SUBJECT: Incomplete Chart Status Report – 23 Days and Older

SEE ALSO: MR40-08, Printing Reminder and Suspension Letters and MR05-09, Placing Physicians on Hold Status

INFORMATION

This report may be printed to show physicians who have charts allocated to them for 23 days or greater. This list can be printed on a weekly basis to show who will be suspended the following Wednesday (suspension day). A separate report will be run for attending physicians and resident physicians.

PROCEDURE

1. Sign on to SoftMed
2. Select ChartFact Locator
3. Select ChartFact
4. Select Reports
5. Select ChartFact Reports
6. Select Summary Reports
7. Select Chart Status Report
8. Charts to Include: Group of Charts
9. Sort Charts by: Allocation Date
10. No check mark on page break
11. OK
12. Click on Green by Allocation Date
13. Allocation Date: Leave Blank
14. Tab
15. And: -23
16. OK
17. OK
18. Click on Green by Hold Status
19. Select None
20. OK
21. Generate Report
22. Field 1: 43 = Physician Status
23. Tab
24. R Tab R for Residents or P Tab P for Attendings
25. Tab
26. Field 2: 12 = Department (will be left blank)
27. Tab
28. Tab
29. Tab
30. Field 3: 5 = Physician Name (will be left blank)
31. Tab
32. Tab
33. Tab
34. Search Physician
35. Print