

**NEW!!!  
JUNE 23, 2008!!!**

# **"Go-Live EMR" (Electronic Medical Record)**

## **Introducing SCM On-Line Chart Completion!**

**One-Stop Signing!**

**Access paper and electronic records on-line!!**

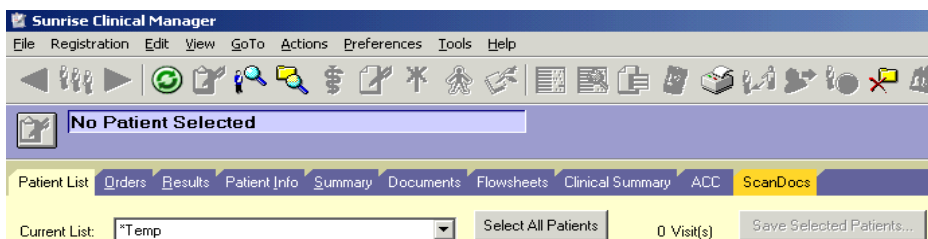
**No need to go to HIM Department to complete charts!**

Streamlined process allows chart completion from  
any access to SCM.

## Instructions For Office Staff:

### Printing documents

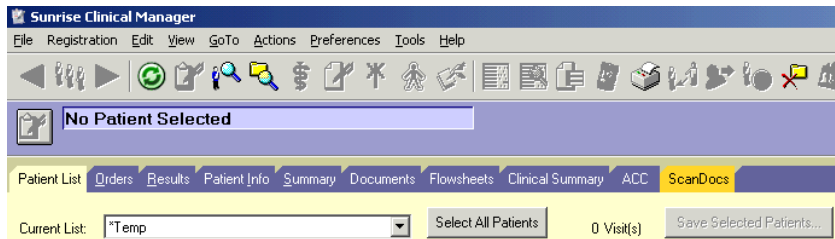
- **Sign-in to SCM (Carevision)**
  - **Select Patient visit**
  - **Find Document.** For documents dictated and transcribed, select the **DOCUMENT** tab. For documents previously “on-paper”, select **SCANDOC** tab.
  - **Printing document in SCM:**
    - Click on **Document** tab
    - Highlight the desired document.
    - Right click and select **Print Selected Documents**
    - In Report Selection window, select **Print Selected Documents.**
    - Click **Print**
- Note: For additional information on setting printing criteria, refer to the On-Line Help.
- **Printing document in SCANDOC tab:**



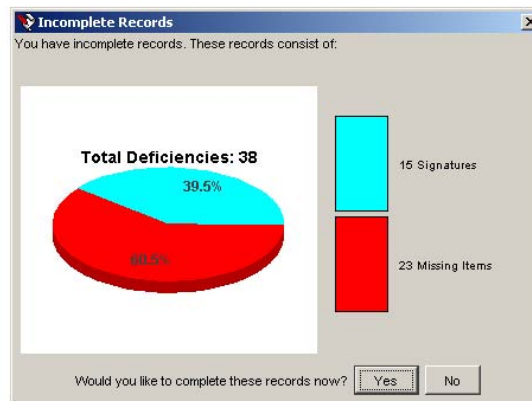
- Select **SCANDOC** tab
- Select **CHART** tab
- Click on desired category to expand and view all documents
- On the viewer toolbar, select the icon to size view as desired
- Scroll through pages, if necessary, to find desired view
- Click on printer Icon

## Instructions for Physician Chart Completion:

- **Sign-in to SCM (Carevision)**
- Click on **SCANDOC** tab



- Click on Physician **DASHBOARD** tab at the top of the left-hand column. This brings up chart deficiencies.
- Pie chart summarizes incomplete chart needs.



- Click on **YES** button to complete records. This will bring up a list of incomplete charts, in the column to the left.

### ***Completion Password***

Completion Workflow 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.



