

DOCTOR SIGN CHART FUNCTION (DOCTOR)

The Doctor Sign Chart screen store all patient's charts that have not been signed. This area also stores images that need interpretations and messages from members of the staff in regards to a patient. The doctor may also create and edit patient letters from the doctor sign chart screen. To sign charts you must be logged in as the doctor.

- 1. Access the Clockscreen with the patient in context
- 2. Select the Doctor Function drop down | then Sign Charts

Copyrig	ht 1999-2014 Medflow, Inc. Database: MEDFLOW	
Technician	Doctor Function ASC/Surgery Contact Lenses Bil	lli
ck Message	Sign Charts	
	Patient Interpretations	
/	Select IOL	
	Clinic Workflow By Patient	
T TO SINGLE S(Last Exam Summary	Έ
	Clinical Email	-
	Patient Medications	
TIVE EXAM	Drawing Facilities	Τ(
	Glaucoma Patient Summary	-
	Compare Exams	
	Manage Treatment Profiles	
	Add Progress Notes	_
	Past Interpretation Documents	
	Interpretations Waiting Analysis	
RY CENTER	ASCAN PRINT	Y
	Create Voice Note	
	Patients Retina Charts	
TICAL		ΓC
	View Drawings	-
	Tablet Entry	
	DIRECT PEDIATRI	С





3. Completing and Signing Patient Documents:

- a. Highlight the document under DOCUMENTS WAITING TO BE SIGNED
- b. Select View Selected Document
- c. If the document is ready to be signed: Select Sign Selected Chart

remov	iments for Do ze hiahliahts 5 WAITING 1	QMO		L=194 split screen	Show Patient Schedule	Show Flow Sheets
_ • ALL	O EXA		MEDS		Enter Sign	ature Code
CREATE D	EXAM TYPE	PATIENT	LAST NAME	TYPE DOCUN 🔺		
02/17/2014	GENERAL	40	Medflow	FUNPH2014C	Sign Sele	cted Chart
02/17/2014	GENERAL	40	Medflow	FUNPH2014C		
02/17/2014	GENERAL	44	Quality	GENCATOS2 _	View Selecte	ed Document
02/17/2014	SPECSCRIPT	40	Medflow	SPCRX20140		
02/17/2014	GENERAL	40	Medflow	GEN2014021	Delete Selected Documen	
02/17/2014	GENERAL	9	Hillyard	GEN2014021		
02/18/2014	GENERAL	40	Medflow	GEN2014021	Sign All Unsigned Charts	
02/18/2014	GENERAL	150	Medflow	GEN2014021		igned endite
02/18/2014	GENERAL	8	Ward	GEN2014021	Remove Fr	om Mulist
02/18/2014	GENERAL	8	Ward	GENCATOS2		OIII MY LISC
02/19/2014	GENERAL	50	Quality	GEN2014021	Terre for Te	
02/19/2014	GENERAL	150	Medflow	MISC201402	Transfer To Another Doc	
02/19/2014	GENERAL	150	Medflow	MISC201402		
02/19/2014	GENERAL	150	Medflow	GEN2014021	Gio To Pa	atient View
02/19/2014	GENERAL	150	Medflow	GENERALLA	Pending Patie	nt Documents
02/20/2014	GENERAL	77	Ibranez	GEN2014022		
00/00/04/4	OF NED AL	4.00	1.100 control	OF NOOR 4000		

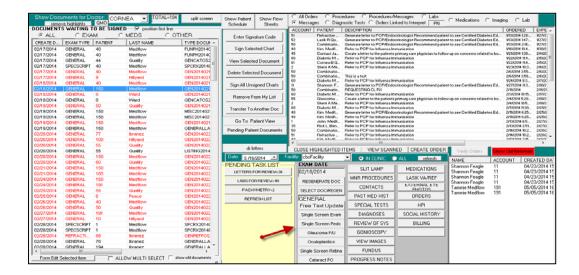
4. IF ANYTHING IS MISSING from the exam, please click on REGENERATE DOCUMENT.

