

Ancillary Report Distribution

Report Distribution is an integral part of any hospital facility. Reports may be distributed to outside physicians/providers, locations, Nursing stations and Medical Records.

There are several types of reports from the different ancillary departments that may be automatically distributed through the software. The controls for each report are set somewhat different, so it is important to review the single components for the distribution of each.

Most ancillary reports are distributed to Physicians and/or Report Locations based on the setup in the Physician Maintenance Tables and Location tables. However, the generation of the distribution is different for Lab Preliminary reports, Comparative reports to Nursing stations, Comparative reports to Medical Records and transcribed reports against an order.

The Physician Maintenance Table, Page 3, controls the majority of report distribution in CPSI for ancillary departments. The page contains both laboratory and radiology report distribution settings. The table defines whether a specific physician will be included or excluded in report distribution and how the physician will receive the report. There are various settings for the different reports. A physician may choose to receive each report in a different mode if desired.

Select **Hospital Base Menu > Master Selection > Business Office Tables > Business Office Table Maintenance > Physicians > Page 3**

Physician: 010000 DANTEL JAMES

Physician Link ID: La
 Modem Printer Number: 000
 Cover Sheet/Fax Rpt:
 Fax Phone #: 0003127567
 Custom Fax Command:

Results by Physician
 Result Pat types:
 Hold Until Complete: (Lab Results)

Transcriptions
 OE Trans Send Mode: F
 M/R Trans Send Mode:
 M/R Trans Printer:

Patient Type
 1 2 3 4 5

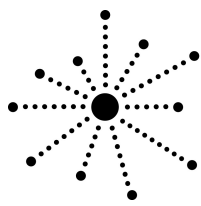
Result Send Mode:
 Autosend Prel Mode/Priority: FS FA

Community Reports
 Print Report Option: S M X S X
 Paginate Each New Dept: (Y/N)
 Hold Until Disch & Complete: O D
 Send Mode: F

Comm Rpt/Autosend Prelm/OE Trans: Attend Y Second Y Primary Y Consult N
 Locations for This Physician: SC

Enter: 6 Exit All PgDn PgUp

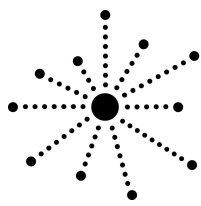
Figure 1.1 Physician Maintenance Page 3



- All physician distribution is defined and may take place via:
 - **Physician Link ID** (OCA)
 - **Modem Printer Number** (Line Printer)
 - **Fax Phone #** fax number (include area code if long distance)
 - **Custom Fax Command** 30 character field that may accommodate any special fax number needed.
 - E-Distribution to a unique User Based Login (loaded in **Custom Fax Command**)
- **Result Send Mode** determines the default distribution preference for each physician. If this field is not fulfilled, the physician will not be available in any of the **Send** options. The **Result Send Mode** options are:
 - F-fax/EDIST
 - L-Link/OCA
 - M-modem printer
 - P-print in the department

NOTE: E-Distribution requires both **Result Send Mode** and **Send Mode** to be loaded for fax.

- **Comm Rpt/Autosend Prelm/OE Trans** field determines whether a physician will be included or excluded from receiving a report when he/she is listed as the patient's Attending, Secondary, Primary/Family or Consulting physician on the patient account. Blank defaults to Attending and Secondary as Yes (Y), Primary and Consulting as No (N).



Report Locations are often used to define facilities other than physician offices that may need patient results and reports. These typically include home health agencies, nursing homes and clinics.

Select **Hospital Base Menu>Master Selection > Business Office Tables > Business Office Table Maintenance > Report Locations**

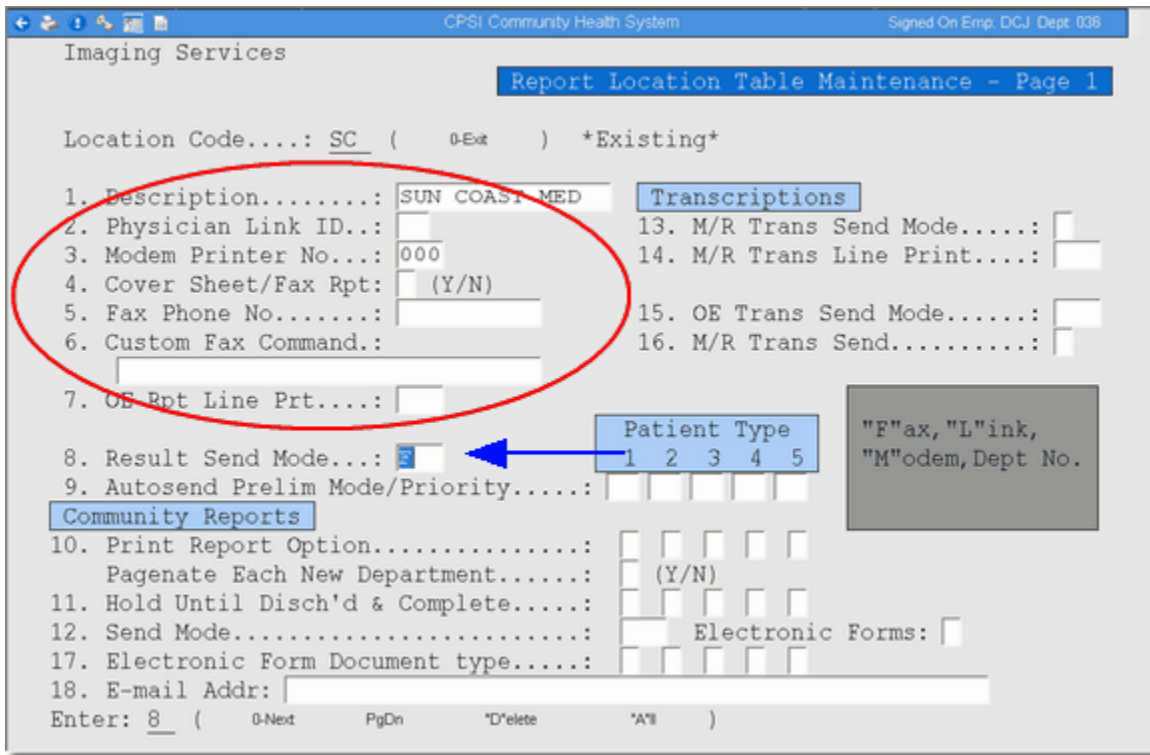
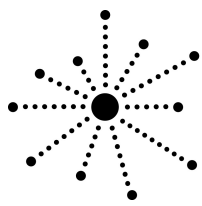


Figure 1.2 Report Location Table Maintenance

- A Report Location may be two to three characters in length and mimics page 3 of the Physician Maintenance Table.
- The distribution may take place via a **Physician Link ID** (OCA), a **Modem Printer Number** (Line Printer), a local or long distance **Fax Phone #** or by E-Distribution to a unique User Base Login for the physician.
- The **Result Send Mode** determines the default distribution preference for each location. If this field is not fulfilled, the report location will not be available in any of the **Send** options. The **Result Send Mode** options are:
 - **F**-fax/EDIST
 - **L**-Link/OCA
 - **M**-modem printer
 - **Dept No.** -uses a valid department number entered to send results to the line printer entered in the Incoming Report Printer field on page 2 of the Department Maintenance Table.

NOTE: E-Distribution requires both **Result Send Mode** and **Send Mode** to be loaded for fax.



Select Hospital Base Menu > Master Selection > Enter Patient Account # > Census > Clinical

Accounts Receivable - Registration and ADT

Name: SMITH ELLA KATHERINE Account: 357388 Room: 010-2

Condition: FAIR DNR:

Isolation: Restraint: MRSA: N

Care Level: Violent Patient: VRE: Y

Admit Weight: 175 lbs 0 oz 79.38 kg 79378.7 gm

Diet: REGULAR DIET

Miscellaneous-1:

Miscellaneous-2:

Chart Code:

Report Location: SC SUN COAST MED

Chief Complaint: CEREB ART OCC UNSPEC W CI

ER Log:

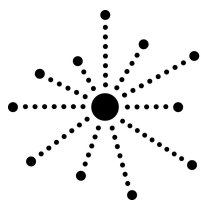
Comments:

P.	Allergy	Reaction(s)
1	No Known Drug Aller	

Immunization	Date
influenza, whole	02/15/2012
MMR	12/01/1989
varicella	02/17/2012

Figure 1.3 Accounts Receivable-Registration and ADT

- The **Report Location** may be added during registration on the Clinical page of the Census Screen. There is a look-up available to search for locations.



