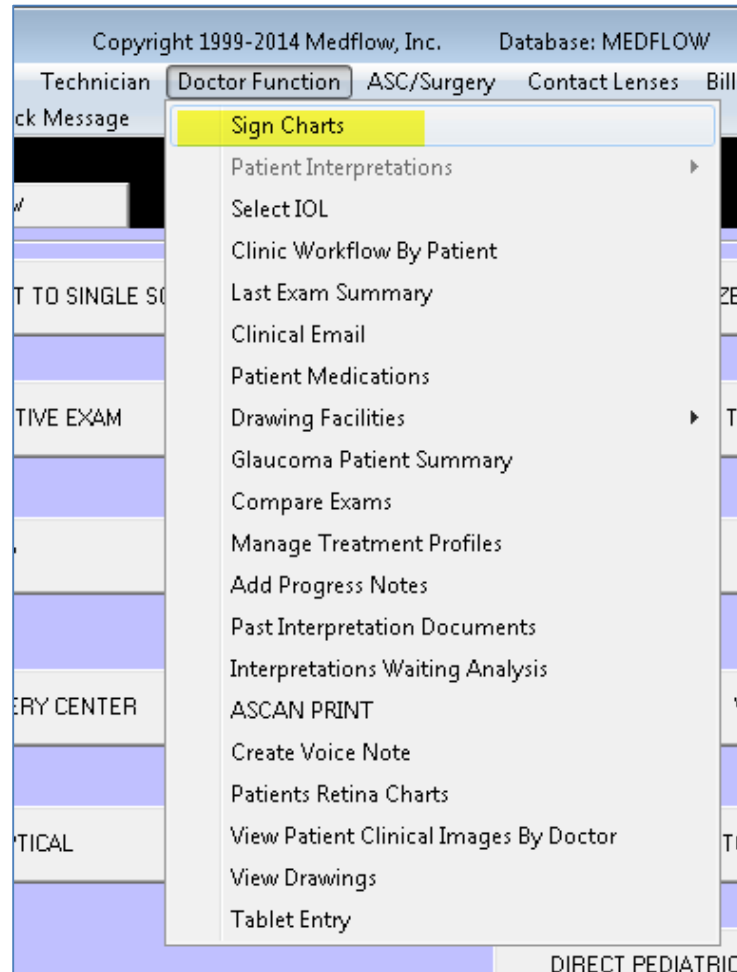


DOCTOR SIGN CHART FUNCTION (DOCTOR)

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**



DOCTOR SIGN CHART FUNCTION (DOCTOR)

3. Completing and Signing Patient Documents:

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

Show Documents for Doctor: CORNEA TOTAL=194 split screen
 remove highlights QMO
DOCUMENTS WAITING TO BE SIGNED position first line
 ALL EXAM MEDS OTHER

CREATE D...	EXAM TYPE	PATIENT	LAST NAME	TYPE DOCUM
02/17/2014	GENERAL	40	Medflow	FUNPH2014C
02/17/2014	GENERAL	40	Medflow	FUNPH2014C
02/17/2014	GENERAL	44	Quality	GENCATOS2
02/17/2014	SPECSRIPT	40	Medflow	SPCRX2014C
02/17/2014	GENERAL	40	Medflow	GEN2014021
02/17/2014	GENERAL	9	Hillyard	GEN2014021
02/18/2014	GENERAL	40	Medflow	GEN2014021
02/18/2014	GENERAL	150	Medflow	GEN2014021
02/18/2014	GENERAL	8	Ward	GEN2014021
02/18/2014	GENERAL	8	Ward	GENCATOS2
02/19/2014	GENERAL	50	Quality	GEN2014021
02/19/2014	GENERAL	150	Medflow	MISC201402
02/19/2014	GENERAL	150	Medflow	MISC201402
02/19/2014	GENERAL	150	Medflow	GEN2014021
02/19/2014	GENERAL	150	Medflow	GEN2014021
02/19/2014	GENERAL	150	Medflow	GEN2014021
02/20/2014	GENERAL	77	Ibranz	GEN2014022
02/20/2014	GENERAL	100	Hillyard	GEN2014022