ALL ALL	S WAITING T			OTHER		Contraction of the Party of the		DESCRIPTION Denerate letter to PCPVExdox	and the second second second	of the same Cartilland Physical	HEAL WOOD	
CREATE D	EXAM TYPE	_	LAST NAME	TYPE DOCLE +	Enter Signature	e Lode	East NOv. 1	Generate letter to PCP/Endox	chologist Passemented patie	re to use Cartilled Diabet	es Ed. WORDSN	8147
02/17/2014	OFNERAL.	40	Medition	FLINEHCO14C	Sign Selected	(Dat 1		Generate letter to PCP/Endox Relies to PCP for Influence Info		or to see CentileEDubet	VEC10	
02/17/2014	OENERAL	40	Meditow	FUNPHQ014C	sign selected	T.Creat		Create a letter to the patients of		way to approximate the state		
02/17/2014	OENERAL.	44	Quality	OENCA1052	View Selected Do	in and the second second	0 Diabetic M., 1	Failer to PCP for behaviors inc	numberion		90200	A 84. 2502 E
02/17/2014	SPECSORPT	40	Meditow	SPORIODIAL	Wew Selected Do	OCUMENTS	P ConesBQ	Failer to PCP for Inflance Inc Failer to PCP for Inflance Inc	twication		¥22429 \$23429	
02/17/2014	CENERAL	40	Medificial	OEN2014025	Participation of Participation		D Continuto	Parento PCP for Milleria Me	nuncurion.		246/009	
02/17/2014	OTHER AL		1 Million of	0842014021	Delete Selected D	Document		This is a best			364009	
02/10/2014	CENERAL	40	Machine	OEN0074001	Cardina Artes	10000	ID Chaberlo M., 1	Party to PCP for Inflantia Inc.			92429	443. DTO:-
Statement &	CONTRACTOR OF	1100	Medificial	CHEMICAL AND T	Sign.Al Unsigned	id Charts		Senerate letter NJ PCPVExdox NEGUESTING CL RV	recologist Percommend patie	nt to see CertificED(abe)	++ E4. 927120 2/96209	
02/18/2014	GENERAL		Villed	GEN0014001				False to PCP for billions inv	number of the second		DOM:NO	
02/16/2014	CENERAL.		Wierd	OENCATO55	Remove From H	My List	6 Olavooma	Cheate a letter to the patients p	othory time physician to folio	way on concerns where		
02/19/2014	CENERAL.	10	Quelty	06902014021	10. UC-SSI01			Field to PCP for Milleria Inv			314,009	
02/19/2014	ORNERAL.	150	Medicov	MESC201402	Transfer To Anot	ther Doc		Failer to PCP for billiance inv Senerate internets PCP/Endor		and the same Constitute Product	Ed. (21000	
02/19/2014	CENERAL	150	Medificar	ME5C201402				Parlet to PCP for Milland a He			3/96207	
02/19/2014	OPERAL	190	Meditow	06N2014021	Go To Patient	d View		Parler to PCP for Influence Inv			3/0/09	
02/19/2014	CENERAL.	150	Meditiow	OENERALLA	Pending Patient Dr	in the second second		Parlier to PCP for fullying a the Parlier to PCP for fullying a the			2/009	
02/20/2014	OFFICIAL	82.	Branes.	06N0014000	renargination by	SCURIERS .		Parter to PCP for Inflamou Inc.			3/4/00	
02/20/2014	OCHEMIAL.	100	Hill-rand-	OEN2014025				Delite to DCB to behavior but			tanise	
02/20/2014	COMPAGE.	55	Quality	OEN2014025	d letters		Anne service services	na an an an Alberta	pana de la tradecia de	and the second		
02/20/2014	OENERAL	15	Quality	LISTN00014	G event	1	CLOSE HIGHLIGHTED IT	EMS VEW SCANN	ED CREATE ORDER	Verify Dollars	Trans. Cast No.	And the Owner water
02/20/2014	GENERAL	150	Meetikow	OEN2914025	Date: 5,66/0014	a a Inc	cboFacility	 DINCLINE 	All asheah	NAME	ACCOUNT	
4100/00/60	OFNERAL.	60	Guelly	0840014025	PENDING TASK		DOM DATE		Statement of the local division of the local		A CONTRACTOR OF THE OWNER	CREATED DA
02/01/0014	OPERAL	150	Meditow	08N2014022	1 10 10 10 10 10 10 10 10 10 10 10 10 10		Contraction of the second seco	SUT LAMP	MEDICATIONS	Shannon Feagle	11	04/23/2014 11 04/23/2014 11
02/21/2014	CENERAL.	185	Meditow	OEN0014005	LETTERSPORT	PENEV-	02/18/2014	10.0.000000.0000	110000000000	Shannon Feagle Shannon Feagle	11	04/23/2014 1
02/24/2014	OBMORAL.	150	Meditiow	OBN2014025	LADSFORM	INVITE N	REGENERATE DOC	MNR PROCEDURES	LASIK VA/REF	Shannon Feade	11	04/23/2014 1
00/04/0014	OPPERAL	195	Meditow	OBN0014005		STREET, STREET	A REAL PROPERTY AND A REAL PROPERTY.	CONTACTS	EALEMPHEETE	Tannie Medfow	191	05/05/2014 1
02/25/2014	CENERAL	55	Quality	0842014022	PADHME	Taking .	SELECT DOC/REGEN		PHOTOS	Tannie Medice	191	05/05/2014 1
02/25/2014	OENERAL	8	Peace	GENCET 4002	PEPPETH	100	GENERAL	PAST NED HIST	ORDERS	Concernance of the second		
02/26/2014	OBJERAL	40	Medificre	OEN(001402)			Free Text Update	SPECIAL TESTS	HPI			
02/26/2014	OBMORAL.	50	Guelly	OB/0014025			rive reacopuse					
02/27/2014	CENERAL	124	March 199	OEN2014025			Strote Screen Evan	DIAGNOSES	SDCIAL HISTORY			