Select Hospital Base Menu > Enter Patient Account #

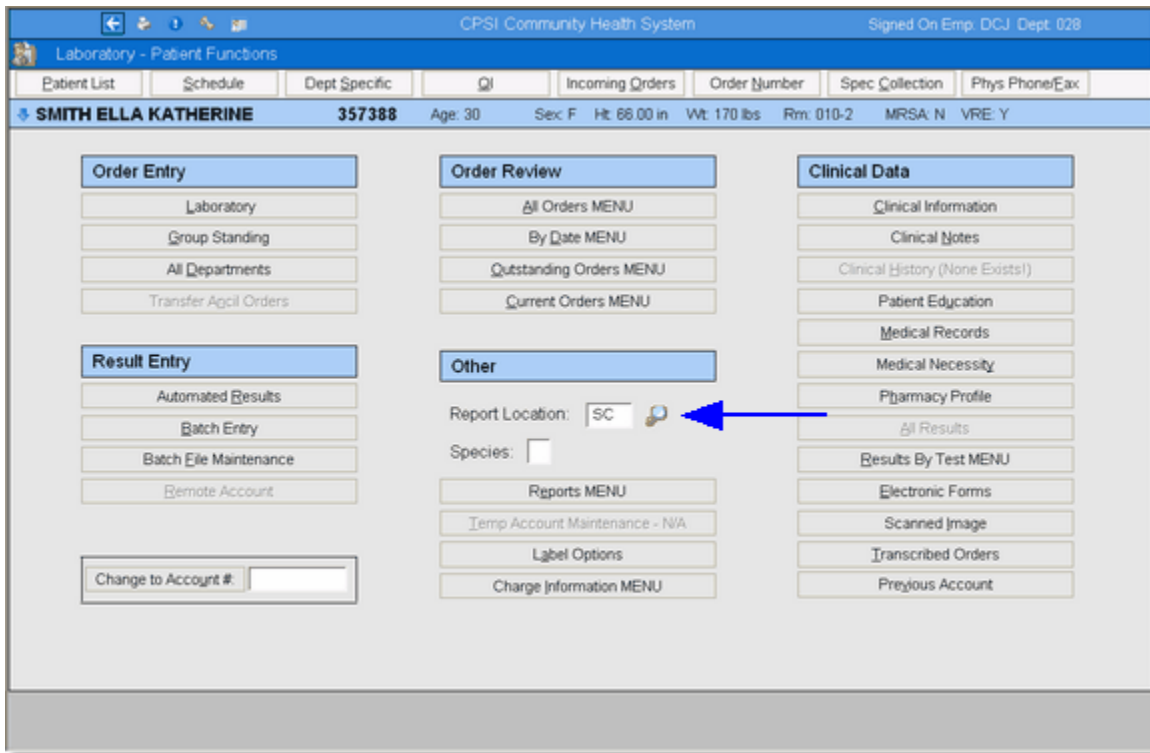
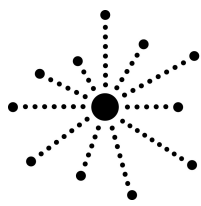


Figure 1.4 Patient Functions

- The **Report Location** may also be added from any ancillary department's Patient Functions screen. There is a look-up available to search for locations.



Laboratory Preliminary Reports

A preliminary report is an individual final report for a specific Laboratory order/test.

Select **Hospital Base Menu > Enter Patient Account # > All Orders > Look**

```

CPSI Community Health System      Signed On Emp: RLR Dept: 028
\TM00\ \DRAo\ \12PI\ \BM09\
\MRHo\

          CPSI COMMUNITY HEALTH SYSTEM
          6600 Wall Street
          Mobile, AL 36695

---PATIENT NAME---  SEX AGE BIRTH  ADMIT  M/R#      PATIENT# RM/LOC  TYPE
SMITH ELLA KATHERINE  F   30 040382 071511 970015    357383          O/P
ORD: BAXTER JAME  ATT:                SEC: BROWNING JA  PRI: DALTON MICH
PAT PHONE: (251)639-8100

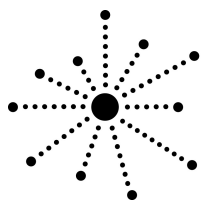
=====
---PROCEDURE---  ELECTROLYTES                                ORDER # 65956
--ORDERED--      --COLLECTED--      --REC'D--      --RESULTED--      --VERIFIED---
9/10/12 1345    9/10/12 1346    9/10/12 1346    9/10/12 1346    9/10/12 1346
RLR                XXX                XXX                RLR                RLR
=====
\MRHx\
[      SODIUM                140      mmol/L    (L=136    H=146    )]
[      POTASSIUM              4.3      mmol/L    (L=3.50   H=5.50   )]
[      CHLORIDE              103      mmol/L    (L=99     H=110    )]
[      CO2                   29       mmol/L    (L=22     H=33     )]

Filesize=1458  (Enter 'H' for HELP)

```

Figure 1.5 Preliminary Lab Report

Preliminary reports may be automatically distributed to Nursing Stations, physicians (ordering, attending, secondary, primary or consulting) and Report Locations as soon as they are resulted and completed by the laboratory department.



Select Hospital Base Menu > Enter Patient Account # > All Orders > Look w/Audit

CPSI COMMUNITY HEALTH SYSTEM
6600 Wall Street
Mobile, AL 36695

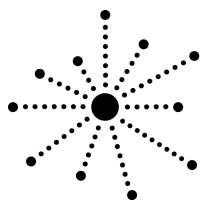
---PATIENT NAME--- SEX AGE BIRTH ADMIT M/R# PATIENT# RM/LOC TYPE
SMITH ELLA KATHERINE F 30 040382 071511 970015 357383 O/P
ORD: BAXTER JAME ATT: SEC: BROWNING JA PRI: DALTON MICH
PAT PHONE: (251) 639-8100

=====
---PROCEDURE--- ELECTROLYTES ORDER # 65956
--ORDERED-- --COLLECTED-- --REC'D-- --RESULTED-- --VERIFIED--
9/10/12 1345 9/10/12 1346 9/10/12 1346 9/10/12 1346 9/10/12 1346
FLR XXX XXX FLR FLR

=====
\MRHx\
[SODIUM 140 mmol/L (L=136 H=146)] 09/10/12.1346.FLR.
[POTASSIUM 4.3 mmol/L (L=3.50 H=5.50)] 09/10/12.1346.FLR.
[CHLORIDE 103 mmol/L (L=99 H=110)] 09/10/12.1346.FLR.
[CO2 29 mmol/L (L=22 H=33)] 09/10/12.1346.FLR.
09/10/12.1346.FLR.COMPLETE
09/10/12.1346.FLR.to BAXTER J via fax

Figure 1.6 Look With Audit

The Look w/ Audit option displays the result audit trail in a wide-screen format and provides the date and time a preliminary report was sent, the sender's initials, the receiving physician and/or Report Location and the method the results were sent.



Nursing

The Department Maintenance Table controls individual Nursing departments receiving laboratory Preliminary reports.

Select **Hospital Base Menu>Master Selection>Business Office Tables>Business Office Table Maintenance>Department > Page 2**

Department: 003 NS Medical-Surgical

Diet Department: Medication Lbl TTY#:

QID Times:

TID Times:

BID Times:

Print Order Request Slip: Y

Chart Cart Department: N (Y/N)

Unverified Order TTY#: Schedule Type: L (L,R)

Ancillary Location: N Whiteboard Type: R (R,E)

Ancillary Order Gen: N Use WB for PatList: N (Y/N)

Print Billing Info W/ Xscript-by-Date Report?: N

Sort: "A"lpha, "F"ilm, "M"R#, "S"oc-Sec#, "N"-Acct #:

Nursing Station Y/N?: Y

Use Result Time for Trans by Date?: N

OE Report Line Printer#:

Incoming Report Printer: Autoprint Prelims?: Y

Ancillary Application: N

OE Flash at All: Y Acknowledge from all loc: Y

Cover Sheet on Fax Rpt?: Y Failed Fax Flash at TTY: N

Conversion Receipt Entry: N (Y/N) Conserve Paper:

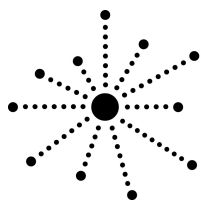
Enter:

Figure 1.7 Department Maintenance Page 2

The **Incoming Report Printer #** field controls the following:

- The line printer to which laboratory preliminary reports print when **Autoprint Prelims?** is set to **Yes** for the nursing department or when printing from Incoming Orders and Reports.
- The line printer to which results print when they are transmitted from any of the **Send** options.

NOTE: OE Transcriptions will auto-print to this printer for nursing but Laboratory Comparative reports are sent to the **OE Report Line Printer#**.



Physicians

The Physician Maintenance Table controls each individual physician to be included or excluded from automatically receiving the Laboratory Preliminary Reports.