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

Show Documents for Doctor: CORNEA TOTAL=194 split screen
 remove highlights QMO
DOCUMENTS WAITING TO BE SIGNED position first line
 ALL EXAM MEDS OTHER

CREATE D...	EXAM TYPE	PATIENT	LAST NAME	TYPE DOCUM
02/17/2014	GENERAL	40	Medflow	FUNPH2014C
02/17/2014	GENERAL	40	Medflow	FUNPH2014C
02/17/2014	GENERAL	44	Quality	GENCATOS2
02/17/2014	SPECSRIPT	40	Medflow	SPCRX2014C
02/17/2014	GENERAL	40	Medflow	GEN2014021
02/17/2014	GENERAL	9	Hillyard	GEN2014021
02/18/2014	GENERAL	40	Medflow	GEN2014021
02/18/2014	GENERAL	150	Medflow	GEN2014021
02/18/2014	GENERAL	8	Ward	GEN2014021
02/18/2014	GENERAL	8	Ward	GENCATOS2
02/19/2014	GENERAL	50	Quality	GEN2014021
02/19/2014	GENERAL	150	Medflow	MISC201402
02/19/2014	GENERAL	150	Medflow	MISC201402
02/19/2014	GENERAL	150	Medflow	GEN2014021
02/19/2014	GENERAL	150	Medflow	GEN2014021
02/20/2014	GENERAL	77	Ibranz	GEN2014022
02/20/2014	GENERAL	100	Hillyard	GEN2014022

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

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

The screenshot shows the Medflow software interface. On the left, there is a table of documents waiting to be signed, with columns for CREATE D, EXAM TYPE, PATIENT, LAST NAME, and TYPE DOCLP. A document for '02/18/2014 GENERAL 150 Medflow' is highlighted. On the right, a detailed view of this document is shown, including a 'PENDING TASK LIST' and a grid of exam options. A red arrow points to the 'REGENERATE DOC' button in the task list.

CREATE D	EXAM TYPE	PATIENT	LAST NAME	TYPE DOCLP
02/17/2014	GENERAL	40	Medflow	FURHP0014C
02/17/2014	GENERAL	40	Medflow	FURHP0014C
02/17/2014	GENERAL	44	Quality	GENCAT052
02/17/2014	SPECCSCRPT	40	Medflow	SPCRK2014C
02/17/2014	GENERAL	40	Medflow	GEN2014021
02/17/2014	GENERAL	8	Hilyard	GEN2014021
02/18/2014	GENERAL	40	Medflow	GEN2014021
02/18/2014	GENERAL	0	Ward	GEN2014021
02/18/2014	GENERAL	0	Ward	GENCAT052
02/18/2014	GENERAL	50	Quality	GEN2014021
02/18/2014	GENERAL	150	Medflow	MSC201402
02/18/2014	GENERAL	150	Medflow	MSC201402
02/18/2014	GENERAL	150	Medflow	GEN2014021
02/18/2014	GENERAL	150	Medflow	GENRALLA
02/20/2014	GENERAL	77	Branetz	GEN2014022
02/20/2014	GENERAL	100	Hilyard	GEN2014022
02/20/2014	GENERAL	50	Quality	GEN2014022
02/20/2014	GENERAL	55	Quality	LISTING2014
02/20/2014	GENERAL	150	Medflow	GEN2014022
02/20/2014	GENERAL	60	Quality	GEN2014022
02/21/2014	GENERAL	150	Medflow	GEN2014022
02/21/2014	GENERAL	105	Medflow	GEN2014022
02/24/2014	GENERAL	150	Medflow	GEN2014022
02/24/2014	GENERAL	191	Medflow	GEN2014022
02/25/2014	GENERAL	55	Quality	GEN2014022
02/25/2014	GENERAL	8	Peace	GEN2014022
02/26/2014	GENERAL	40	Medflow	GEN2014022
02/26/2014	GENERAL	50	Quality	GEN2014022
02/27/2014	GENERAL	191	Medflow	GEN2014022
02/27/2014	GENERAL	10	Hilyard	GEN2014022
02/28/2014	SPECCSCRPT	1	Medflow	SPCRK2014C
02/28/2014	SPECCSCRPT	1	Medflow	SPCRK2014C
02/28/2014	REFRACTI...	88	Branetz	GENREFPOG
02/28/2014	GENERAL	154	Branetz	GENRALLA
02/28/2014	GENERAL	154	Branetz	GENRALLA

6. If minor changes of the exam are needed:

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

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

This is a close-up view of the exam options menu. It features a grid of buttons for various medical examinations and procedures. The 'REGENERATE DOC' button is highlighted in the top-left corner.