5. If changes are needed to the document prior to signing:

- a. Highlight the document
- b. Choose the exam type (ex. Single Screen Exam)
- c. The exam will open reflecting the date of original exam d. Make all necessary changes
- e. Press Esc (on keyboard)- It will return to the doctor sign chart box
- f. View selected document (to verify updates)
- g. Select Sign Selected Chart (Electronically sign the document)



6. If minor changes of the exam are needed:

The doctor has the opportunity to make changes in specific areas:

- a. Select the exam area (ex: DIAGNOSES, SLIT LAMP)
- b. Make changes and updates
- c. Save and Exit the selected exam area d. Select REGENERATE DOC
- e. View selected document (verify updates)
- f. Select Sign Selected Chart (electronically signs charts)

đ	-		
	EXAM DATE		HEDICATIONS
11	02/18/2014	SLIT LAMP	MEDICATIONS
il	REGENERATE DOC	MNR PROCEDURES	LASIK VA/REF
1	SELECT DOC/REGEN	CONTACTS	EXTERNAL EYE PHOTOS
il	GENERAL	PAST MED HIST	ORDERS
1	Free Text Update	SPECIAL TESTS	HPI
	Single Screen Exam	DIAGNOSES	SOCIAL HISTORY
	Single Screen Peds	REVIEW OF SYS	BILLING
	Glaucoma F/U	GONIOSCOPY	
	Oculoplastics	VIEW IMAGES	
	Single Screen Retina	FUNDUS	
	Cataract PO	PROGRESS NOTES	



7. Verifying Outstanding Orders:

- If the order is placed by a **non-certified user** during the reporting period, the order will go to the doctor sign chart screen for the doctor to verify (if not already verified).

- If the order is placed by a **certified user** during the reporting period, then credit will be given and no further action will be needed.

- 1. Access Doctor Function | Sign Charts (logged in as the provider)
- 2. Select the radio button for **Medications**, **Imaging** or **Lab** to see a corresponding list of unverified orders that were placed within the reporting period (for the EP logged in)

	ve hiahliahts	QMO		split screen	Show Patient Schedule	Show Flow Sheets	C All Orde C Messag		edures C Procedures/Messages C Labs nostic Tests C Orders Linked to Interpret PN	C Medications 💿 Imagi	ng O Lab	
- DOCUMENT	S WAITING T		● — 🔽 position first line — MEDS	HER	Entor Sign	ature Code	ACCOUNT 5	PATIENT N PeaceJames	DEPARTMENT SCHED		DESCRIPTI SCHEDULE	
CREATE D	EXAM TYPE	PATIENT	LAST NAME	TYPE DOCUN			7	CataractMed FeagleShann			SCHEDULE	
02/10/2014 02/10/2014	GENERAL	51 32	Quality Walton	GEN2014021 GEN2014021	Sign Sele	cted Chart		-				

