

McKesson OneContent™ Patient Folder

Release 16.2



ST. MARY'S

Deficiency Completion Quick Reference

For McKesson OneContent Questions: 812-485-4477
Health Information Management Dept: 812-485-4211

Stoneware and/or OneContent Password/Username Support/Reset: 812-485-5600

Supported Software

OneContent works with:

- Google Chrome
- Internet Explorer (IE) 10 or Higher
- Safari

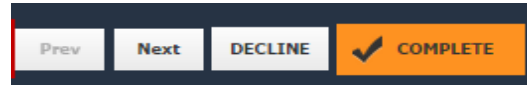
For All Deficiencies

1. Log into **OneContent** and select **Task List** on the menu bar.
2. Go to **My Tasks > DEFICIENCIES**
3. Select the deficiency type you want to list in the grid.
 - Signature
 - Missing Text
 - Dictation

Deficiencies tagged as "High Priority" also appear in the High Priority Deficiencies list.
4. Do **one** of the following to begin processing a deficiency in the viewer.
 - Double-click the deficiency.
 - Select the deficiency and click **Process**.
5. If prompted, enter your PIN and click **OK**.
6. *Optional:* You can decline the deficiency from either the grid or the viewer.
 - a. Click the **Decline** button.
 - b. Type a decline reason or click **the Decline Reason** drop-down arrow and select a standard reason, then click **OK**.
7. Continue with the information specific for each type of deficiency.

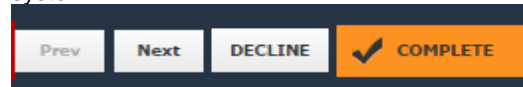
Signature Deficiencies

If a document is signed the authentication and time stamp are applied to the page with the deficiency or the last page of the document.–Review document then click complete or Decline



Missing Text Deficiencies

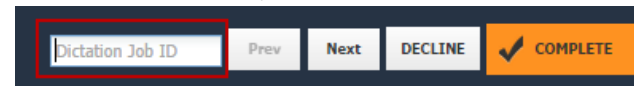
1. Click inside the yellow text-entry box.
2. Enter the applicable text (max: 240 characters).
If the page contains other missing text deficiencies assigned to you enter text in each box.
3. Click **Complete**. For each completed deficiency, the system:



- Permanently adds the text to the document image and adds an authentication stamp to the image with the text "Electronically Edited and Authenticated By" and contains your signature text, date/time, and time zone.
- Removes the completed deficiency from the Deficiency task list.

Dictation Deficiencies

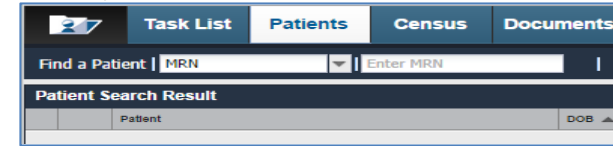
1. If the Job ID feature for your system is enabled, the **Dictation Job ID** text box appears below the deficiency where you can manually add an optional job ID for the deficiency.



2. Click **Complete** when done. The status for the completed deficiency is updated and it is removed from the Task List queue.

Patient Search

1. Select the **Patients** tab on the menu bar.
2. Click the **Find a Patient** drop-down arrow and select a search type.



Note: MRN, Encounter, fields strip the leading zeroes searches. Example: If the MRN number is 0000777, you can type 777.

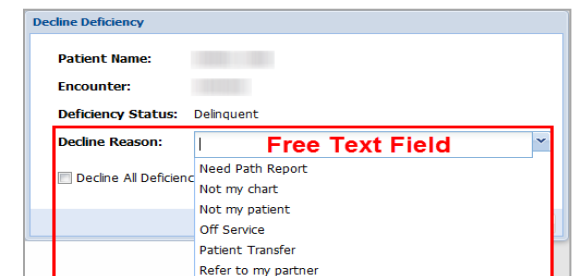
Which type of search to use:

- An Encounter search is by encounter number.
 - A Patient Search is by MPN, DOB, Name, SSN.
3. Enter a text string to search for, and click **Search**. Search results appear in the window's lower pane.
 4. To view a specific encounter for a patient, click the plus (+) sign. The system displays the encounters for that patient.
 5. Find the encounter you want to view, and click the **checkbox** to the left of the encounter.
 6. Click the **open folder** icon to examine the encounters you want to review.

