right

The screenshot displays the PatientKeeper web interface. The top navigation bar includes tabs for Patient List, Patient Search, Inbox, Preferences, Resources, Incomplete (with a warning icon), Assignment (with a warning icon), Assignment, Forms, Order Search, Provider Directory, and Queries (2). The 'Queries (2)' tab is highlighted with a red box. Below the navigation bar, the page title is 'My Patients with Open Queries'. The main content area shows a patient record for 'Zztest, Patient', M 23 y/o (02/28/1998). The record includes fields for Admit: Location: AQ.ROBOTIC - AQ.5137-A, MRN: Account Number:, and a 'DISCHG 2' indicator in a red box.

360 MD Queries in PK

Click a query to see response options
Dependent on Query type, response options will vary

The image shows two overlapping screenshots of the PatientKeeper web interface. The top screenshot displays a query with the following options:

- RESPONSE OPTIONS**
 - Excisional
 - Non-Excisional
 - Other - I will add my own diagnosis
- OTHER OPTIONS**
 - Disagree - Not applicable / Not valid
 - Disagree - Clinically unable to determine / Unknown
 - Assign to another provider

The bottom screenshot displays a query with the following options:

- RESPONSE OPTIONS**
 - Respond - Create new note now
- OTHER OPTIONS**
 - Disagree - Not applicable / Not valid
 - Disagree - Clinically unable to determine / Unknown
 - Assign to another provider

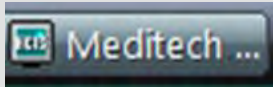
- If you click “Respond – Create new note now”, to the left you can type additional information in the box to the left. Once completed, click Sign
- If you click Disagree – Not applicable/Not valid, you will need to type additional comments and click Save
- If you click Disagree – Clinically unable to determine/Unknown, you will see the query with a line timer that will save the response after 30 seconds
- If you click Assign to another provider, you will see a blank area to the left for you to enter the provider’s name



Meditech

Signing Items in Meditech

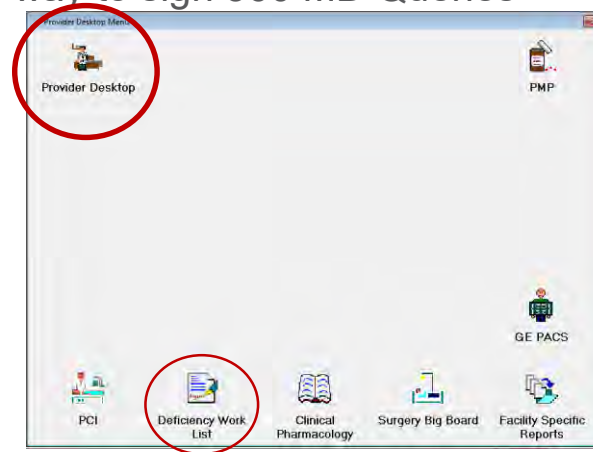
Note: These are a *duplicate* way to sign *most* all items that were shown on previous slides in PK/HPF. The only items that can *only* be signed here are Meditech-created PDOC drafted notes.



Meditech

Provider Desktop to Sign:

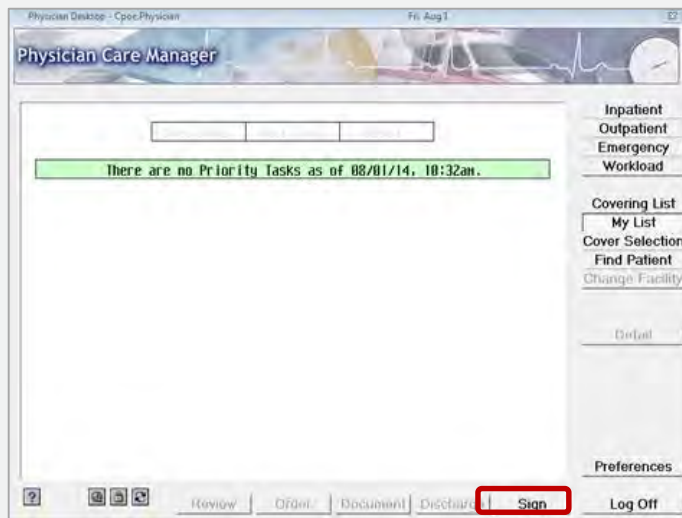
- Meditech Orders
- Meditech-created PDOC notes
- Alternate way to sign 360 MD Queries

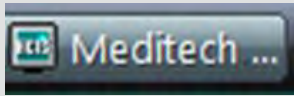


- **Deficiency Worklist: Alternate way to launch HPF**

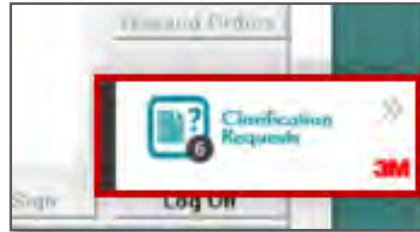
Signing Orders and PDOC notes

- Click Sign button
- Carefully review and checkmark orders and reports
- Can check top of column in blue check box and all are checked on that page.
- Continue to click through all pages. Notes require provider to scroll to view documentation before signing.
- Click Submit (or Reject if needed)
- Enter 4 digit PIN and Enter on the keyboard.



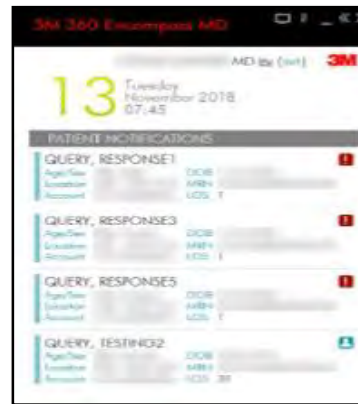


360 MD Queries in Meditech



'Toast' Query Pop-Up

- Notification of accurate documentation and billing queries. Complete before patient discharge when possible.



Click Query

- Click query to view details and submit response.



Taskbar Icon

- To access queries click on taskbar or pop-up icon.

Questions?

**Call your Provider Solutions
Specialist or Clinical Informatics
staff at your facility.**

