



A decision as important as *life* itself.

Introducing SCM On-Line Chart Completion

**A streamlined process that allows chart completion
from any access point to SCM**

No need to go to HIM Department to complete charts

Access paper and electronic records on-line!

Instructions For Office Staff:

Printing requested documents

- **Sign-in to SCM**
- **Select Patient visit**
- **Find Document**
 - For documents dictated and transcribed, select the DOCUMENT tab
 - For documents previously “on-paper”, select SCANDOC tab

- **Printing from the “Documents” tab**

Click on Document tab

Highlight the desired document.

Right click and select Print Selected Documents

In Report Selection window, select Print Selected Documents.

Click the Print button



Note: For additional information on setting printing criteria, refer to the On-Line Help.

- **Printing from the “ScanDocs” tab**

Select SCANDOC tab

Select CHART tab

Click on desired category to expand and view all documents

On the viewer toolbar, select the icon to size view as desired

Scroll through pages, if necessary, to find desired view

Click on the Printer Icon



Instructions for Physician Chart Completion:

- Sign-in to SCM
- Select a Patient from the Current List:
- Click on the “ScanDocs” tab
- Click on the “Dashboard” tab at the upper left side of the display window to bring up chart deficiencies.
- Pie chart identifies number and type of outstanding deficiencies.

Physician Completion Dashboard
Total deficiencies: 151

Category	Count
Signatures	112
Missing Items	30
Annotations	9

Click here to complete your records.

Dashboard Tab

- Identifies number and type of deficiencies
 - Scanned document deficiencies
 - Transcribed Dictaphone deficiencies

Inbox Tab

- User interface to complete deficiencies

For Scanned documents and Transcribed Dictaphone documents.

SCM Orders & Text Notes are NOT included here.

Click here to complete your records.

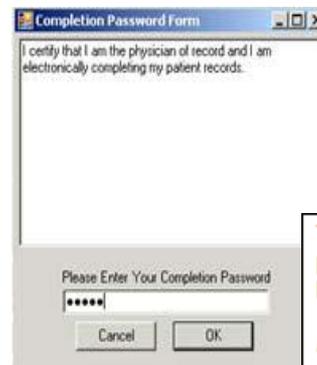
- Click the “Complete” button to complete deficient records.

(This will display a list of incomplete charts in the column at the left of the Inbox tab.)

Completion Password Form

Completion Form requires a completion password for the first signature only.

This password is session-based so if the physician logs out of SCM the physician will be prompted for the completion password a second time. The physician is not prompted for the password until the Complete Deficiency button is clicked the first time.



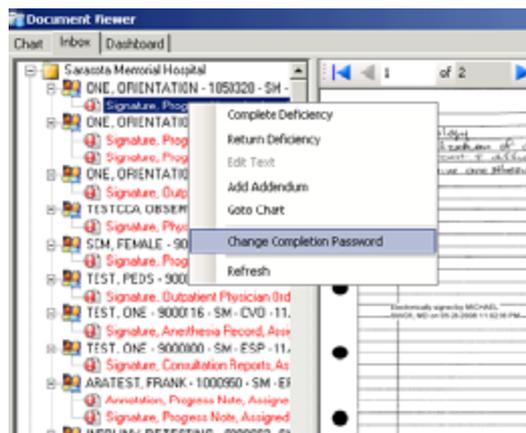
The completion password is defaulted to the physician's user name. It does not expire but can be changed at any time by the user.

For security purposes, it is recommended that the password be changed the first time physician signs in.

Changing your Completion password

- The Completion password is changed by the physician:

1. Highlight any deficiency
2. Right click
3. Select change password
4. Type in your new password
5. The next time you log in your new password will be effective.



Completing Deficiencies

- Click the first deficiency on the list. The document and deficiency will appear. Complete the deficiency as needed. Documents from SCM will be listed as “Interface”.

- Click the Complete Deficiency button. A green check mark replaces the red exclamation mark next to the deficiency.

- If deficiency is a signature, enter password to sign. There is a short delay before the signature appears.

- If deficiency is an annotation, enter text in box that comes up, and click complete when finished.