Select Hospital Base Menu > Master Selection > Business Office Tables > Business Office Table Maintenance > Physicians > Page 3

Physician: 010000 BAXTER JAMES

Physician Link ID: La
 Modem Printer Number: 000
 Cover Sheet/Fax Rpt:
 Fax Phone #: 0003127567
 Custom Fax Command:

Results by Physician
 Result Pat types:
 Hold Until Complete: (Lab Results)

Transcriptions
 OE Trans Send Mode: F
 M/R Trans Send Mode:
 M/R Trans Printer:

Patient Type
 1 2 3 4 5

Mode Options
 "L"ink, "M"odem,
 Lab "P"rinter, "F"ax

Priority Options
 "S"tat orders Only
 "A"ll orders

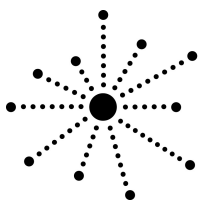
Result Send Mode: F
 Autosend Prel Mode/Priority: FS FA

Community Reports
 Print Report Option: S M X S X
 Paginate Each New Dept: (Y/N)
 Hold Until Disch & Complete: O D
 Send Mode: F
 Comm Rpt/Autosend Prelm/OE Trans: Attend Y Second Y Primary Y Consult N
 Locations for This Physician: SC

Enter: 7 Exit All PgDn PgUp

Figure 1.8 Physician Maintenance Page 3

- If a physician wants to be included, **Mode** and **Priority** options must be defined for each desired patient stay type. In addition, each physician may specify whether they will receive patient reports when they are defined as the admitting, secondary, family or consulting physician.
- The **Autosend Prel Mode/Priority** field has the following **Mode Options** for each Patient Type:
 - **L** for Link (OCA).
 - **M** for Modem Printer.
 - **P** for Lab Printer in Lab Department.
 - **F** for Fax/EDIST.



- and the following **Priority Options** for each Patient Type:
 - **S** for Stat order Only.
 - **A** for All orders.

These fields default to blank which results in preliminary reports not being distributed to the physician.

NOTE: A Report Location entered in the **Locations for This Physician** field does not suppress the Preliminary report or the OE Transcriptions to the physician.

Report Locations

The Report Location Maintenance Table controls each individual location to be included or excluded from automatically receiving the Laboratory Preliminary Reports.

Select **Hospital Base Menu > Master Selection > Business Office Tables > Business Office Table Maintenance > Report Locations**

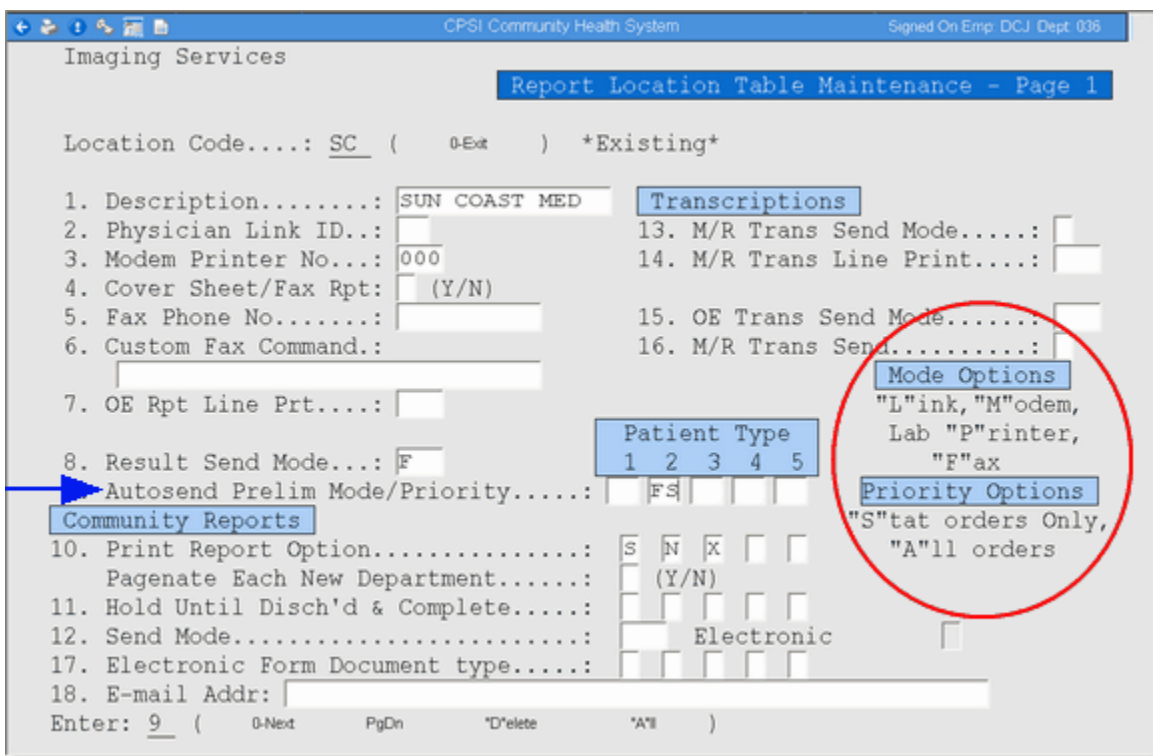
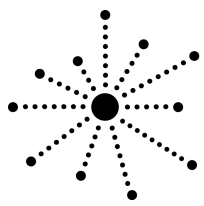


Figure 1.9 Report Location Table Maintenance

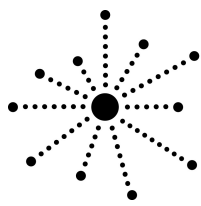
- If a Report Location wants to be included, **Mode** and **Priority** options must be defined for each desired patient stay type.



- The **Autosend Prel Mode/Priority** field has the following **Mode Options** for each Patient Type:
 - **L** for Link (OCA).
 - **M** for Modem Printer.
 - **P** for Lab Printer in Lab Department.
 - **F** for Fax/EDIST.

- and the following **Priority Options** for each Patient Type:
 - **S** for Stat order Only.
 - **A** for All orders.

These fields default to blank which results in preliminary reports not being distributed to the report location.



Laboratory Comparative Reports

A laboratory comparative report may contain all lab results for a single patient account sorted by sub-department.

Laboratory Comparative Report

Reported Date/Time: 05/07/11 16:46
Charles W. Whitcombe, MD
Medical Director

CPSI Community Health System
6600 WALL STREET
MOBILE, AL 36695
LABORATORY -- COMPARATIVE REPORT

PAGE 1
CLIA#1234567

LACUMV2

NAME.: SMITH ELLA KATHERINE
ACCT#: 416274
ROOM.: O/P - PENDING ORDERS
ADMIT: 05/06/11

SEX.....: F
AGE.....: 35 Y
DOB.....: 01/01/1974
PAT. PHONE: 5555555
MR#.....: 10000437

ATTENDING: BAYLOR KATY
SECOND...: PETERSON JOHN R
PRIM CARE.:

CHEMISTRY

Collect Dt/tm	050711 1600	050611 1005	REFERENCE RANGE	UNITS
Report Dt/tm:	050711 1630	050611 1045	70.0 - 110.0	mg/dl
GLUCOSE	101.0	60.0 L		

TDM & TOXICOLOGY

Collect Dt/tm	050711 1600	050711 1005	REFERENCE RANGE	UNITS
Report Dt/Tm:	050711 1635	050711 1048	.8 - 2.0	ng/ml
DIGOXIN	1.8	2.5 H		

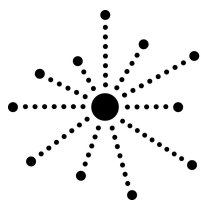
REPORTED DATE/TIME: 05/07/11 16:46 **SMITH ELLA KATHERINE**

580 Page: 1 LAST

LEGEND: L-Low, H-High, C-Critical, A-Abnormal, *E-Error

Comparative Reports are distributed in two different methods, the CRON job and Community Reports:

- The Comparative Report provides an update of all laboratory test results for a patient account. Nursing stations may receive updated Comparative Reports for their patients. Discharged patient Comparative Reports may be set to print to the Medical Records department line printer.



