



Introducing SCM On-Line Chart Completion

**A streamlined process that allows chart completion
from any access point to SCM**

No need to go to HIM Department to complete charts

Access paper and electronic records on-line!

Instructions For Office Staff:

Printing requested documents

- **Sign-in to SCM**
- **Select Patient visit**
- **Find Document**
 - For documents dictated and transcribed, select the DOCUMENT tab
 - For documents previously “on-paper”, select SCANDOC tab

- **Printing from the “Documents” tab**

Click on Document tab

Highlight the desired document.

Right click and select Print Selected Documents

In Report Selection window, select Print Selected Documents.

Click the Print button



Note: For additional information on setting printing criteria, refer to the On-Line Help.

- **Printing from the “ScanDocs” tab**

Select SCANDOC tab

Select CHART tab

Click on desired category to expand and view all documents

On the viewer toolbar, select the icon to size view as desired

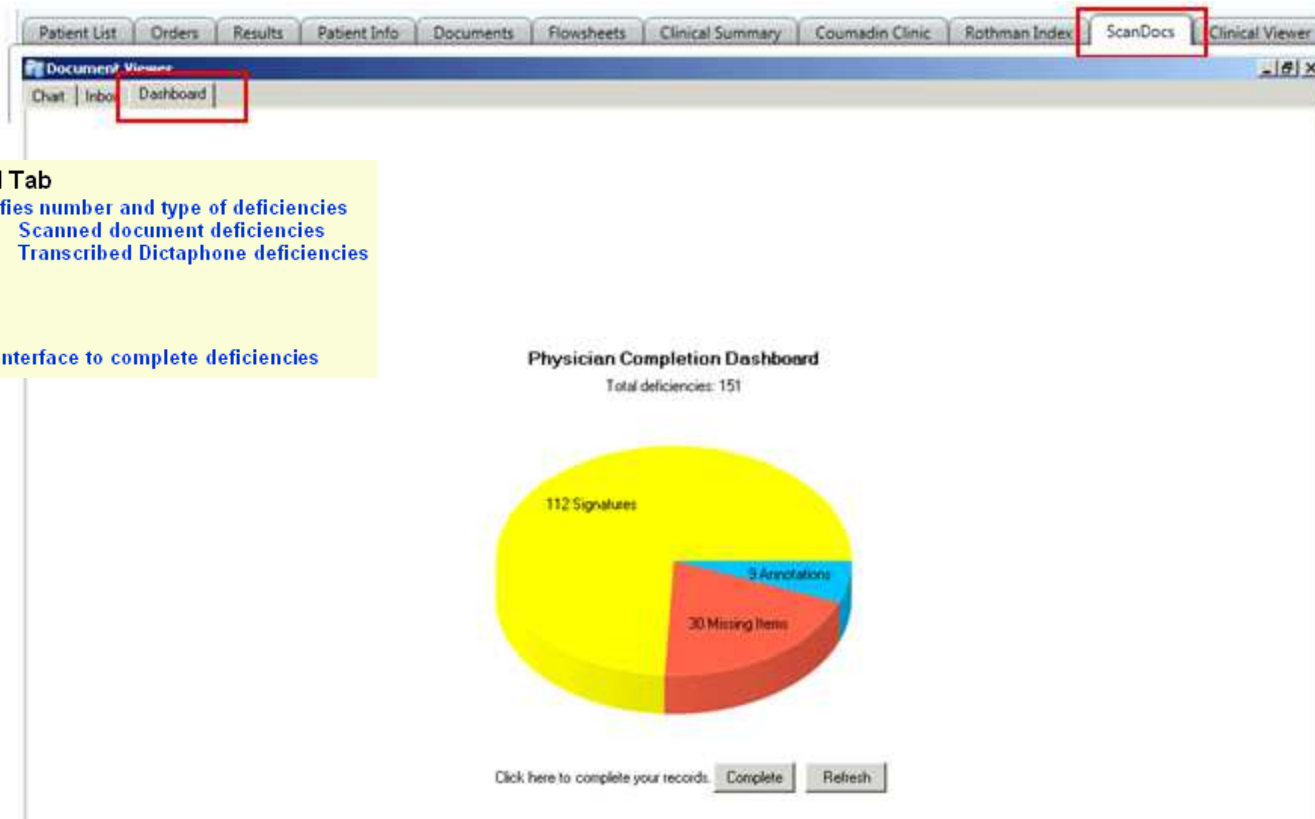
Scroll through pages, if necessary, to find desired view

Click on the Printer Icon



Instructions for Physician Chart Completion:

- Sign-in to SCM
- Select a Patient from the Current List:
- Click on the “ScanDocs” tab
- Click on the “Dashboard” tab at the upper left side of the display window to bring up chart deficiencies.
- Pie chart identifies number and type of outstanding deficiencies.