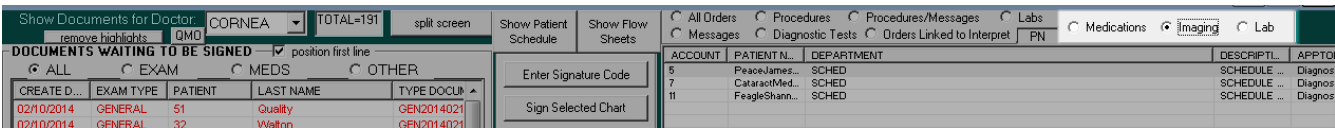
EXAM DATE	SLIT LAMP	MEDICATIONS
02/18/2014	MNR PROCEDURES	LASIK VA/REF
REGENERATE DOC	CONTACTS	EXTERNAL EYE PHOTOS
SELECT DOC/REGEN	PAST MED HIST	ORDERS
GENERAL	SPECIAL TESTS	HPI
Free Text Update	DIAGNOSES	SOCIAL HISTORY
Single Screen Exam	REVIEW OF SYS	BILLING
Single Screen Peds	GONIOSCOPY	
Glaucoma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

DOCTOR SIGN CHART FUNCTION (DOCTOR)

7. Verifying Outstanding Orders:

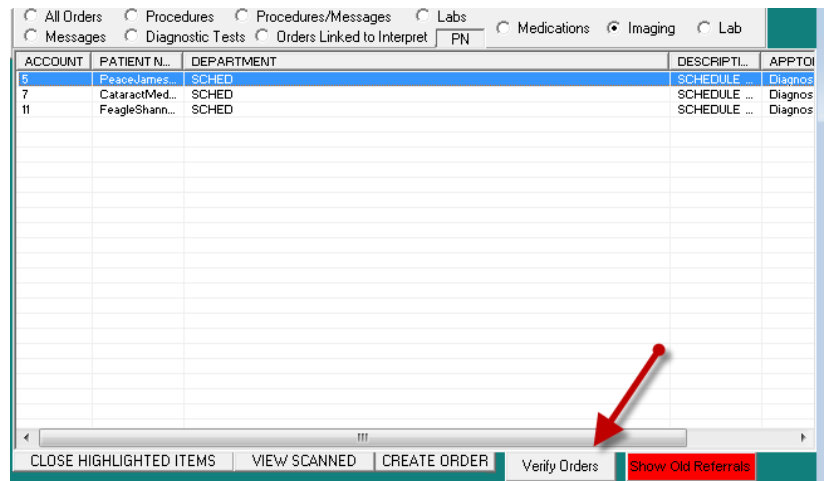
- If the order is placed by a **non-certified user** during the reporting period, the order will go to the doctor sign chart screen for the doctor to verify (if not already verified).
- If the order is placed by a **certified user** during the reporting period, then credit will be given and no further 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 un-verified orders that were placed within the reporting period (for the EP logged in)

