
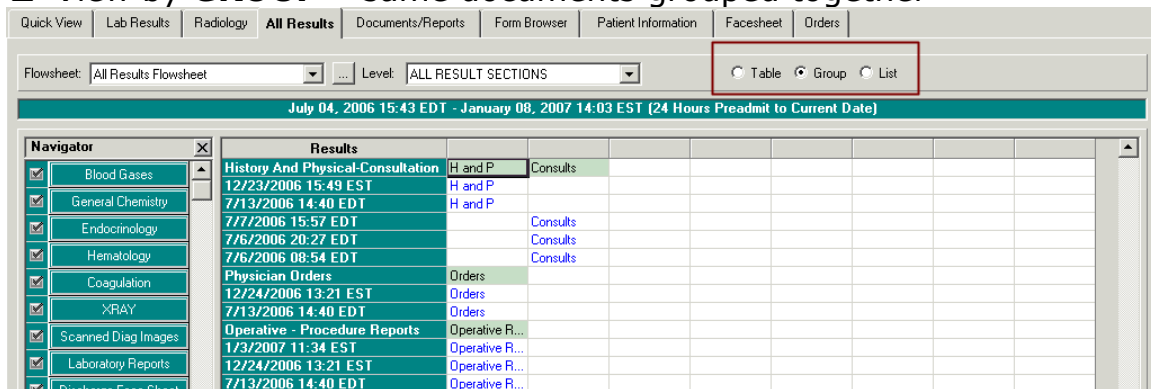


## Process for Peer Review

When you get Peer Review paperwork titled **Quality Management Worksheet**:

- Log in to PowerChart (ACIS) – If you don't know your password, call the HelpDesk, 2249.
- Do a Search using the Patient Search Icon on Toolbar  by placing **Account #** in the **FIN NBR** Search box – it requires the facility indicator [leading letter] prior to Acct # in order to search appropriately. Account # and Facility are noted at top of Quality Mgmt Worksheet.
  - SJH = **A**
  - SJE = **E**
  - CCH = **L**
- Double click patient name and open chart.
- ALL RESULTS Tab** shows everything. [Documents/Reports shows everything except lab results]

View by **GROUP** – same documents grouped together



If you are viewing in **ALL RESULTS Tab**, you will see data from this encounter through the current date [possibly not just this 1 encounter – if you prefer a 1 encounter view, see Document/Reports TAB].

Double click on any information you would like to review.

### Tips on Reverse Side:

- Quick Link for selecting a different encounter
- 2 Page Viewing of Documents

### For Assistance, please contact:

- Lela Putnam, 313-4712
- Donna Long, 313-2092
- Gerrie King, 313-2093
- Paula Keally, 313-4776

### **Quality Management Worksheet**

Be sure to complete:

- Evaluation of Care
- Final Disposition
- Sign and Date

Place in the black mailbox, in Medical Records labeled "Peer Review Sheets"

## Selecting a Different Encounter.

1. Click on the **LOC**ation in the banner bar.
2. **Double click** on the encounter you want to open.
3. **YES** and 4. **OK** to close the windows.

Age: 82 years MRN: 000000000 Fin Nbr: 1  
 DOB: 3/2/1 Loc: LXA 3E; 329: 01  
 Sex: Female Inpatient [12/8/2006 0:37 - 12/24/2006 17:59]

Facility	Visit Type	Location	Admit Date
LXA St Joseph	Inpatient	LXA 2E 201 01	1/4/2007 02:40:00 EST
LXA St Joseph	Inpatient	LXA 3E 329 01	12/8/2006 00:37:00 EST
LXA St Joseph	Inpatient		11/28/2006 08:22:00 EST
LXA St Joseph			11/15/2006
LXA St Joseph			9/26/2006
LXA St Joseph			11/23/2006
LXA St Joseph			11/5/2005
LXA St Joseph			5/14/2004

Visit List  
 This will change your patient's chart to the selected encounter.  
 Do you want to continue?  
 Yes No

Full Name: \_\_\_\_\_ EMC: \_\_\_\_\_  
 Reg Date/Time: 12/8/2006 00:37:00 EST EMC Phone: \_\_\_\_\_  
 D.O.S.: 10.7 Fin Number: \_\_\_\_\_  
 Nurse Unit: LXA 3E

Click the right mouse button to adjust the search criteria. PROD | GREENEJS | January 04, 2007 | 09:19 EST

## 2-Page Viewing of Documents

- Open the document, click on the settings ICON at bottom of screen
- Check first box – **Enable Dual Page View**

Viewer Configuration

Image Viewer | Forms

Enable dual page view

Enable dual page advance

Rotate both pages simultaneously

Zoom both pages simultaneously

Show annotation toolbar

OK Cancel

PHYSICIAN'S ORDERS - USE BALL POINT PEN - PRESS FIRMLY

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