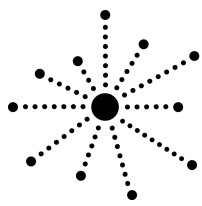
Select **Hospital Base Menu > Master Selection > Business Office Tables > Business Office Table Maintenance > Laboratory > Lab Control Record > Page 3**

ARID	Name	Home Directory
0001	CPSI COMMUNITY HEALTH SYSTEM	/usr3f

Figure 1.10 Laboratory Control Information Page 3

The following are the controls for running the Comparative Reports:

- **Lab Control Table Cumulative Vertical Print Control** determines the results which will print to the Medical Records department.
 - **Suppress Print For Locations** will suppress the printing of specific Comparative Reports by location code. When the report program is generated, the system will check accounts for report location codes entered in the Report Location field of the Patient Function Screen. If the location code matches an entry in this field, the report will not print to Medical Records and print only to the Report Location.
 - **Medical Records Printer Number** defines the printer for Comparative Reports when the patient is discharged.
 - **Last Run Time** designates the last run time to be used for auto-printing the Comparative Report. The time indicated is the result cutoff time from the previous day. Example: If 0001 is entered in this field, when the system generated Comparative Reports at the time defined in CRON, results completed from 0001 the previous day to the generation time will be added to the Comparative Report.
 - **Results Patient Type** controls the patient types to be auto-printed through CRON. Up to five types may be entered, but an entry must be made in each field.
Options: **1, 2, 3, 4** or **5** prints all reports for each patient type.
Options: **A, B, C, D** or **E** will print patient types 1 - 5 respectfully, but for only those patients with room numbers.
 - **CRON Printer Number** defines the line printer to which reports will print if not going to the patients' Nursing Station or if **Medical Records Printer Number** is not defined.



Select **Hospital Base Menu > Master Selection > Business Office Tables > Business Office Table Maintenance > Laboratory > Lab Control Record > Page 3 > Format Options**

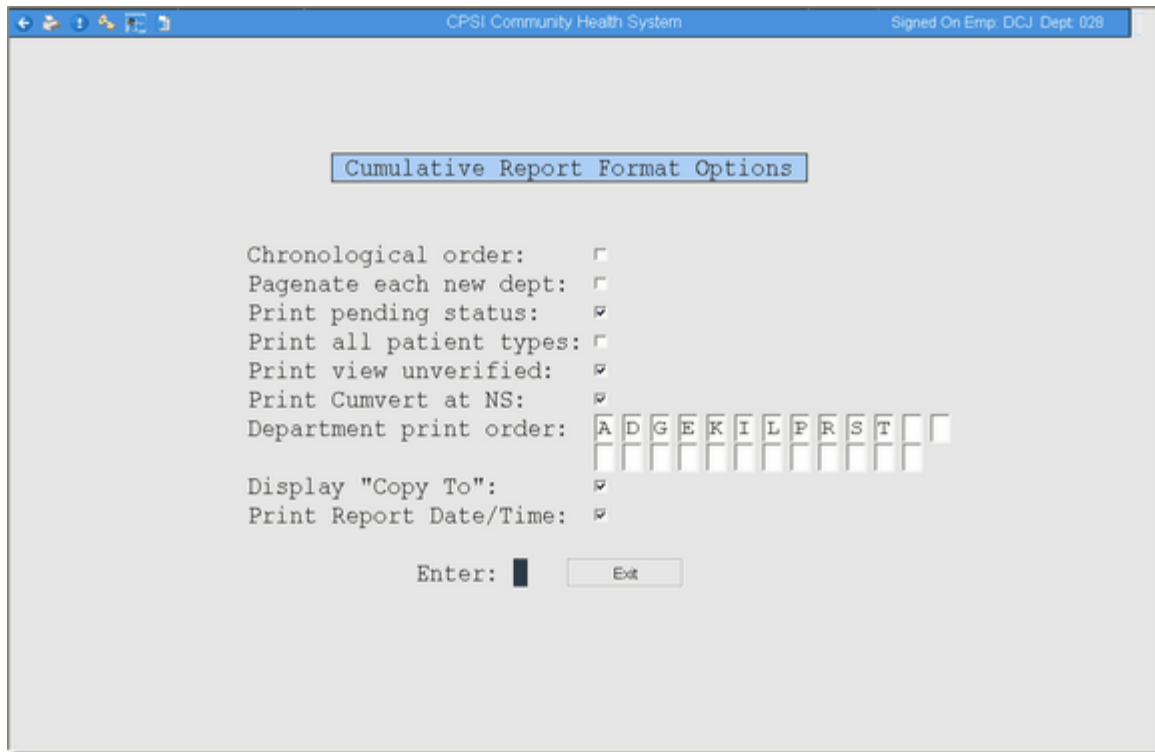
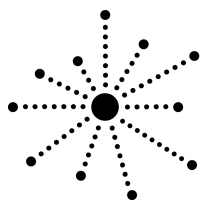


Figure 1.11 Cumulative Report Format Options

- **Cumulative Report Format Options** defines the results that will print to the patients' Nursing Station.
 - **Print Cumvert at NS** indicates if Comparative Reports will print to the patients' nursing station or department prior to being discharged from the facility. When discharged, the report will be sent to the defined Medical Records printer.
 - **Display "Copy To"** determines if a **Copy To:** section will be added to Comparative Reports sent through Community Reports.

NOTE: CPSI management will setup the specified CRON job (IL CSTM) and the specified time for the Comparative Reports to run.



- The Community Report print option may be run manually or set up to run automatically. The Community Report provides the ability to distribute reports to physicians and Report Locations based on their individual table specifications. Each physician (attending, secondary, primary or consulting) and location table may be setup to select from several report options and the method to receive the report.

Community Reports may be set to run automatically at pre-defined time intervals from the Reports Table in the Business Office Tables.

Select **Hospital Base Menu > Print Reports > Community Reports**

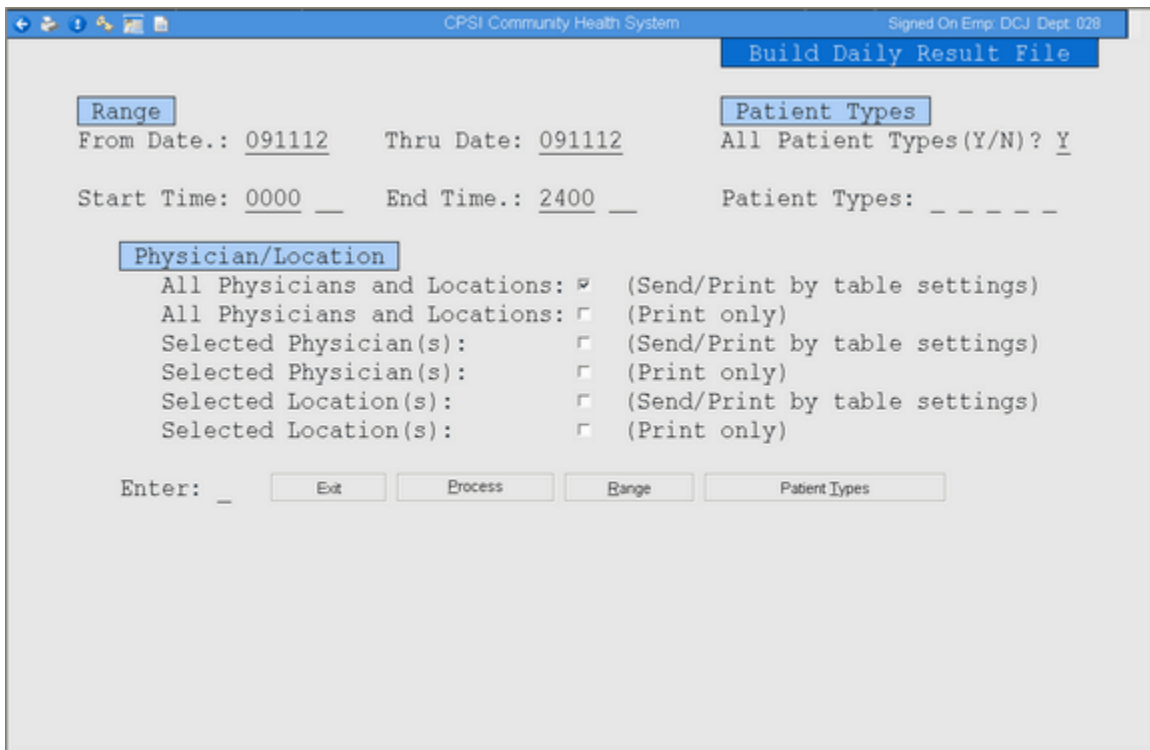
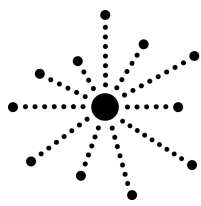


Figure 1.12 Build Daily Result File for Community Reports

- The **Range** should begin from the last report generation date and time and include results thru a selected date and time. The individual physician and location may determine one of several types of reports.
- **Patient Types** defines which patient types will be included in the report generation for physicians that do not have any report distribution set up in the Physician Maintenance Tables.
- There are several options available to run for **Physician/Location**, but the **Send/Print by table settings** to **All Physicians and Locations** is commonly used to provide a Comparative Report according to the Physician and/or Location table settings.