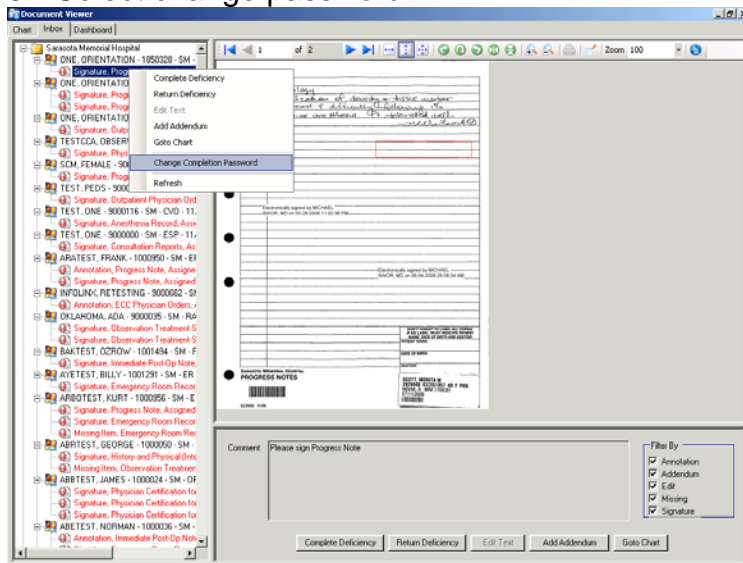
The completion password is defaulted to the physician's user name. It does not expire but can be changed at any time by the user.

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

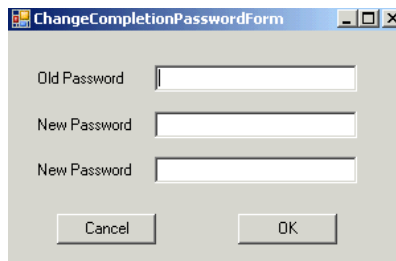
## Changing your completion password

The completion password is changed by the physician:

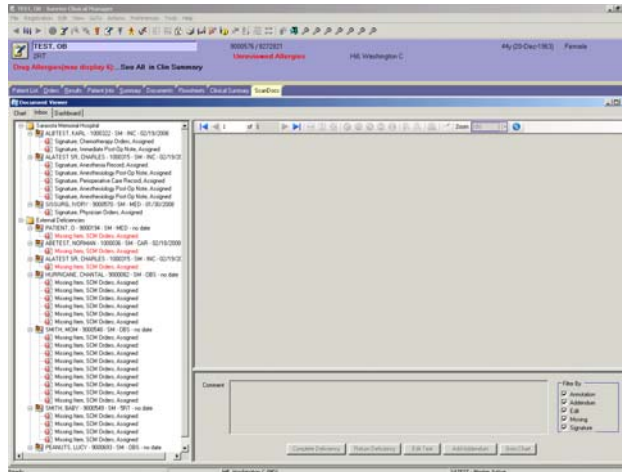
1. Highlight any deficiency
2. Right click
3. Select change password



4. Type in your new password

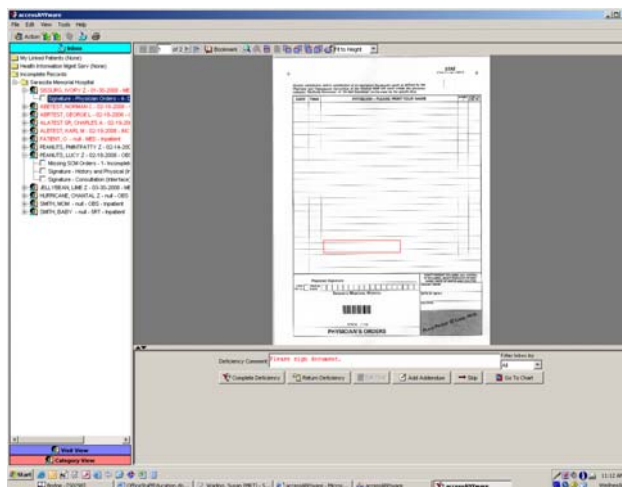


5. The next time you log in, your new password will be effective.



## Completing Deficiencies

- Click on 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 **COMPLETE DEFICIENCY**. A check mark appears next to the deficiency in the **INBOX**.
- 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 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 check mark next to it.

## External Deficiencies

The Inbox also includes a listing of SCM deficiencies. These deficiencies are listed under **External Deficiencies**



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

The Dictaphone transcribed document displays in text format

The Comment reminds the physician to complete this signature in SCM

The Action Buttons are deactivated for External Deficiencies.

**When all (scanned) deficiencies are complete, return to SCM to complete electronic signatures.**

- Highlight a patient to activate **SIGNATURE MANAGER** icon
- Double click **SIGNATURE MANAGER** icon to review and sign dictation and orders in **SCM**, following normal procedures.

**System Problems: SMH Call Center 917-6107**

**Physician Training: Dr. Marc Silverstein 917-8823**

**Questions: Physician Reps:  
Susan Warling, 917-1132  
Joyanne Fathauer, 917-1119**