Introduction

The Print Electronic Record is designed for Health Information Management. This provides a way to print specific documents within a single area. There are several tasks that need to be completed before utilizing this application. The following information details the set up and shows how to print the Electronic Record.

Security

Access to Electronic Records are controlled using Employee Security Switch 105 within Special Functions. This gives employee access to the entire Electronic Record and permission to print all documents within a chart.

Table Maintenance

The following information explains the Business Office Table maintenance that needs to be completed before using this application.

Medical Record Table

Select **Master Selection > Business Office Tables > Maintenance Menu > Med Rec**

Figure 1.1 Medical Record Control Record

- **Default to "Complete Chart"**: Selecting this option will pre-select the Include box for Electronic

Record documents to print. These documents are not associated with a document code. The documents will be labeled (*****). This applies to all documents that exist prior to the EMR Document table setup.

EMR Documents

Select **Master Selection > Business Office Tables > Maintenance Menu > Med Rec > EMR Documents**

Figure 1.2 EMR Document Code Selection

The EMR Document Code table is designed to create a unique code for every document that may reside in a patient's electronic chart. Document Codes may be set up here or in the individual tables as discussed later in this section. The initial phase will allow an electronic record to be gathered for printing. Document codes must be set up for Point of Care, Lab and Cardiology.

Once **EMR Documents** is selected, the Document Code Selection will display, listing all Documents that are set up in the table.

- **New User-Defined Document**: Select this option to create a new Document Code.

- **Print**: Select this option to print a list of all Document Codes that are set up in the table.

Select **Hospital Base Menu > Master Selection > Business Office Tables > Maintenance Menu > Med Rec > EMR Documents > <u>New User-Defined Document</u>**

Figure 1.3 EMR Document Table Maintenance

- **Document Code:** Enter a 5-digit numeric code for this document. This will also serve as the barcode number used to scan documents on an account.

- **Document Description:** Enter the description used for this document.

- **Department:** Enter the Department number or select 🔍 for a lookup option. This is the department from which this document originated.

- **Deficiency Types:** Reserved for future use.

- **Document Types:** Select the Type that corresponds with this document. This is used for the system to locate where the document is stored.
  - **E-Form:** Select this option if the document is an E-Form.
  - **Image:** Select this option if the document is an Image.
  - **Digitally Signed Document:** Select this option if the document is a Digitally Signed Document.
  - **POC Report Code:** If this option is selected, enter the code that will correspond with this document. This will be found in the Point of Care Control Maintenance table. See Figure 1.8
  - **Transcription Workcode:** If this option is selected, enter the Category code that is loaded in the corresponding Physician Headers table.
  - **Comparative:** Select this option if the document is a Cumulative. This field will look to the Department option above and will pull Cumulative reports associated with that department.

- **Print as Complete Chart:** Selecting this option will pre-select this Document Code to be included when choosing to print the Electronic Record.

- **Stay Type 1-5:** Reserved for future use.

Image Titles

Select **Hospital Base Menu > Master Selection > Business Office Tables > Maintenance Menu > Image Titles**

Figure 1.4 Image Title Maintenance

- **EMR Document Code:** Enter the code that corresponds to this image title. Select 🔍 to look up EMR Document Codes. This also allows a new document code to be entered.

NOTE: The EMR Document Code field is not required in order for an image to be printed in the Electronic Record; however, once a code is set up in the EMR Document Code table, it should be loaded here.

Phy Headers

Select **Hospital Base Menu > Master Selection > Business Office Tables > Maintenance Menu > Phy Headers**

Figure 1.5 MR Document Maintenance

- **EMR Document Code:** Enter the code that corresponds to this physician. Enter the code that corresponds to this image title. Select 🔍 to look up EMR Document Codes. This also allows a new document code to be entered.

NOTE: The EMR Document Code field is not required in order for a Physician Header to be printed in the Electronic Record; however, once a code is set up in the EMR Document Code table, it should be loaded here.

Electronic Forms

Select **Hospital Base Menu > Master Selection > Business Office Tables > Maintenance Menu > Elect. Forms > Title > Master > <u>Permissions</u>**

Figure 1.6 Master Maintenance

- **EMR Document Code:** Enter the code that corresponds to this electronic form. Select 🔍 to lookup EMR Document Codes. This also allows a new document code to be entered.

NOTE: The EMR Document Code field is not required in order for an electronic form to be printed in the Electronic Record; however, once a code is set up in the EMR Document Code table, it should be loaded here.