Laboratory Community Report

Reported Date/Time: 05/07/11 16:46
Charles W. Whitcombe, MD
Medical Director

CPSI Community Health System
6600 WALL STREET
MOBILE, AL 36695
LABORATORY -- COMPARATIVE REPORT FOR BAYLOR KAT

PAGE 1
CLIA#1234567

NAME.: SMITH ELLA KATHERINE
ACCT#: 416274
ROOM.: O/P - PENDING ORDERS
ADMIT: 05/06/11

SEX.....: F
AGE.....: 35 Y
DOB.....: 01/01/1974
PAT. PHONE: 5555555
MR#.....: 10000437

ATTENDING: BAYLOR KATY
SECOND...: PETERSON JOHN R
PRIM CARE.:

LACUMV2

CHEMISTRY

Table with 3 columns: Test Name, Value, Reference Range. Row 1: GLUCOSE, 101.0, 70.0 - 110.0 mg/dl

TDM & TOXICOLOGY

Table with 3 columns: Test Name, Value, Reference Range. Row 1: DIGOXIN, 1.8, .8 - 2.0 ng/ml

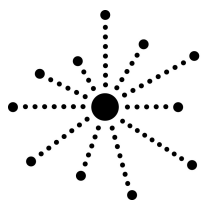
Copy To:
PETERSON via Link

REPORTED DATE/TIME: 05/07/11 16:46 SMITH ELLA KATHERINE

580 Page: 1 LAST

LEGEND: L-Low, H-High, C-Critical, A-Abnormal,*E-Error

- The Community report header displays the recipient of the report.
The Copy To: section at the bottom of the report, provides a listing of all the physicians/locations that are receiving a copy of the report.
Community Report Logs may be set to generate after each community report run.
The last 10 logs may be regenerated from Print Reports-Community Report Logs for review.



Nursing

The CRON job controls the Comparative reports which print to Medical Records and Nursing departments. The Lab Control Table defines the patient types, reports and printers for Medical Records.

Select **Hospital Base Menu > Master Selection > Business Office Tables > Business Office Table Maintenance > Department > Page 2**

CPSI Community Health System Signed On Emp: DCJ Dept: 038
Department Maintenance Page 2

Department: 003 NS Medical-Surgical

Diet Department: Medication Lbl TTY#:

QID Times:

TID Times:

BID Times:

Print Order Request Slip: Y

Chart Cart Department: N (Y/N)

Unverified Order TTY#: Schedule Type: L (L,R)

Ancillary Location: N Whiteboard Type: R (R,E)

Ancillary Order Gen: N Use WB for PatList: N (Y/N)

Print Billing Info W/ Xscript-by-Date Report?: N

Sort: "A"lpha, "F"ilm, "M"R#, "S"oc-Sec#, "N"-Acct #:

Nursing Station Y/N?: Y

Use Result Time for Trans by Date?: N

OE Report Line Printer#: **←**

Incoming Report Printer: Autoprint Prelims?: Y

Ancillary Application: N

OE Flash at All: Y Acknowledge from all loc: Y

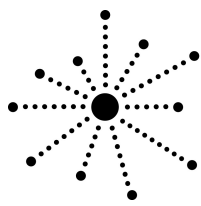
Cover Sheet on Fax Rpt?: Y Failed Fax Flash at TTY: N

Conversion Receipt Entry: N (Y/N) Conserve Paper:

Enter:

Figure 1.13 Department Maintenance, Page 2

Departments receiving these Comparative Reports must have **Nursing Station** set to **Yes** and a line printer number entered in the **OE Report Line Printer#** on Page 2 of the Department Maintenance Tables.



Physicians

The Community Reports generates the Comparative reports for physicians. The Physician Maintenance Table controls each individual physician to be included or excluded from automatically receiving it. In addition, the physician may select from several different types of Comparative reports and whether to receive the report at defined times, hold until the patient is discharged and all orders are completed or receive only results only completed after discharge.

Select Hospital Base Menu > Master Selection > Business Office Tables > Business Office Table Maintenance > Physicians > Page 3

Physician: 010000 BAXTER JAMES

Physician Link ID: La
 Modem Printer Number: 000
 Cover Sheet/Fax Rpt:
 Fax Phone #: 3343127567
 Custom Fax Command:

Results by Physician
 Result Pat types:
 Hold Until Complete: (Lab Results)

Transcriptions
 OE Trans Send Mode: F
 M/R Trans Send Mode:
 M/R Trans Printer:

Patient Type
 1 2 3 4 5
 FS FA

Community Reports
 Print Report Option: S N X
 Paginate Each New Dept: (Y/N)
 Hold Until Disch & Complete: D
 Send Mode: F
 Comm Rpt/Autosend Prelm/OE Trans: Attend Y Second Y Primary Y Consult N
 Locations for This Physician: SC

Result Send Mode: F
 Autosend Prel Mode/Priority:

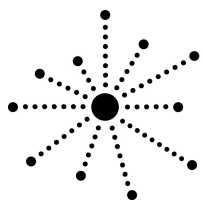
S-Single Cumvert
 M-Multi Cumvert
 V-Single by dept
 C-Multi by dept
 @-Physician w/pend'g
 N-NonCumulative Vert
 R-Results by phy
 X-Do NOT send a rpt

Enter: 8 Exit All PgDn PgUp

Figure 1.14 Physician Maintenance, Page 3

The following are the most commonly used options:

- **Print Report Option:** Blank defaults to Single Cumulative
 - **S-Single Cumvert:** the Comparative will contain all lab results for the entire account and will generate each time the Community Reports is run if new orders have been resulted during the time range.
 - **M-Multi Cumvert:** the Comparative will contain the lab results for the current patient stay as well as past stays dating back to the number of months listed on page 3 of the Lab Control Table. The report will generate each time the Community Reports is run if new orders have been resulted during the time range.
 - **N-NonCumulative Vert:** the Comparative will only contain results completed during the designated time set in the Community report run. (recommended report option)
 - **X-Do NOT send a rpt:** no Comparative Report will be generated for this physician.



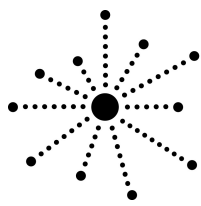
- **Paginate each lab department:** determines if laboratory sub-departments will print on separate pages.
- **Hold Until Disch & Complete:**
 - **N** No Hold, sends patient report when resultated. This is the Default if blank.
 - **D** Hold report until patient is discharged and all results have been completed, canceled, or DC'd.
 - **C** Hold report until all results have been completed, canceled, or DC'd. Patient does not have to be discharged.
 - **O** Send only results completed after the patient is discharged. May only be used with the **Single Cumvert** report option.

NOTE: Option **D** and **C** should not be used if **N-Non-Cumulative Vertical** is designated for the Print Report Option.

- **Send Mode:** The Send Mode has the following **Mode Options** for each Patient Type:
 - **F** for Fax/EDIST.
 - **L** for Link (OCA).
 - **M** for Modem Printer.
 - **P** for Lab Printer in Lab Department.

NOTE: If the **Send Mode** is blank the system will use the **Result Send Mode** entered. If neither field is fulfilled the report will print to the default printer entered when running the Community Reports.

- **Locations for Physician:** Suppresses the Comparative report to the physician when this Report Location is entered on the patient's account. Only the Report Location will receive the report. This only suppresses for Community Reports.



Report Locations

Running the Community Reports generates the Comparative reports for Report Location. The Report Location Table controls each individual location to be included or excluded from automatically receiving it. In addition, the location may select from several different types of Comparative reports and whether to receive the report as the orders are resulted or hold until the patient is discharged and all orders are completed.

Select **Hospital Base Men > Master Selection > Business Office Tables > Business Office Table Maintenance > Report Locations**