Dashboard Tab

- Identifies number and type of deficiencies
 - Scanned document deficiencies
 - Transcribed Dictaphone deficiencies

Inbox Tab

- User interface to complete deficiencies

For Scanned documents and Transcribed Dictaphone documents.

SCM Orders & Text Notes are NOT included here.

Click here to complete your records: [Complete](#) [Refresh](#)

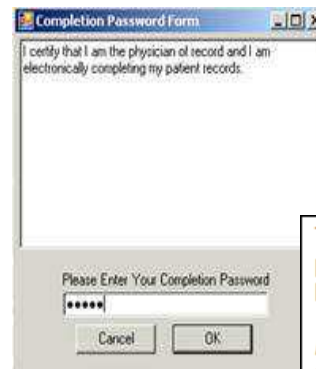
- Click the “Complete” button to complete deficient records.

(This will display a list of incomplete charts in the column at the left of the Inbox tab.)

Completion Password Form

Completion Form requires a completion password for the first signature only.

This password is session-based so if the physician logs out of SCM the physician will be prompted for the completion password a second time. The physician is not prompted for the password until the Complete Deficiency button is clicked the first time.



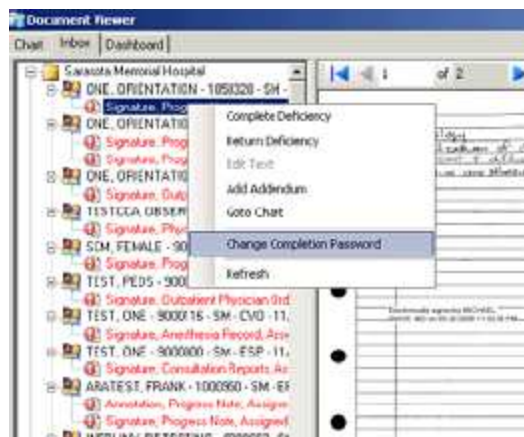
The completion password is defaulted to the physician's user name. It does not expire but can be changed at any time by the user.

For security purposes, it is recommended that the password be changed the first time physician signs in.

Changing your Completion password

- The Completion password is changed by the physician:

1. Highlight any deficiency
2. Right click
3. Select change password
4. Type in your new password
5. The next time you log in your new password will be effective.



Completing Deficiencies

- Click the first deficiency on the list. The document and deficiency will appear. Complete the deficiency as needed. Documents from SCM will be listed as “Interface”.

- Click the Complete Deficiency button. A **green** check mark replaces the red exclamation next to the deficiency.