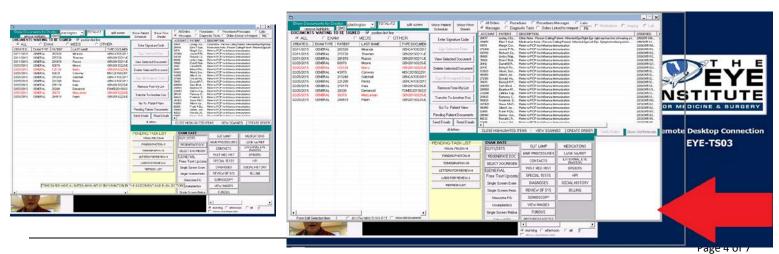
3. Highlight the order from the list | select the Verify Orders button

Note: This will remove the verified order from the list and update the Automated Measure

Report accordingly. The user can select multiple items by using the ctrl and shift key functions to highlight multiple orders prior to selecting **Verify Orders**.

C All Orde C Messag		dures C Procedures/Messa ostic Tests C Orders Linked to		Medications (•	i Imaging	g O Lab	
ACCOUNT	PATIENT N	DEPARTMENT			- 1	DESCRIPTI	APPTO
5	PeaceJames	SCHED				SCHEDULE	Diagnos
7	CataractMed	SCHED				SCHEDULE	Diagnos
11	FeagleShann	SCHED				SCHEDULE	Diagnos
				_	1		
•					A		Þ
CLOSE H	GHLIGHTED II	TEMS VIEW SCANNED	CREATE ORDER	Verify Orders	Show	Old Referrals	

NOTE: YOU MAY NEED TO EXPAND YOUR WINDOW TO SEE THIS AREA *Click on the bottom corner and drag your mouse to expand the window.*

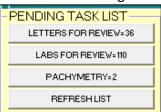


R: 2/25/15



8. View Patient Clinical Images By Doctor

a. **PENDING TASK LIST** will show all images that need interpretations b. Double click on the gray button labeled the image name



- c. Double click on the ACCOUNT under LIST TO BE REVIEWED
- d. Interpretation will be done the same as in the VI button on the Exam Screen

DFLOW^SHERRI^^^	Bright Postd Aristyses		Eye Hight
	Currenal 10-2 Threahold Text		
	Fixation Target: Central	Blendus III White Background 315 A58 Shieldy, SITA-Standard	Rupi Danneker 4.8 mm Visual Aculty RX +3.25 DS DC X
	Filves OFF 02 1	1 -11 -12 -10	ACCESSION OF A DESC.
	2 1 1	10 10 10 A	ECONCEA SE STORAGE
	4 13 19	0 0 0 0	
	10 1 10 10 10 10 10	* * * * * * * *	Bissist Constant Constant Participation
	Au 10 - 10	14 10 10 10	Terror and the second second second
	12 - 10	10 18 18 18	Contraction of the second seco
	a la	R 1.	SURVEY STATE
		-100-100-100-100 -201-100-100-10 -100-101-10-10-10	17 429 429 429 422 429 429 429 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4

9. Manage Messages (Sending and Receiving)

- a. Highlight the message
- b. Select the **PN** button
- c. This will allow the doctor to view the entire message and any correspondence related to original message
- d. The doctor can respond to message by free typing in the white box at the bottom of the screen and reroute message to appropriate group by selecting from the drop down
- e. Select the INSERT NOTE FOR MESSAGE/ORDER AND ROUTE
- f. If no response is needed, the doctor will choose to **CLOSE HIGHLIGHTED ITEMS**, the message will then go to the progress note section for selected patient

	CORNEA Generate letter to PCP/Endocrinologist Recommend patient to see Certified Diabetes Educator / Nutritionist (Originated on:1/1	3/2014 2:16:1	11 PM)	4
O A	ote Date Note	USER	ID	
🗩 N				
ACC				
51				
52				
50				
40				
45				
61				
2				
50	FORMAT FOR PRINT HIGHLIGHTED LINES		order desc on e	entr
50 60	Full View of Note Selected Above			
11 50 60				,
	TECH V INSERT NOTE FOR Letter generated			•
	ECH INSERT NOTE FOR MESSAGE/ORDER AND ROUTE			