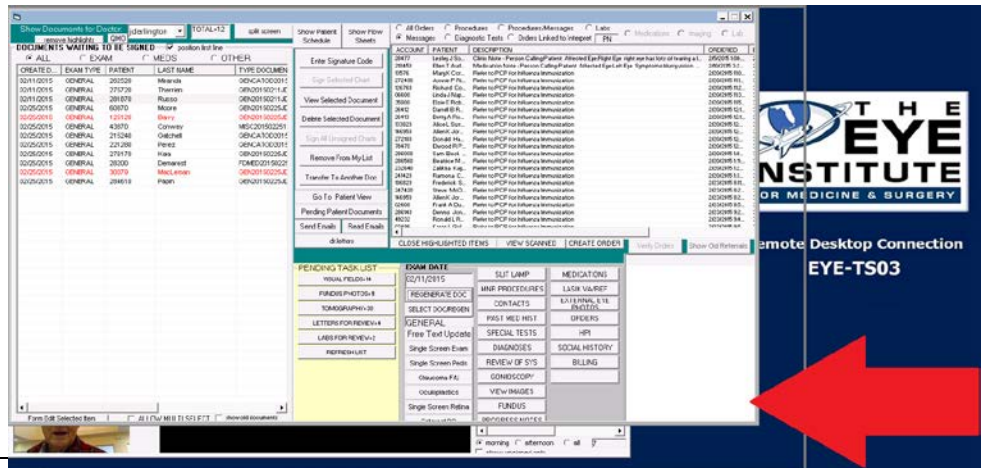
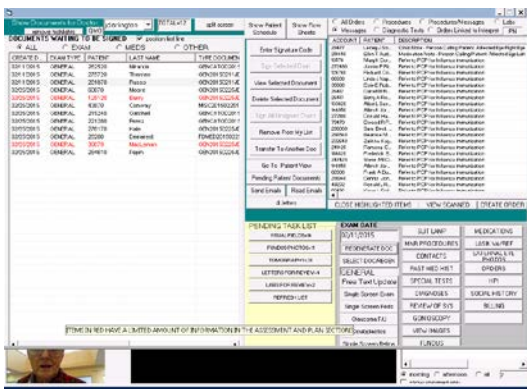


3. Highlight the order from the list | select the **Verify Orders** button

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**.



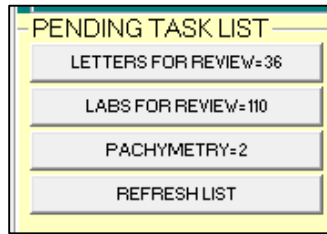
NOTE: YOU MAY NEED TO EXPAND YOUR WINDOW TO SEE THIS AREA
Click on the bottom corner and drag your mouse to expand the window.



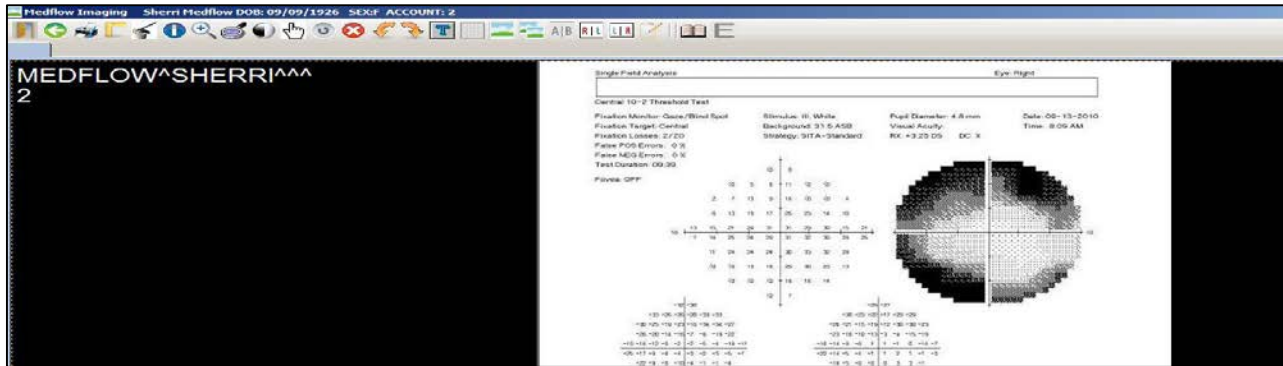
DOCTOR SIGN CHART FUNCTION (DOCTOR)