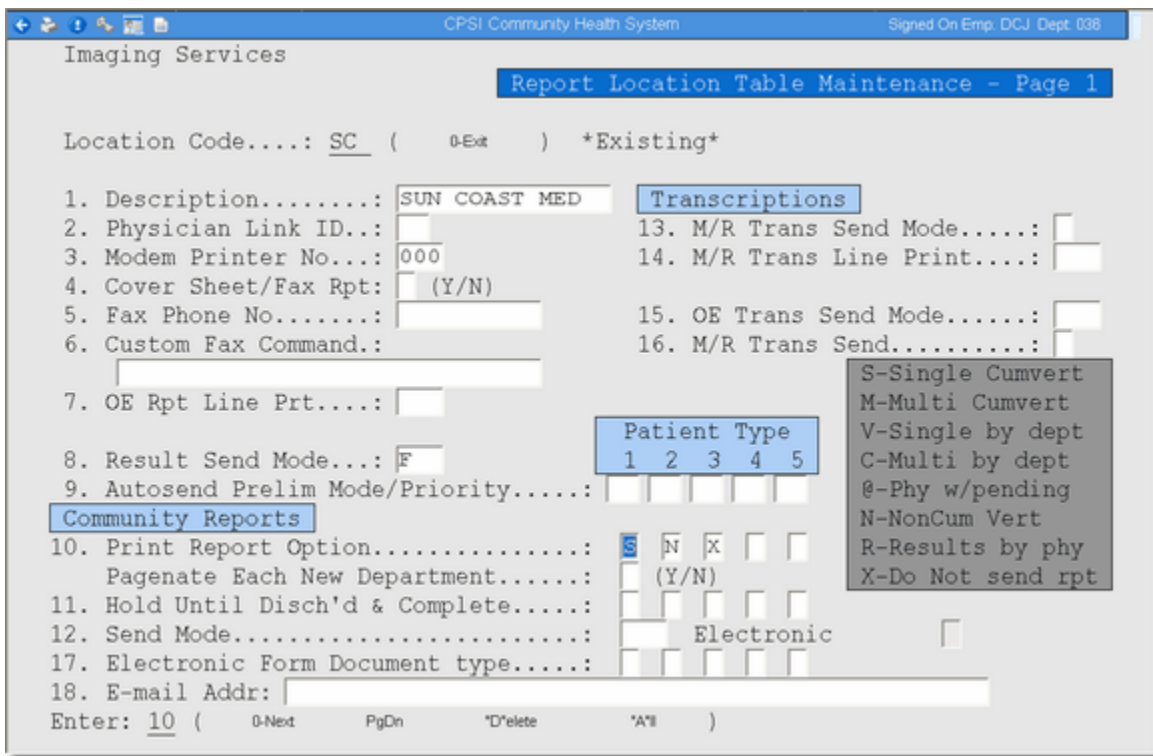
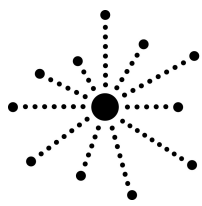


Figure 1.15 Report Location Table Maintenance

The following are the most commonly used options:

- **Print Report Option:** Blank defaults to Single Cumulative
 - **S-Single Cumvert:** the Comparative will contain all lab results for the entire account and will generate each time the Community Reports is run if new orders have been resulted during the time range.
 - **M-Multi Cumvert:** the Comparative will contain the lab results for the current patient stay as well as past stays dating back to the number of months listed on page 3 of the Lab Control Table. The report will generate each time the Community Reports is run if new orders have been resulted during the time range.
 - **N-NonCumulative Vert:** the Comparative will only contain results completed during the designated time set in the Community report run. (recommended report option)
 - **X-Do NOT send a rpt:** no Comparative Report will be generated for this Report Location.

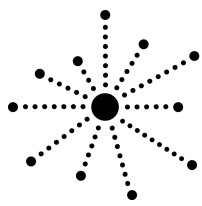


- **Paginate each lab department:** determines if laboratory sub-departments will print on separate pages.
- **Hold Until Disch & Complete:**
 - **N** No Hold, sends patient report when resultated. This is the Default if blank.
 - **D** Hold report until patient is discharged and all results have been completed, canceled, or DC'd.
 - **C** Hold report until all results have been completed, canceled, or DC'd. Patient does not have to be discharged.
 - **O** Send only results completed after the patient is discharged. This option may only be used when an **'S'** is chosen for the Print Option

NOTE: Option **D** and **C** should not be used if **N-Non-Cumulative Vertical** is designated for the Print Report Option.

- **Send Mode:** The Send Mode has the following **Mode Options** for each Patient Type:
 - **F** for Fax/EDIST.
 - **L** for Link (OCA).
 - **M** for Modem Printer.
 - **Dept No.** -uses a valid department number entered to send results to the line printer entered in the Incoming Report Printer field on page 2 of the Department Maintenance Table.

NOTE: If the **Send Mode** is blank the system will use the **Result Send Mode** entered. If neither field is fulfilled the report will print to the default printer entered when running the Community Reports.



Radiology/Pathology Transcriptions

Transcriptions may be placed against specified orders. This is commonly done in radiology and pathology, but may also be done for specific items in other ancillary departments. These transcriptions may be electronically signed within the software. Report distribution may take place immediately when electronically signed or may be done periodically from the Transcription by Physician print reports option.

Transcription

CPSI Community Health System Mobile, AL 36695

Diagnostic Imaging

Name: SMITH ELLA KATHERINE	Patient Number: 357388
Age: 30 Sex: F	Admitting Physician: SMITHDANIE
X-ray Number: 970015	Ordering Physician: SMITH JOHN
Stay Type: I/P	Admit Date: 06/08/11

****Unsigned Transcriptions are preliminary reports and do not represent a Medical or Legal Document****

CHEST PA & LATERAL 71020 COMPLETE:08/08/12 88:88 20722
(Reason for Chest: Cough)

PA and Lateral views of the chest were obtained. Heart size is normal. Pulmonary vascularity is normal. No infiltrate can be seen.

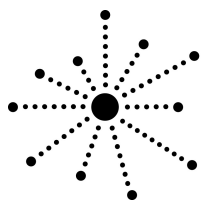
Dictated By: Ryan L. Rogers, MD Radiologist

Reviewed and Electronically Signed by:
Ryan L. Rogers, MD
Radiologist
09/10/12 12:00

Transcription Date: 09/10/12 11:58
Transcribed by: DCJ

Copy for: 003 NS Medical-Surgical

- Report Distribution by Electronic Signature is dependent on the physician security that is signing the document.



Select Hospital Base Menu > Master Selection > Business Office Tables > Business Office Table Maintenance > Physicians

NS Medical-Surgical
 Enter Physician's#.: 010000 Exit
 Name.....: BAXTER JAMES
 Phone 1.....: 251-510-9987
 Phone 2.....: 251-639-8100
 Name Abbv.....: BAXTER J
 Mcare EKG#/Rad#...: 123456
 Mcaid EKG#/Rad#...:
 Mcare E/R#.....:
 Mcaid E/R#.....: MCAID
 Mcaid I/P#.....:
 Blue Cross#.....: BLUE
 Lic# or Tax#.....: AL9879
 Misc 1.....:
 Inactive Date.....:
 Protocol Group...: Dr. Baxter's Protocols

Physician Maintenance
 Page 1
 SIGNON NAME: BAXTER

Staff Phys?: (Y/N) Resident: (Y/N)
 Physician Initials.....: JDB
 NPI#.....: AL4876
 UPIN#.....: G56826
 Social Security#.....: 424586874
 DEA#.....: AL3939200
 Transcriptn Order.....: T (P/T)
 Phys Rounds Group.....:
 State ID (DPS).....:
 OR Sched/Surgeon.....: (Y/N)

The Following is Physician Group Information
 Name.....: Baxter James MD
 Address 1.....: 1234 Medical Drive
 Address 2.....:
 City/St/Zip...: Mobile AL 000036608
 Phones.....: 334-666-7878 334-666-7979

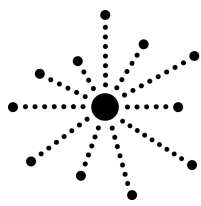
Misc.
 IF Switch...

Enter: ___ Exit ALL Delete PgDn

Figure 1.16 Physician Maintenance

- The **Physician Initials** loaded in the Physician Maintenance table defines which physician's queue to place the unsigned transcription. These initials are entered during the transcription process when prompted, "Enter initials of who DICTATED."

NOTE: The **Require Dictating Radiologist** field in the Radiology Control Table must be set to **Yes** or **Re-prompt/Patient** to be prompted for Dictating Physician Initials.



Select Special Functions module > System Management > Enter root password > System Security > Physician Security