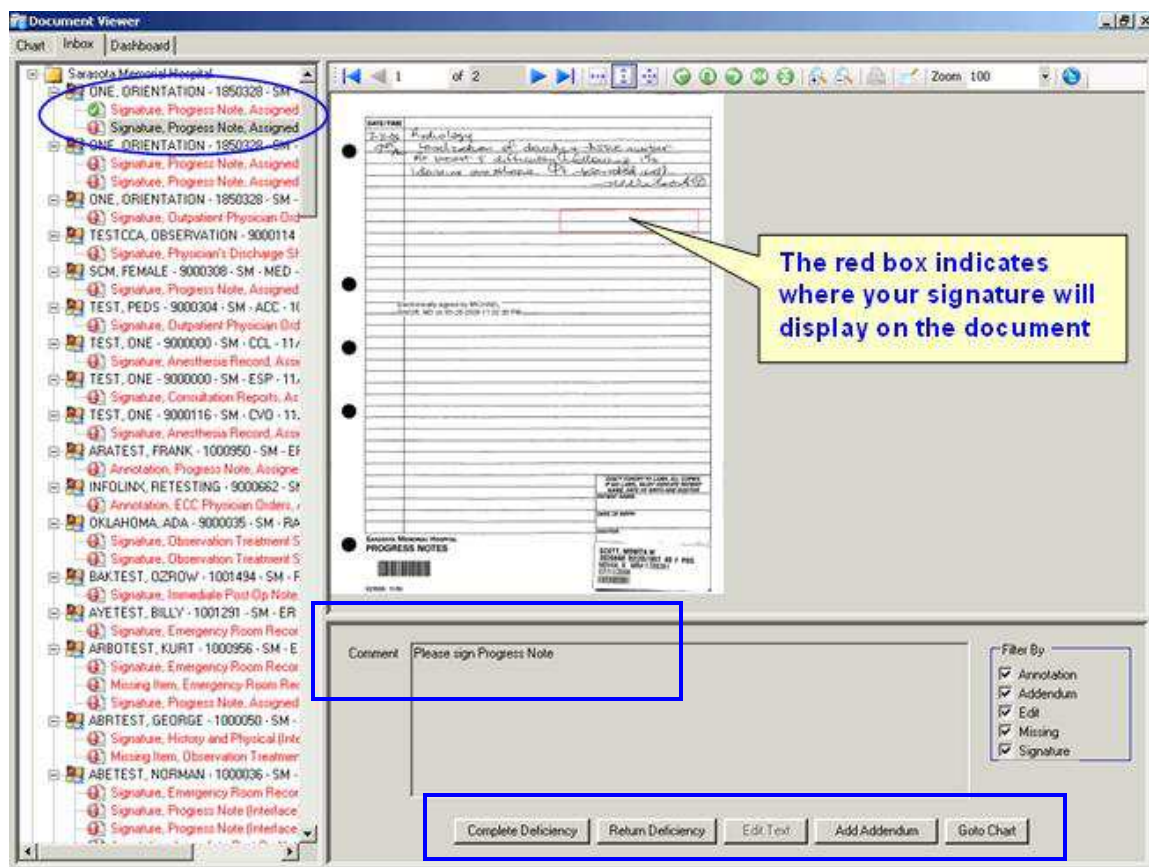
- If deficiency is a signature, enter password to sign. There is a short delay before the signature appears.

- If deficiency is an annotation, enter text in box that comes up, and click complete when finished.

- If deficiency is an addendum, type the addendum (a new page will be displayed), then click Save or Save and Sign. To stop adding the addendum, click Cancel. To delete the addendum, click Delete. To remove edits to the addendum, click Remove.

- If deficiency is incorrectly assigned, click Return Deficiency. Enter a comment explaining the reason for returning the deficiency. Either select a typed comment or enter a comment. Click Return Deficiency. The system places a **green** check mark next to the deficiency in the Inbox and goes to the next deficiency for completion.

- Click on next deficiency on list. As each deficiency is completed, it will show on the list with a **green** check mark next to it.



External Deficiencies

- The Action Buttons below are deactivated for External Deficiencies.
- The Inbox tab also includes a listing of SCM deficiencies.
 - These deficiencies are listed under External Deficiencies folder.

Deficiencies in **Red** are the oldest deficiencies that are nearing the delinquent level and should be given priority in the completion Process.

Incomplete transcribed documents need to be signed in Signature Manager within SCM.

The Comment reminds the physician to complete this signature in SCM

Document Viewer

Chart | **Inbox** | Dashboard

Annotation, Patient Information, Ass...
BASTEST, MARGARET - 1001961 - SM -
Signature, ECC Sign In Form, Assign...
NEWMEYCO, ROSWELL - 9000025 - SM -
Signature, History and Physical, Ass...
External Deficiencies
ANTEST, ROBERT - 1000054 - SM -
Signature, Progress Note (Interface)
ANTEST SR, CHARLES - 1000315 - S
Signature, Discharge Summary (Inte...
Signature, Progress Note (Interface)
BAKTEST, JOHN - 1001479 - SM - EDI...
Signature, Clinic Note (Interface), A...
BAKTEST, EDWARD - 1001463 - SM -
Signature, Clinic Note (Interface), A...
BAITEST, KATHRYN - 1001433 - SM -
Signature, History and Physical (Inte...
BAITEST, F - 1001402 - SM - MED - 02...
Signature, History and Physical (Inte...
BAITEST, BILL - 1001390 - SM - CAR -
Signature, History and Physical (Inte...
ANTEST, RONALD - 1000894 - SM - S
Signature, Discharge Summary (Inte...
Signature, Progress Note (Interface)
ANTEST, RICHARD - 1000873 - SM - S
Signature, Discharge Summary (Inte...
Signature, Progress Note (Interface)
ANTEST, JOSEPH - 1000866 - SM - PC
Signature, History and Physical (Inte...
Signature, Discharge Summary (Inte...
Signature, Progress Note (Interface)
ANTEST, ROBERT - 1000054 - SM -
DeficiencyId: 350267, AgeLevel: 4, AgeDays: 106
Comment: Please complete in SCM
ABRTEST, GEORGE - 1000050 - SM -
Signature, Discharge Summary (Inte...
Signature, Progress Note (Interface)
ABETEST, NORMAN - 1000036 - SM -
Signature, Discharge Summary (Inte...
Signature, Progress Note (Interface)
ABBTEST, CYNTHIA - 1000021 - SM -
Signature, Discharge Summary (Inte...
Signature, Progress Note (Interface)
BERTEST, JOHN - 1002807 - SM - ER