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

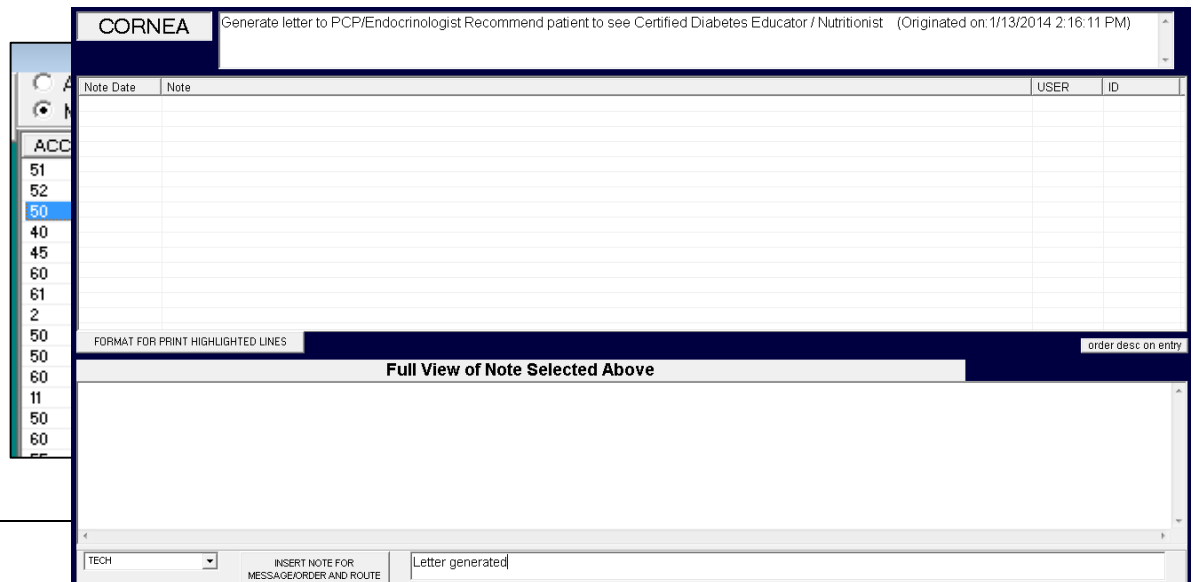


- c. Double click on the ACCOUNT under **LIST TO BE REVIEWED**
- d. Interpretation will be done the same as in the VI button on the Exam Screen



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 re-route 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

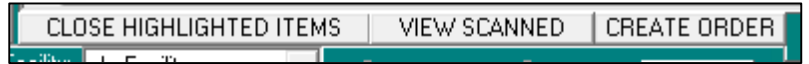


10. To view scanned documents to assist with message response.

- a. Highlight message and select VIEW SCANNED

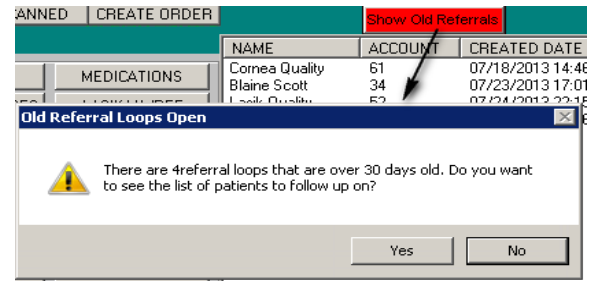
11. To create a new message for selected patient

- a. Highlight message, select CREATE ORDER



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:



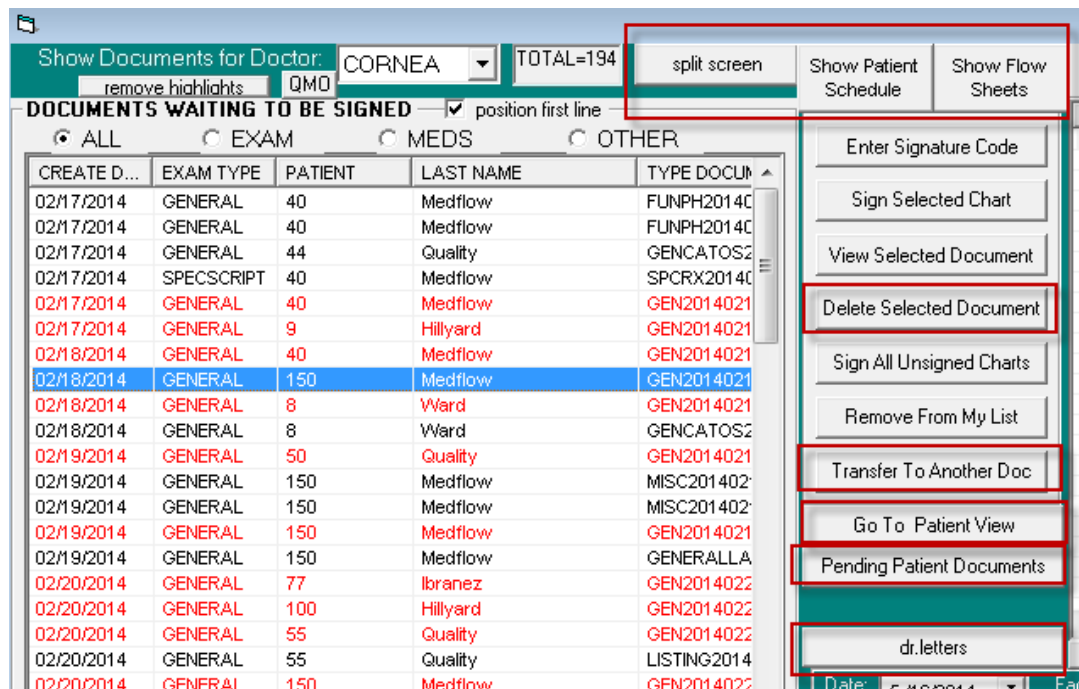
If the user clicks **Yes**, the list will change to show only those outstanding referral loops that are more than 30 days old. At this point, the EP can determine the preferred office protocol to address outstanding referrals.

Show Old Referrals:		
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

DOCTOR SIGN CHART FUNCTION (DOCTOR)

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
- f. **Go To Patient View**- Allows you to look at all documents related to selected patient
- g. **Pending Patient Documents**- Allows you to edit the Clinical Summary and Patient Health Information
- h. **dr. letters**- Allows doctor to create a custom letter for the selected patient



Show Documents for Doctor: CORNEA TOTAL=194
 remove highlights QMO
 split screen Show Patient Schedule Show Flow Sheets
DOCUMENTS WAITING TO BE SIGNED position first line
 ALL EXAM MEDS OTHER

CREATE D...	EXAM TYPE	PATIENT	LAST NAME	TYPE DOCUM
02/17/2014	GENERAL	40	Medflow	FUNPH2014C
02/17/2014	GENERAL	40	Medflow	FUNPH2014C
02/17/2014	GENERAL	44	Quality	GENCATOS2
02/17/2014	SPECSCRIPT	40	Medflow	SPCRX2014C
02/17/2014	GENERAL	40	Medflow	GEN2014021
02/17/2014	GENERAL	9	Hillyard	GEN2014021
02/18/2014	GENERAL	40	Medflow	GEN2014021
02/18/2014	GENERAL	150	Medflow	GEN2014021
02/18/2014	GENERAL	8	Ward	GEN2014021
02/18/2014	GENERAL	8	Ward	GENCATOS2
02/19/2014	GENERAL	50	Quality	GEN2014021
02/19/2014	GENERAL	150	Medflow	MISC201402
02/19/2014	GENERAL	150	Medflow	MISC201402
02/19/2014	GENERAL	150	Medflow	GEN2014021
02/19/2014	GENERAL	150	Medflow	GENERALLA
02/20/2014	GENERAL	77	Ibranez	GEN2014022
02/20/2014	GENERAL	100	Hillyard	GEN2014022
02/20/2014	GENERAL	55	Quality	GEN2014022
02/20/2014	GENERAL	55	Quality	LISTING2014
02/20/2014	GFNFRAI	150	Medflow	GFNFRAI

Enter Signature Code
 Sign Selected Chart
 View Selected Document
 Delete Selected Document
 Sign All Unsigned Charts
 Remove From My List
 Transfer To Another Doc
 Go To Patient View
 Pending Patient Documents
 dr. letters