Digital Signature Document

Select **Hospital Base Menu > Master Selection > Business Office Tables > Maintenance Menu > Dig Sig Doc**

Figure 1.7 Digital Signature Document Table

- **EMR Document Code:** Enter the code that corresponds to this Digital Signature. Select 🔍 to lookup EMR Document Codes. This also allows a new document code to be entered.

NOTE: The EMR Document Code field is not required in order for a digitally signed document to be printed in the Electronic Record; however, once a code is set up in the EMR Document Code table, it should be loaded here.

Select **Hospital Base Menu > Print Reports > Point of Care Control Maintenance > Page 2**

Figure 1.8 Point of Care Control Table - Page 2

- **Report codes to send to optical disk:** This should be loaded in the POC Report code field in the EMR Document table.

Using Print Electronic Record

The Electronic Record may be printed by Account Number, Medical Record Number and Document Code. There are two ways to access the Print Electronic Record option.

NOTE: Documents in Clinical history will be available in the Print Electronic Record.

Select **Master Selection** > **Medical Records** > **Print Electronic Record**
or
Select **Account Number** > **Medical Records** > **Print Electronic Record**

The following information will explain how to access the Print Electronic Record by selecting Master Selection.

Select **Master Selection** > **Medical Records**
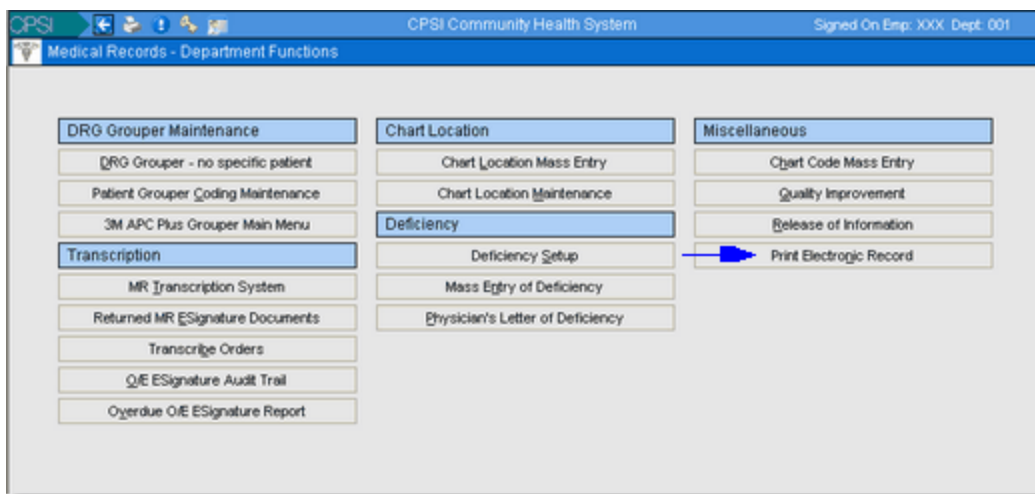

Figure 1.9 Medical Records - Department Functions

Selecting **Print Electronic Record** will display the following message.
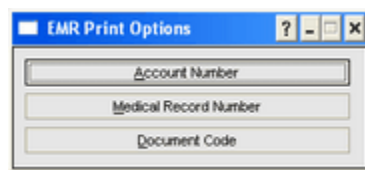

Figure 1.10 EMR Print Options

Account Number

To print for any patient account, select **Account Number**.

Figure 1.11 EMR Print by Account Number

- **Enter Account Number:** Enter in the account number or select the 🔍 to search for an account.

- **Patient Name:** Displays the selected Patient Name.

- **Admit Date:** Displays the patient's Admit Date.

- **Discharge Date:** Displays the patient's Discharge Date.

- **Include:** Based on settings in the EMR Documents table (located in the Medical Record Control table or Business Office tables) documents will be automatically selected to be printed as part of the "complete chart."

- **Description:** Pulls the name of the documents that are linked to the selected account.

- **Dept.:** Pulls the Department from the Document Code table.

- **File Source:** Pulls the location from which the Document originated.

- **Doc. Code:** Pulls the code that is associated with the EMR document. Documents that are not associated with a document code will be labeled (*****).

- **Doc. Description:** If a Document Code is associated with a document, the description from the EMR Document Code table will pull.

- **Print:** Once the desired documents are selected, they may be printed, viewed, faxed or emailed.

NOTE: It is the responsibility of the facility to ensure proper encryption of the PDF file that is emailed.

Medical Record Number

To print for any Medical Record Number, select **Medical Record Number**.

Figure 1.12 EMR Print by Medical Record Number

- **Enter Medical Record Number:** Enter in the Medical Record Number or select 🔍 to search for a patient within the Master Patient Index.

