Reg Scanning Transport Records

1. Login to Chartmaxx

🗲 ChartMaxx Logon	? ×
€ Chart <u>Maxx</u>	Copyright (c) 1995 - 2001, MedPlus, Inc. Version 3.30-D
Logon ID Password	
Logon	E <u>x</u> it

2. Select Registration Assistant Application

File Setup Help		_	_	_					
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Navigator	Completion	Workflow Manager	Scan Operator	Quality Review	Deficiency Analysis	Release of Information	Chart Editor	Security Manager	CHSD Production 3.30-059. You last logged on at 10:32 today. Your password will expire in 184 days.
Chart Query	Table Manager	System Manager	Workflow Operator	Encoder	Registration Assistant				Chart Messaging Statue Unread: 2, Total: 31 Completion Status Deficiencies: 0, Definquent: 0
Daily Message									
Congratulations! - (Welcome to Chartr	Cardiology Clinic is naxx at Children's H	live with Chartmax Hospital of San Die	k effective 2/15/04 igo	. EKGs, Stres	s Tests, Holters, Pa	acemakers, Echo's	are available in Ch	hartmaxx.	<u>ح</u>
				Ronna Gross					04/01/2004 4:49 PM CAPS

3. Select the Modify MR#/Acct# button in the middle of the screen

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Patient Name			Page	
			-	
MB#				
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Add Document Types				
Ronna Gross	New Registration	04/01/2004	4:51 PM CAPS	

4. Enter the Medical Record and the Account Number using the full number including the capital H and all leading zeros. Verify that the record appears in black, if the record appears in RED stop and double check the MR# and the Account#. You should not scan into a red MR#.

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5. Select Add Document Types button . . .

Add Document Types	? ×
Specific Document Sets	
Visit Type	
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Document Set	
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Additional Document Sets	
Ambulatory Core Set Authorization/Eligibility Doc Set CAIC CCS Ref & Auth COUNTY ONLY DEV CORE SET ED Core Set Inpatient Core Set Lab Core Set Lab Core Set Lab Core Set	
Cjear 0 Selected	
Individual Documents	
Dictation Confirmation Discharge Note Discharge Orde Discharge Orde TED Document Unavailable ED Follow Up "Physician Query "Progress Note Addendum Transport Coordinator Summary Addendum Abstracting Coding Results Abstracting Coding Worksheets	3
Clear 0 Selected	
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6. In the bottom section select the Individual document that you are scanning: either Neonatal Transport Record or Pediatric Transport Record

Registration Assistant	•		? <u>-</u> – ×
File Modify View Administrator Help			
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Patient Name			Page
Test, Nicole			1 -
MR# (EXISTING)	Scan Document		
INTEST			
Acct# (EXISTING)			
INTEST			
Modify MR#/Acct #			
Neonatal Transport Record			- +
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Update Document Types			
Ronna Gross Neonatal Transport F	Record - Page 1 of 1	04/01/2004	4 4:57 PM CAPS

7. Place the Transport Record in the Scanner - Face Down and Top facing the bottom. Select the second button over on the top that is the Scanner.

TWAIN Driver	(32)			
Xfer Mode:	Native			
Information	N/A			
Scanning.				
14%				
Cancel				

8. Verify all pages of the record scanned correctly and clearly before moving on.

9. If the document appears fine in the system - Green Check the document to Accept it.

Registration Assistant		? _ 🗆 🗙
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Patient Name	Edit (permanent) Tools	Page
Test, Nicole		1 -
MR# (EXISTING)		
NTEST		
Acct# (EXISTING)		
INTEST		
Modify MR#/Acct #	To Provid	
Noopatal Transport Record	Transport record	r ‡
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	ChartMaxx Registration Assistant	0
	Would you like to complete this registration?	\sim
	would you and to complete this registration.	A
	Yes No	
Undets Deserved Trace		
Update Document Types		
Ronna Gross Neonatal Transp	ort Record - Page 1 of 2 04/01/2004 5:	00 PM CAPS

10. Answer the question "Would you like to complete this registration?"- Answer yes.

11. You can now go into the Navigator application and verify the document uploaded to the correct chart as the correct document.

You have successfully scanned the Transport Record!

12. Log out of Chartmaxx if you are finished.