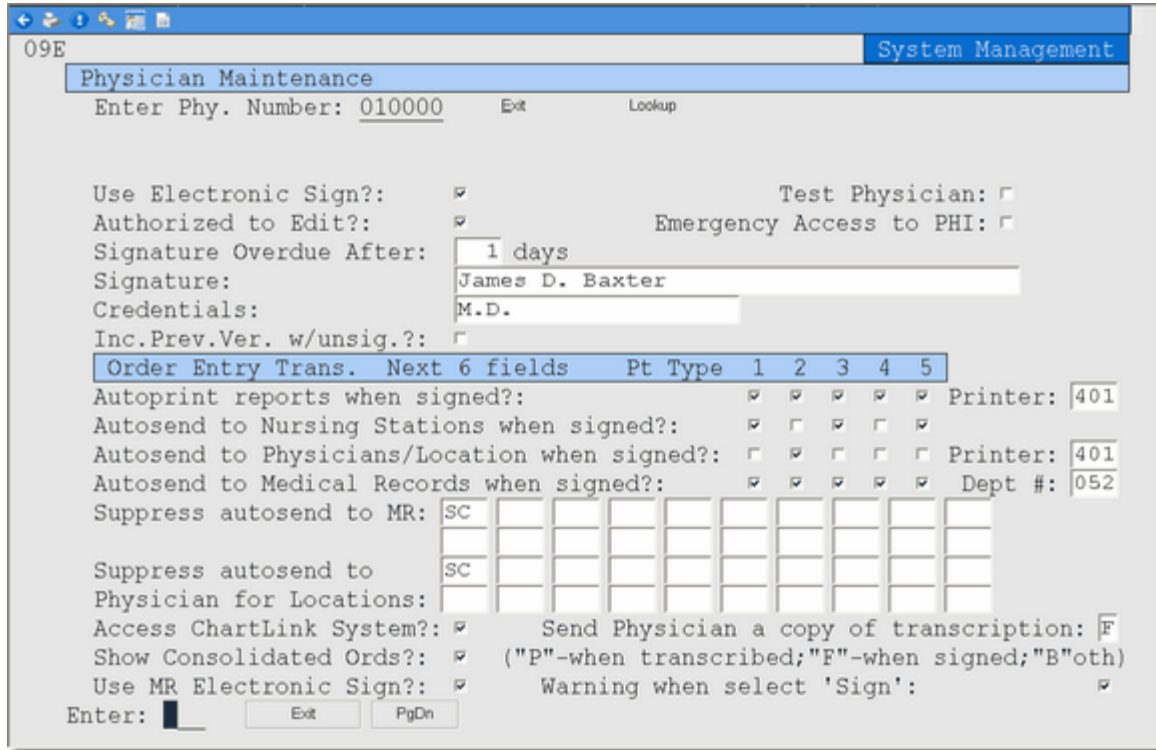
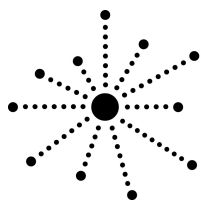


Figure 1.17 System Management Physician Maintenance

- The signing physician must be set to **Use Electronic Sign?** = YES in Physician Security.
- The field **Authorized to Edit?** = YES allows a physician to edit his/her reports as they are being reviewed and signed.
- The **Signature** and **Credentials** fields direct the mnemonics DCTNAME and RADCRED on the OEWORDES header.
- **REPDIST** is a mnemonic that may be added to the bottom of the CPSI reports to show everyone that receives a copy of the transcription. Once the report is Electronically Signed, the mnemonic is fulfilled.
- The Physician Security controls report distribution by patient type to many areas. A blank field is the default meaning that no report will be sent.
 - **Autoprint reports when Signed?** controls by patient type which transcriptions automatically print to the printer defined in the **Printer** field. A printer should be defined even if no patient types are selected.
 - **Autosend to Nursing Stations when signed?** controls by patient type, if signed transcriptions will automatically be sent to the patient's assigned nursing department. The printer for the Nursing department to receive the report is defined in the Department Maintenance Table, Page 2, **Incoming Report Printer**.
 - **Autosend to Physicians/Locations when signed?** controls by patient type, if the signed transcription will be sent to the physician (attending, secondary, primary or consulting) or Report Location loaded on the patient account. Page 3 of the Physician Maintenance Table controls each physician and the Report Location Table controls each location. The **Printer** field defines the default printer when a physician or report location has no **Send Mode** defined.



- **Autosend to Medical Records when signed?** controls by patient type, if the signed transcription will be sent to the Medical Records department loaded. The Medical Records department number entered in the **Dept #** field defines the printer where the reports will print (**Incoming Report Printer**, Page 2 of the Department Maintenance Table). The mail terminal must be set for the Medical Records department to receive these reports.
- **Suppress autosend to MR:** will not send a report to Medical Records if a location listed here is loaded on the patient account.
- **Suppress autosend to Physician for Locations:** will not send reports to any physicians if a location listed here is loaded on the patient account.

NOTE: The **Printer** and **Dept #** fields should be fulfilled whether a **Patient Type** is selected or not in Order Entry Trans.

- The **Transcription by Physician** report may be run manually or setup to run automatically throughout the day. This report will print or send copies of all transcriptions for specified physicians and/or locations. Reports may be sent according to transcription date and time or the date and time when electronically signed for a specified date and time range.

Select **Hospital Base Menu > Print Reports > Transcription by Physician**

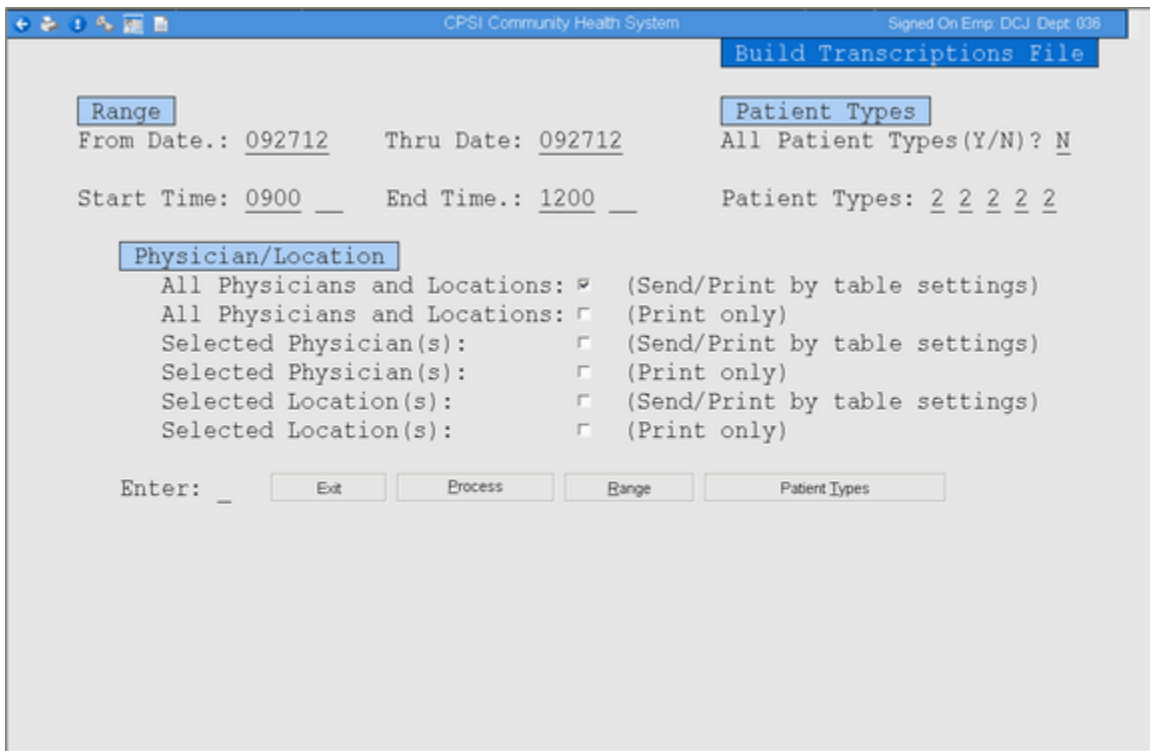
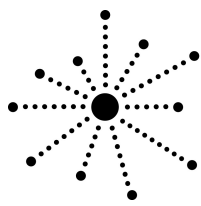


Figure 1.18 Build Transcriptions File

- Enter the **From Date** and **Thru Date** for the desired date range.
- Enter the **Start Time** and **End Time** for the desired time range.
- The distribution may take place for **All Patient Types** or selected **Patient Types** may be chosen. If selected **Patient Types** are needed, all five fields must be fulfilled with a numerical Patient



Type.

- For report distribution, the **Send/Print by table settings** should be selected.
- Select **Process** for the selected parameters.

NOTE: This report may be defined to generate automatically. Please refer to the Report Table chapter in the Ancillary Reference User Guide for instructions.

Nursing/Medical Records

Nursing and Medical Records departments may receive transcriptions automatically upon Electronic Signature.

