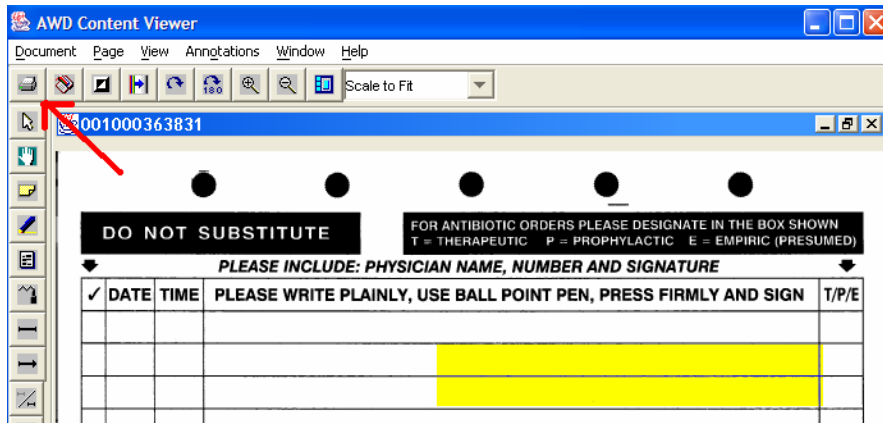


# AWD Physician Completion FAQ

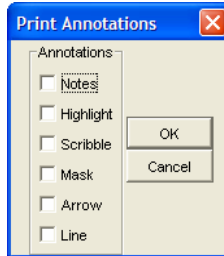
- 1) Can I / How do I print the record that I am reviewing (either all of it or in part)?
- 2) What should be done if there is a discrepancy in the record?
- 3) Can I retrieve the physical chart again now that things are being scanned?
- 4) Is there a way to 'go back' and see the records which I have just electronically signed?
- 5) How do I move through the pages of the record?
- 6) Is there a way to turn the pages which appear upside down?
- 7) Is there a way to make the document appear larger?

## 1) Can I / How do I print the record that I am reviewing (either all of it or in part)?

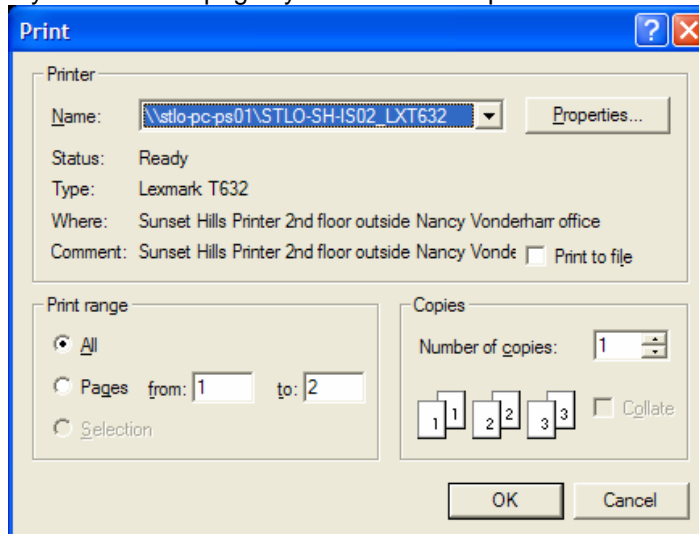
Yes, you can print the record you are viewing one "tab" at a time. The tabs are identified with various colors and correspond to different sections of the paper chart (i.e. "Physician Orders," etc.). After clicking on the tab you wish to print, click the "Print" button on the top left of the AWD Content Viewer (image window) or click on the "Document" menu and select "Print."



Click "OK" on the following box:



On the following window, you may select which pages you would like to print:



If you wish to print more tabs, click on the tab you wish to print and follow the directions above for printing.

# AWD Physician Completion FAQ

## 2) What should be done if there is a discrepancy in the record?

If a co-worker from the HIS department is not available in person, you have two choices. You may either click the "Question" button and type your question, or you may click the "Reject Deficiency" button and type your reason for rejecting the deficiency. These will go to the HIS co-workers electronically so that they may "fix" the discrepancy in the record.

## 3) Can I retrieve the physical chart again now that things are being scanned?

By law, the physical charts must be maintained for a set number of years. St. John's is utilizing an off-site storage facility for this purpose. The paper chart can be retrieved again in an emergency, but it must be noted that the chart in its electronic form is considered the complete "legal" chart. There may be some documents scanned into the electronic chart that are not included with the paper chart, therefore, the paper chart may not be complete.

## 4) Is there a way to 'go back' and see the records which I have just electronically signed?

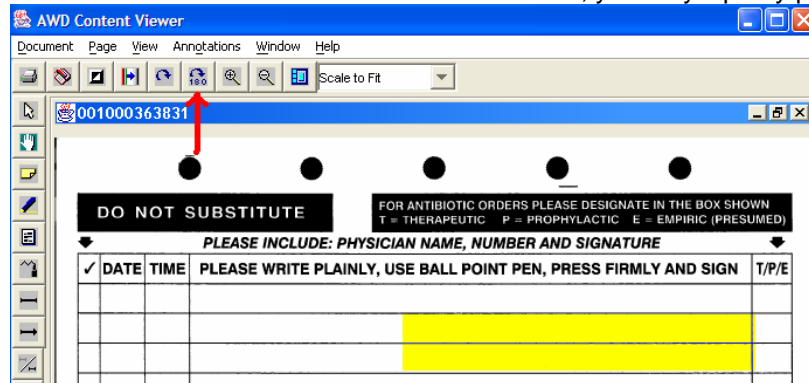
There is not an easy way to see the records you have just completed. It is recommended that you review the record before you click "Complete Deficiency." However, if you wish to review any electronic record stored in AWD, you may launch the 'AWD Chart Retrieval' program. From here, you may look up charts using the patient's name, medical record number, account number, social security number, etc. The format for the AWD Chart Retrieval program is very similar to AWD Physician Completion Station, with the colored tabs along the side which identify different sections of the chart.

## 5) How do I move through the pages of the record?

AWD Physician Completion makes it easy to navigate the electronic record, because it simulates the paper record. Any "tab" that has documents behind it will appear more vibrant in the colored tab list. First, click on the tab you wish to review, then click once on the AWD Content Viewer (image window). From here you can page up and down through this tab by using the "Page Up" and "Page Down" keys on the keyboard. You will see the page identifier at the bottom of this window (i.e. 'Page 5 of 13'). If you wish to navigate to another section of the chart, just click on another colored tab in the main window before clicking back to the Content Viewer to view the pages.

## 6) Is there a way to turn the pages which appear upside down?

Yes, by clicking the 180° rotate button on the AWD Content Viewer window, you may flip any page right-side up.



## 7) Is there a way to make the document appear larger?

Yes, by clicking on the zoom in (+)/zoom out (-) buttons (magnifying glass) at the top of the Content Viewer, you may adjust the zoom to your comfort level.