10. To view scanned documents to assist with message response.

a. Highlight message and select VIEW SCANNED

11. To create a new message for selected patient

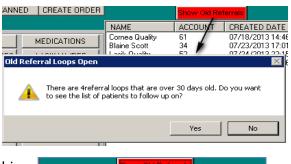
a. Highlight message, select CREATE ORDER

CLOSE HIGHLIGHTED ITEMS VIEW SCANNED CREATE ORDER

12. Showing Old Referral Loops:

- a. All outstanding referral reports will be listed in the lower right section of the screen. If there are outstanding referral reports that are more than 30 days old, a red "Alert" button will say **Show Old Referrals**.
- b. When the button is selected you will be presented with the following message:

If the user clicks **Yes**, the list will change to show only those outstanding referral loops that are more than 30 days old. At this point, the EP can determine the preferred office protocol to address outstanding referrals.



]	Show Old Ret	errals
NAME	ACCOUNT	CREATED DATE
Eric Peace	6	05/18/2013 11:30:00
Combination Quality	50	05/18/2013 11:30:00
Diabetic Quality	60	05/18/2013 11:30:00
Cornea Quality	61	05/18/2013 11:30:00



13. Other Features Located in the Doctor Function Sign Chart Area

- a. Split screen- Allows you to view selected document within the doctor sign chart area
- b. Show Patient Schedule- Allows doctor to view doctor schedule in the schedule view format
- c. Show Flow Sheets- Allows you to view selected patient flow sheets that doctor would see in the

Single Screen Retina Exam

- d. Delete Selected Document- Allows doctor to delete an exam that was created in error
- e. **Transfer to Another Doc** Allows you to transfer a document to the appropriate doctor g. **Go To Patient View** Allows you to look at all documents related to selected patient
- f. **Pending Patient Documents** Allows you to edit the Clinical Summary and Patient Health Information
- g. dr. letters- Allows doctor to create a custom letter for the selected patient

remov	iments for Do ve hiahliahts	амо 🗠	DRNEA 🔽 TOTAL	spik sciecin		Show Patient Schedule	Show Flow Sheets	
_ ALL	S WAITING T			O OTHER		Enter Signa	ature Code	
CREATE D	EXAM TYPE	PATIENT	LAST NAME	TYPE DOCUN #	•			
02/17/2014	GENERAL	40	Medflow	FUNPH2014C		Sign Selec	cted Chart	
02/17/2014	GENERAL	40	Medflow	FUNPH2014C				
02/17/2014	GENERAL	44	Quality	GENCATOS2		View Selecte	d Document	
02/17/2014	SPECSCRIPT	40	Medflow	SPCRX20140	-			
02/17/2014	GENERAL	40	Medflow	GEN2014021		Delete Selected Docume		
02/17/2014	GENERAL	9	Hillyard	GEN2014021				
02/18/2014	GENERAL	40	Medflow	GEN2014021		Sign All Unsigned Chart		
02/18/2014	GENERAL	150	Medflow	GEN2014021			griod oridito	
02/18/2014	GENERAL	8	Ward	GEN2014021		Remove Fr	mo Mullist	
02/18/2014	GENERAL	8	Ward	GENCATOS2		Tieniovern	OIII My List	
02/19/2014	GENERAL	50	Quality	GEN2014021		Transfer To /	Another Dee	
02/19/2014	GENERAL	150	Medflow	MISC201402		Tiansier TO	Another Doc	
02/19/2014	GENERAL	150	Medflow	MISC201402				
02/19/2014	GENERAL	150	Medflow	GEN2014021		Go To Pa	atient View	
02/19/2014	GENERAL	150	Medflow	GENERALLA		Pending Patie	nt Documents	
02/20/2014	GENERAL	77	Ibranez	GEN2014022	4	· · · · · · · · · · · · · · · · · · ·		
02/20/2014	GENERAL	100	Hillyard	GEN2014022				
02/20/2014	GENERAL	55	Quality	GEN2014022		dr.le	tters	
02/20/2014	GENERAL	55	Quality	LISTING2014		une	uers	
02/20/2014	GENERAL	150	Medflow	GEN2014022		Date: Lowe	2044	