Select **Hospital Base Menu > Master Selection > Business Office Tables > Business Office Table Maintenance > Department > Page 2**

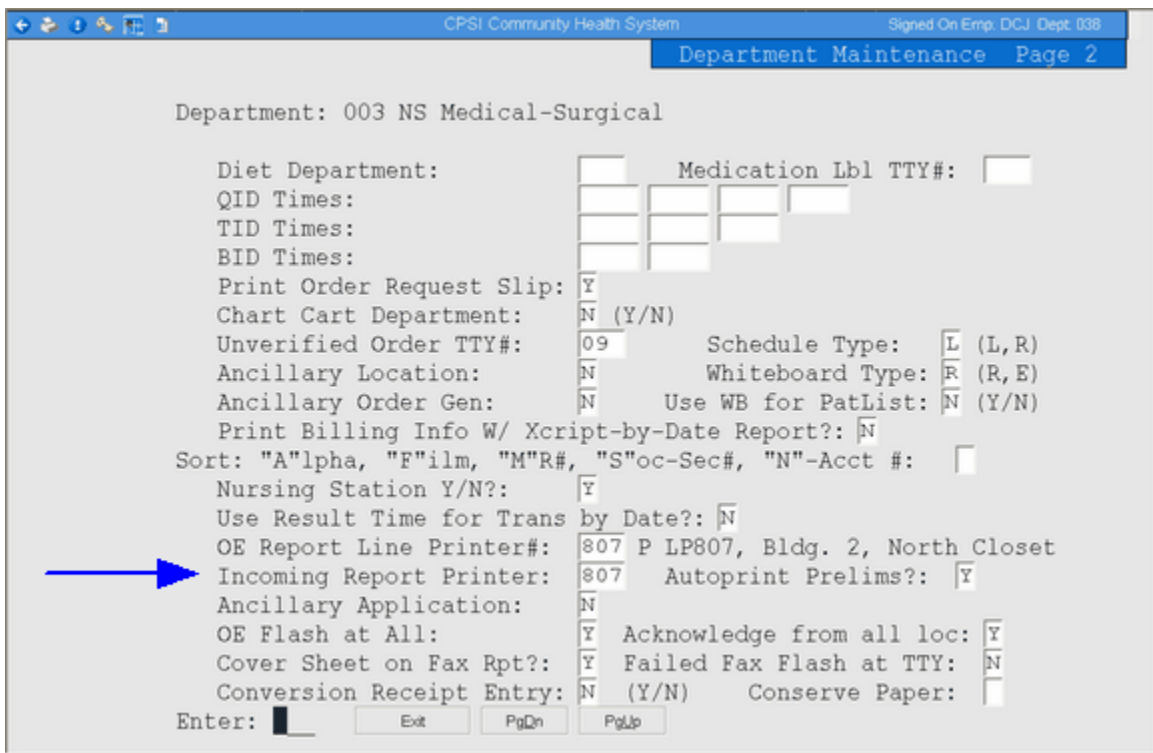
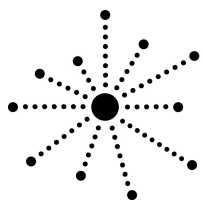


Figure 1.19 Department Maintenance, Page 2

The **Incoming Report Printer #** field controls the following for Nursing and Medical Records:

- The line printer to which transcriptions automatically print when Electronically Signed when **Autoprint Prelims?** is set to yes (Y) for the nursing department or when printing from Incoming Orders and Reports.
- The line printer to which results are printed when transmitted from any of the **Send** options in the software.



NOTE: If there is no entry in this field, the system will the send the report to the tty# loaded in Department Table, Crt TTY# field.

Physicians

Physicians may receive transcriptions on orders automatically upon Electronic Signature or through the Transcription by Physician report.

Select Hospital Base Menu > Master Selection > Business Office Tables > Business Office Table Maintenance > Physicians > Page 3

Physician: 010000 BAXTER JAMES

Physician Link ID: La
 Modem Printer Number: 000
 Cover Sheet/Fax Rpt:
 Fax Phone #: 3343127567
 Custom Fax Command:

Results by Physician
 Result Pat types:
 Hold Until Complete: (Lab Results)

Transcriptions
 OE Trans Send Mode: E
 M/R Trans Send Mode:
 M/R Trans Printer:

Patient Type
 1 2 3 4 5

Result Send Mode: F
 Autosend Prel Mode/Priority: FS FA

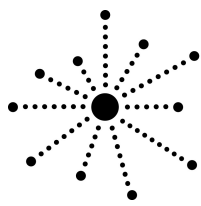
Community Reports
 Print Report Option: S N X
 Paginate Each New Dept: (Y/N)
 Hold Until Disch & Complete: D
 Send Mode: F
 Comm Rpt/Autosend Prelm/OE Trans: Attend Y Second Y Primary Y Consult N
 Locations for This Physician: SC

Enter: 15 Exit All PgDn PgUp

"F"ax, "L"ink,
 "M"odem, "P"rint,
 "X"-Don't Send

Figure 1.20 Physician Maintenance Page 3

- Each physician may specify whether they will receive transcriptions from orders according to being the admitting, secondary, family or consulting physician on the patient account.
- The **OE Trans Send Mode** field has the following mode options:
 - **F** for Fax/EDIST.
 - **L** for Link (OCA).
 - **M** for Modem Printer.
 - **P** for Lab Printer in Lab Department.
 - **X-Don't Send** will stop the transcription being sent to the physician.
- If the **OE Trans Send Mode** is blank the send mode will default to the **Result Send Mode** field.



- The **Printer** field defined in the Physician Security Maintenance, **Autosend to Physician/Location when signed?** determines the default printer when a physician or report location has no **Send Mode** defined.

NOTE: If using report distribution from Electronic Signature, Report Locations entered in the **Suppress autosend to Physician for Locations** of the Physician Maintenance of the Physician Security will not distribute reports to any physicians if a location listed here is loaded on the patient account.

Report Locations

Report Locations may receive transcriptions on orders automatically upon Electronic Signature or through the Transcription by Physician report.

Select **Hospital Base Menu > Master Selection > Business Office Tables > Business Office Table Maintenance > Report Locations**

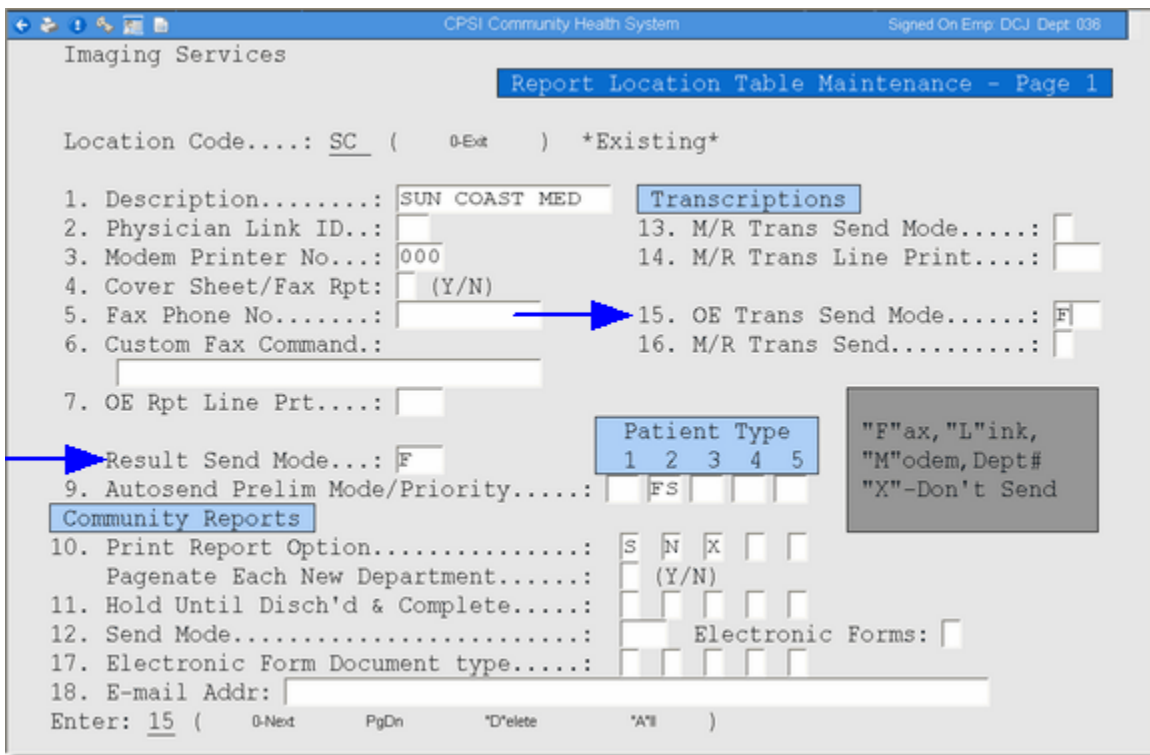
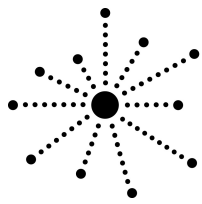


Figure 1.21 Report Location Table Maintenance

- The **OE Trans Send Mode** field has the following mode options:
 - **F** for Fax/EDIST.
 - **L** for Link (OCA).
 - **M** for Modem Printer.
 - **Dept #.** -uses a valid department number entered to send results to the line printer entered in the Incoming Report Printer field on page 2 of the Department Maintenance Table.
 - **X-Don't Send** will stop the transcription being sent to the location.



- If the **OE Trans Send Mode** is blank the send mode will default to the **Result Send Mode** field.
- The **Printer** field defined in the Physician Security Maintenance, **Autosend to Physician/Location when signed?** determines the default printer when a physician or report location has no **Send Mode** defined.