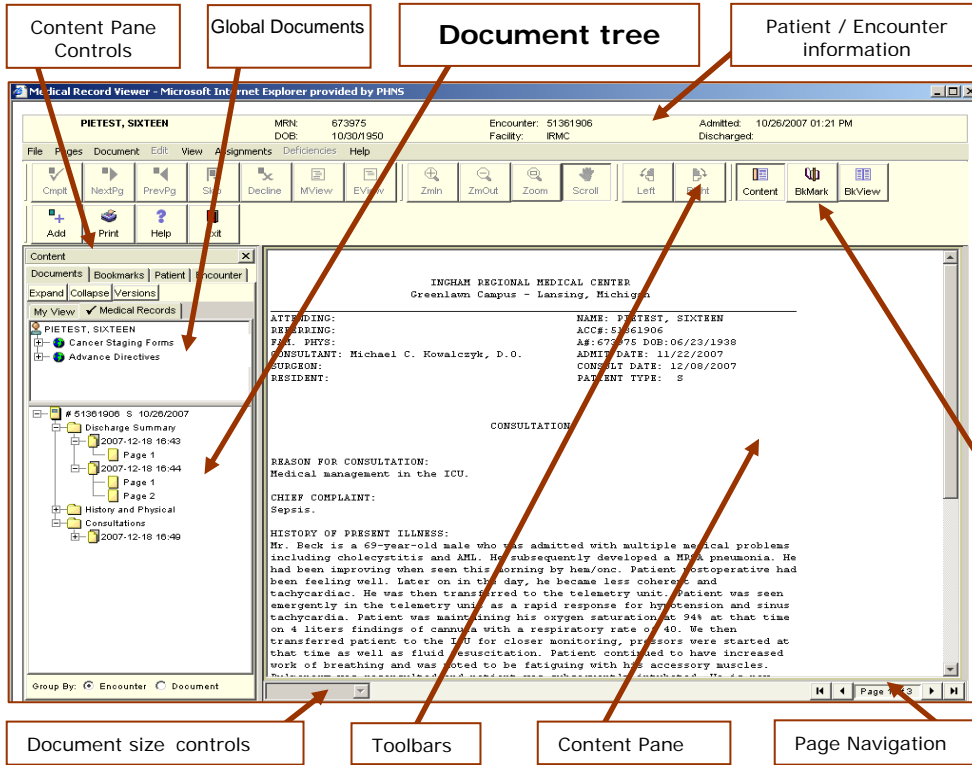
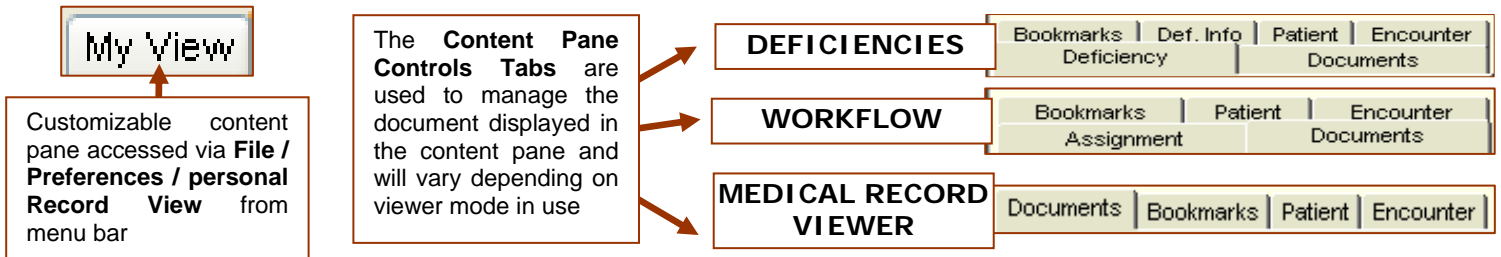


# HPF Medical Record Viewer

(Deficiencies, Assignments or Med Rec View tabs in WSP)



- Document types are represented by tabs in the document tree. Tabs appear only if the record contains that document type
- The **Global Documents** tabs (globe icons) contain documents that transfer across all encounters
- Each transcription will display a date/time stamp corresponding to when the document was placed in the system
- The document tree can be grouped by **Encounter** or **Document** (button toggle in lower left-hand side of screen)- The **Encounter view** displays the documents for the *single selected encounter* with pages organized sequentially in chart order. The **Document view** groups encounters (most recent to earliest) under each document type
- Printing – Click the bookmark button when viewing pgs you want to print, then click the “Print” icon to print the bookmarked documents or pages. **TIP: Hold the control key down to select multiple document folders or pages before bookmarking**
- When done viewing Medical Record or completing deficiencies, click “x” to return to WSP



### TOOLBARS

The display of the 9 available toolbars is controlled from the menu bar by selecting **View / Toolbars / [Desired Toolbar]**

- DEFICIENCIES** - Used to process chart deficiencies
- ZOOM** - Used to re-size the displayed image
- ASSIGNMENTS** - Used to process workflow assignments
- ROTATE** - Used to re-orient the displayed image
- VIEW** - Used to customize the image display and use bookmarks
- EDIT** - Used to edit document text when in the Signature mode
- STANDARD** - Provides access to standard viewer functions
- PAGES** - Provides access to standard pagination functions
- SIZE** - Controls the document size in relation to the viewer window

### CONTENT PANE CONTROL TABS

- Deficiency Information (Def. Info) Tab** – info about the selected deficiency
- Patient Tab** - contains information about the patient
- Encounter Tab** - displays information about the selected encounter
- Deficiency Tab** - displays the Deficiency Document tree
- Assignments Tab** - displays the document tree containing the document linked to the current assignment
- Documents Tab** - displays document tree containing for the selected encounter

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### DEFICIENCY COMPLETION

- Click Deficiency button on menu bar to display deficiency worklist
- Select deficiency type (Dictation, Signature, or Missing Text)
- Select deficiency worklist (Personal or Group)
- Note that deficiency can be declined by selecting and clicking **Decline** button
- Deficiency worklist can be printed by clicking the **Print** button
- Select individual deficiencies and click **Process** button or click **Process All** button
- Enter **PIN Number** for Signature or Missing Text deficiencies
- **Document tab** provides quick access to rest of record for all deficiency types
- **SIGNATURE** – View each page of document and click **Sign** button – note that text can be edited prior to signature
- **DICTATION** – Use viewer to review document and click **Complt** button
- **MISSING TEXT** – Enter text in text box and click **Complt** button