- **Patient Name:** Displays the Patient Name.

- **Date of Birth:** Displays the patient's Date of Birth.

- **Social Security Number:** Displays the patient's Social Security Number.

- **Print Complete Chart:** This option will print all Complete Chart documents. This will default to selected.

- **Print All Documents:** This option will print Complete Chart documents as well as all other documents.

- **Include:** This will default to selected.

- **Patient Name:** Displays the Patient Name.

- **Number:** Displays the patient Account Number.

- **Stay:** Displays the patient's Stay Type.

- **Admit Date:** Displays the patient's Admit Date.

- **Discharge Date:** Displays the patient's Discharge Date.

- **SSN:** Displays the patient's Social Security Number.

- **Birthdate:** Displays the patient's Date of Birth.

- **Hist.** Displays Hist for History accounts.

A specific account may be selected to show all documents associated with that account, as shown below.

Figure 1.13 EMR Print by Account Number

- **Enter Account Number:** Displays the selected Account Number. Select 🔍 to search for an account, if another account is needed.

- **Patient Name:** Displays the selected Patient Name.

- **Admit Date:** Displays the patient's Admit Date.

- **Discharge Date:** Displays the patient's Discharge Date.

- **Include:** This option will be selected based on the settings in the Medical Records and EMR Documents tables.

- **Description:** Pulls the name of the documents that are linked to the selected account.

- **Dept.:** Pulls the Department from the Document Code table.

- **File Source:** Pulls the location from which the Document originated.

- **Doc. Code:** Pulls the code that is associated with the EMR document. Documents that are not associated with a document code will be labeled (*****).

- **Doc. Description:** If a Document Code is associated with a document, the description from the EMR Document Code table will pull.

- **Print:** Once the desired documents are selected, they may be printed.

Document Code

To print any Document Code, select **Document Code**. Using this option will allow all documents completed within a certain date range to print. Only documents associated with the selected Document Codes will print.
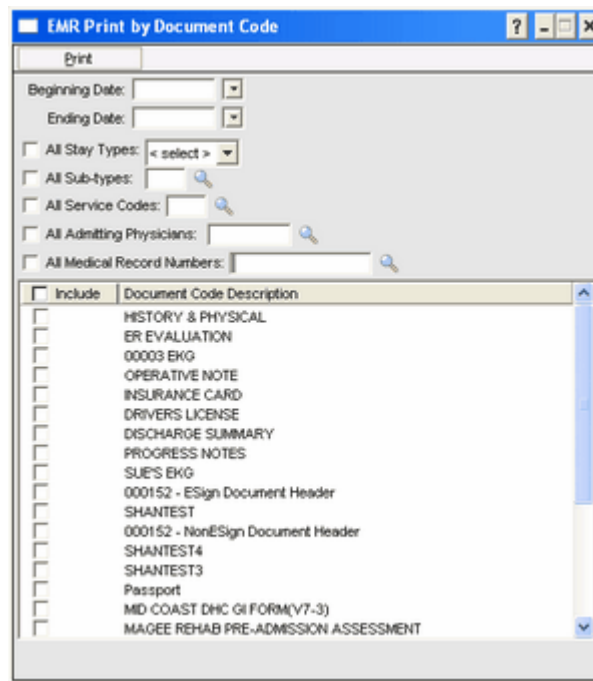

Figure 1.14 EMR Print by Document Code

- **Beginning Date:** Enter a Beginning Date. The drop-down option may be selected to display a calendar.

- **Ending Date:** Enter an Ending Date. The drop-down option may be selected to display a calendar.

NOTE: The Beginning Date for a Document Code cannot precede the date of when that Document Code was set up.

- **All Stay Types:** Select this option to print the documents for all Stay Types. If left blank, the desired Stay Type may be selected from the drop-down menu.

- **All Sub-types:** Select this option to print the documents for all Sub Types. If left blank, the desired Sub-types may be selected by using the magnifying glass.

- **All Service Codes:** Select this option to print the documents for all Service Codes. If left blank, the desired Service Codes may be selected by using the magnifying glass.

- **All Admitting Physicians:** Select this option to print the documents for all Admitting Physicians. If left blank, the desired physicians may be selected by using the magnifying glass.

- **All Medical Record Numbers:** Select this option to print the documents for all Medical Record

Numbers. If left blank, the desired Medical Record Numbers may be selected by using the magnifying glass.

- **Include:** Select this option for the type of document to be printed.

- **Document Code Description:** All documents in the EMR Document Code table will be displayed.

- **Print:** Once the desired documents are selected, they may be printed.