SARASOTA MEMORIAL HOSPITAL - Progress Note
Pt: ANTEST, ROBERT J
MRN: 1000854 Acct: 8274761

This is a test done on the morning of 2/18/08.

This should be a Progress Note

Test Content

Description: Epicondylitis, history of lupus. Injected with 40-mg of Kenalog mixed with 1 cc of lidocaine.

SUBJECTIVE: The patient is here for a follow-up. The patient has a history of lupus, currently on Plaquenil 200-mg b.i.d. Eye report was noted and appreciated. The patient states that she is having some aches and pains of the hands and elbows that started recently a few weeks ago. She denied having any trauma. She states that the pain is bothering her. She denies having any fevers, chills, or any joint effusion or swelling at this point. She noted also that there is some increase in her hair loss in the recent times.

OBJECTIVE: The patient is alert and oriented. General physical exam is unremarkable. Musculoskeletal exam reveals positive tenderness in both lateral epicondyles of both elbows, no effusion. Hand examination is unremarkable today. The rest of the musculoskeletal exam is unremarkable.

Filter By:
☒ Annotation
☒ Addendum
☒ Edit
☒ Missing
☒ Signature

Complete Deficiency | Return Deficiency | Edit Text | Add Addendum | Goto Chart

When all (scanned) deficiencies are complete return to SCM to complete your Electronic Signatures.

- Highlight a patient on the “Current List:” to activate the SIGNATURE MANAGER icon.
- Double click SIGNATURE MANAGER icon to review and sign dictations and orders in SCM.



- All Verbal/Telephone Orders must be signed within 48 hrs
- When you log on SCM for the first time each day you will be brought to signature manager
- You can sign all Orders and Documents or filter to only sign “Orders”
- The data will refresh every 24 hours

- Click on “Item Type Filter”
- Uncheck Documents and Tasks

- Click Get List
- Enter Password to Sign Orders (only 200 at a time)

Signature Manager

Function:
☒ Sign
☐ Approve/Verify

Patient Selection:
All Patients

Date Range:
Start Date: [Earliest Available]
Stop Date: [Latest Available]

Facility Selection:

Provider Selection:
My Signatures

Item Type Filter:
☒ Orders
☐ Documents
☐ Tasks

Sort Sequence:
Location, Patient, Type, Date

Item To Process:
☒ Sign/Refuse To Sign
☐ Reassign

Get List

Item(s) to Sign 12 Items Returned

Sarasota Memorial Hospital - 3NW

WORKLIST, SIX <9002116> (Sarasota Memorial Hospital - 3NW - 21-Nov-2008)

Orders

	10-Dec-2008 12:52	Requested By: Feinberg, Bernard J (MD)	Entered By: Melton, Cherie (Clinical Analyst)		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Potassium Chloride 10mEq Tab (Micro K) - 10 mEq PO BID	10-Dec-2008 12:52	Active	<Session:>Standard;*Auto Activate.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Potassium Phosphate IVPB in D5W 100ml 15 mEq (CONTAINS APPROX 20 MEQ OF K - INFUSE OVER 4 HOURS) STOP DATE: 10-Dec-2008	10-Dec-2008 12:52	Active	<Session:>Standard;*Auto Activate.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Dextrose 5%/Water - 250 ml Potassium Phosphate (IV-mEq) 30 mEq @ 43 ml/hr	10-Dec-2008 12:52	Active	<Session:>Standard;*Auto Activate.

Select All Unselect All Details Alerts Info

Sign Refuse Reassign Close

Questions or Issues?

- **System Problems:** SMH Call Center 917-6107
- **Clinical Business Systems:** Karen Csaszar 917-2616
- **Physician Relations & CME Specialist:** Terri Levanti 917-5959
- **Questions - Physician Reps:** Susan Warling, 917-1132
Joyanne Fathauer, 917-1119