Note: Clicking the open folder icon with nothing selected opens all associated encounters in the patient's chart. .

Decline Deficiencies

1. Do one of the following to enter a decline reason:
 - Select a reason from the **Decline Reason** drop-down list.
 - Type a reason in the **Decline Reason**



Deficiency Aging Parameters

Suspension Charts (Deficiency age > 31 days)
 Pending Suspension Charts (Deficiency age 22-30 Days)
 Delinquent Charts (Deficiency age 15-21 Days)
 Warning Charts (Deficiency age 8-14 Days)
 Incomplete Charts (Deficiency age 0-7 Days)

Transcription Turn-Around Time

*Please call Medical Records to **STAT** reports 485-4211

Consultation: 8 Hours
Discharge Summary: 24 Hours
ER Note: 24 Hours
History and Physical: 8 Hours
Operative Reports: 24 Hours
Transfer Summary: 2 Hours

Legend



- Signature Deficiency



- Missing Text Deficiency



- Dictation Deficiency

Vacation / Medical Leave / FMLA

If you go on Vacation, Medical leave, or FMLA you (or your office) can let us know and we can grant you a grace period. Deficiencies will be put on 'hold' and you will not be suspended while you are away. Upon your return, you will be given 7 days from your expected return date to finish your deficiencies before being eligible for suspension.

Call us at: 812-485-4477

Browser Information to access One Content

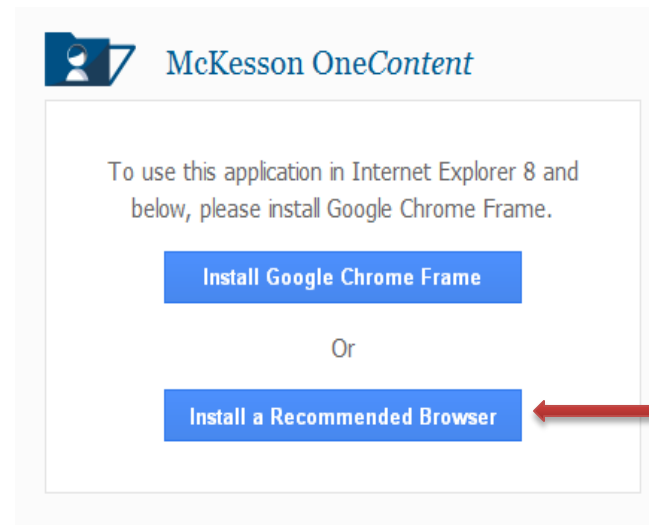
Internal Access	(Meaning - you are signed onto a St. Mary's computer onsite with your active directory login account.)
	<ul style="list-style-type: none"> OneContent will be launched from a desktop icon via Google Chrome Browser
External Access	(Meaning - you are accessing outside of the St. Mary's network, on a computer located off campus)
	<ul style="list-style-type: none"> OneContent can be launched via Stoneware (Secure Signon) - using the following browsers <ul style="list-style-type: none"> Google Chrome Internet Explorer (version 10 or higher) Safari
As of 8/16/15 - if you attempt to access OneContent through an Internet Explorer version lower than version 10; you will see this message: You may proceed to update your browser, or call the IS Service Desk at 485-5600 for assistance.	
<ul style="list-style-type: none"> Select Install a Recommended Browser; and proceed by selecting browser of choice. (Mozilla Firefox is not a supported browser for OneContent.) 	

Recommended Browsers:



Google Chrome Internet Explorer Safari
 (IE Version 10 or higher)

For issues accessing OneContent, please contact the IS Service Desk at 812-485-5600



St. Mary's Health Information Management Dept.
 Physician Training Guide – OneContent
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