- If deficiency is an addendum, type the addendum (a new page will be displayed), then click Save or Save and Sign. To stop adding the addendum, click Cancel. To delete the addendum, click Delete. To remove edits to the addendum, click Remove.

- If deficiency is incorrectly assigned, click Return Deficiency.

Enter a comment explaining the reason for returning the deficiency.

Either select a typed comment or enter a comment. Click Return Deficiency.

The system places a green check mark next to the deficiency in the Inbox and goes to the next deficiency for completion.

- Click on next deficiency on list. As each deficiency is completed, it will show on the list with a green check mark next to it.

The screenshot shows the Document Viewer interface. On the left, a list of deficiencies is displayed, with the first one, "ONE, ORIENTATION - 1850328 - SM", circled in blue. The main area shows a document preview with a red box indicating where a signature should be placed. A yellow callout box points to this red box with the text "The red box indicates where your signature will display on the document". At the bottom, a comment box contains the text "Please sign Progress Note" and a blue box highlights the "Complete Deficiency" button.

External Deficiencies

- The Action Buttons below are deactivated for External Deficiencies.
- The Inbox tab also includes a listing of SCM deficiencies.
 - These deficiencies are listed under External Deficiencies folder.

Deficiencies in **Red** are the oldest deficiencies that are nearing the delinquent level and should be given priority in the completion Process.

Incomplete transcribed documents need to be signed in Signature Manager within SCM.

The Comment reminds the physician to complete this signature in SCM

The screenshot shows a 'Document Viewer' window with an 'Inbox' tab selected. The left pane displays a tree view of deficiencies, with a folder named 'External Deficiencies' highlighted. Several items in the list are marked with a red icon, indicating they are overdue. The right pane shows a document titled 'SARASOTA MEMORIAL HOSPITAL - Progress Note' for patient 'Pt: ANTEST, ROBERT J'. The document content includes a test result and a progress note. At the bottom of the document view, there is a 'Comment' field containing the text 'Please complete in SCM'. A 'Filter By' menu is open in the bottom right corner, showing options for 'Annotation', 'Addendum', 'Edit', 'Missing', and 'Signature', all of which are checked. At the very bottom of the window, there are several action buttons: 'Complete Deficiency', 'Return Deficiency', 'Edit Text', 'Add Addendum', and 'Goto Chart', which are all disabled.

When all (scanned) deficiencies are complete return to SCM to complete your Electronic Signatures.

- Highlight a patient on the “Current List:” to activate the SIGNATURE MANAGER icon.
- Double click SIGNATURE MANAGER icon to review and sign dictations and orders in SCM.



- All Verbal/Telephone Orders must be signed within 48 hrs
- When you log on SCM for the first time each day you will be brought to signature manager
- You can sign all Orders and Documents or filter to only sign “Orders”
- The data will refresh every 24 hours

• Click on “Item Type Filter”
• Uncheck Documents and Tasks

• Click Get List
• Enter Password to Sign Orders
(only 200 at a time)

Item(s) to Sign	12 Items Returned
Sarasota Memorial Hospital - 3NW	
WORKLIST, SIX <9002116> (Sarasota Memorial Hospital - 3NW - 21-Nov-2008)	
Orders	
10-Dec-2008 12:52	Requested By: Feinberg, Bernard J (MD) Entered By: Melton, Cherie (Clinical Analyst)
<input checked="" type="checkbox"/>	Potassium Chloride 10mEq Tab (Micro K) - 10 mEq PO BID
<input checked="" type="checkbox"/>	Potassium Phosphate IVPB in D5W 100ml 15 mMol IVPB QDICE (CONTAINS APPROX 20 MEQ OF K - INFUSE OVER 4 HOURS) STOP DATE: 10 -Dec-2008
<input checked="" type="checkbox"/>	Dextrose 5%/Water - 250 ml Potassium Phosphate (IV-mMol) 30 mMol @ 43 ml/hr

Questions or Issues?

- **System Problems:** SMH Call Center 917-6107
- **Clinical Business Systems:** Karen Csaszar 917-2616
- **Physician Relations & CME Specialist:** Terri Levanti 917-5959
- **Questions - Physician Reps:** Susan Warling, 917-1132
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