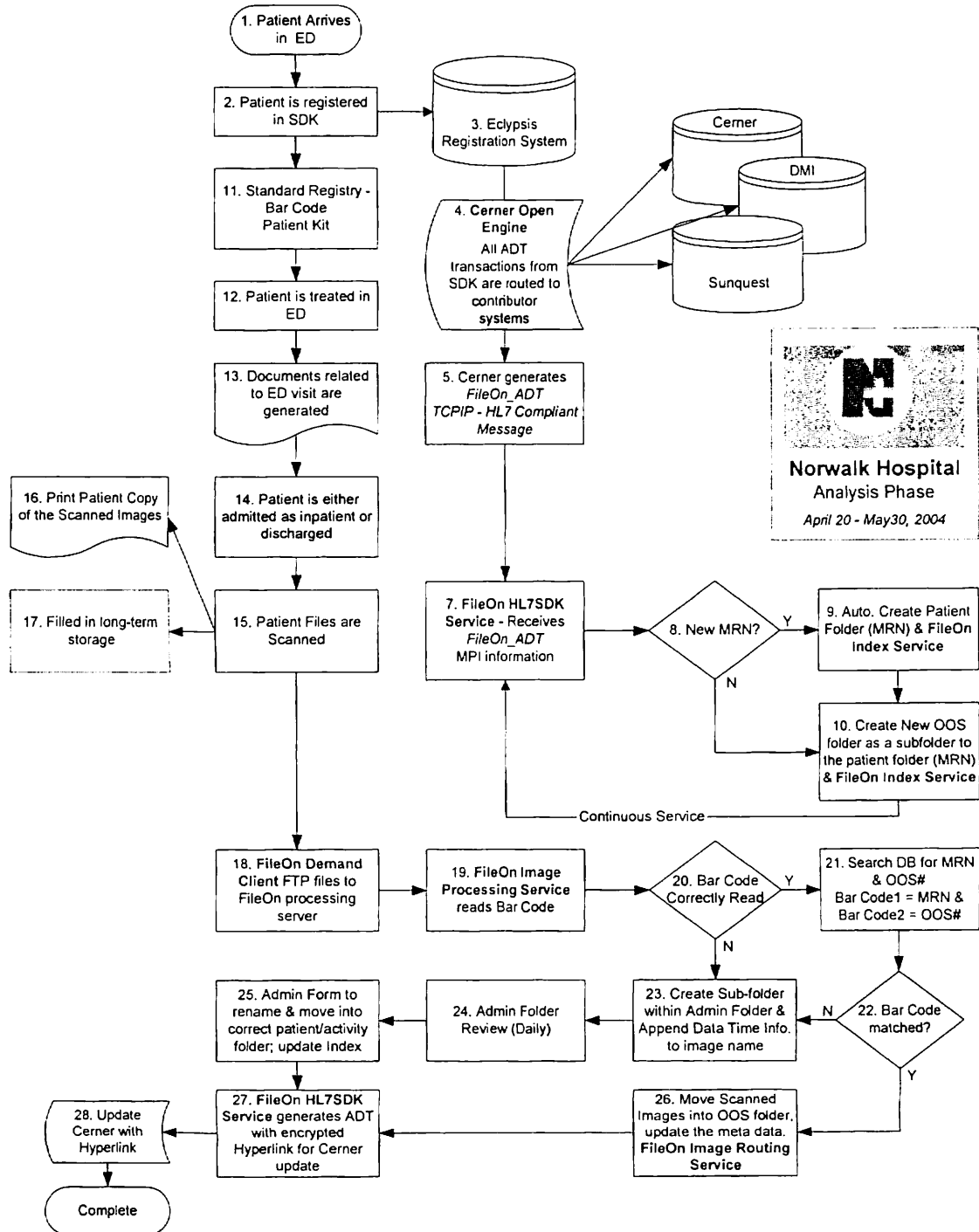




FileOn Information Server (FIS) Approved High-Level Data Flow Integration



Code De

ED Scanning- DRAFT for discussion

-  Chart split apart (white, yellow and pink copies)
-  Yellow copies ordered and stapled
-  Copies filed in ED (blue) folders
-  Copies moved into long-term storage bin
-  Storage bin monitored and purged of old charts

Forms print based on registration 'Visit Type' and 'Service Code'

Stickers are applied to forms without bar codes: Form number and MRN/OOS number stickers

Forms are used and given to Unit S.

Forms are eyeballed for signatures and completeness

Scanning is automatic once documents are placed in the scanner
Uploading requires 3 clicks

Scan and Upload

~~Charge sheets~~

Forms/documentation identified as not in the Forms on Demand (FOD) database:
-Patient Summary Sheet (CPOE)
-Patient ID sheet
-Xray's faxed by Radiology
-EKG strips

Inpatient?

Y

N

Charts go to floor with patient



Charge Sheets go to Coders

Documents are filed for ED Coders

Inbox is reviewed and cleared. MRN and OOS # needed to move document into proper folder

Manually index rejected documents in Quality Control folder using MRN and OOS# lookup

Daily audits of last 24 hours of scanning performed using Eclipsys report and Scanned Report

-  Can happen at any point after documents are scanned
-  Eliminated Task

HIM SCANNING PROCESS- DRAFT for discussion



Scanning ED charts



*Manually indexing documents

