



DUPLICATE CHART IN PCC REMOVAL INSTRUCTIONS

DETERMINE WHICH CHART IS **INCORRECT** AND IDENTIFY IT BY RECORD NUMBER

Potential for Medicare:  

Filter: Search Current Patients with starting with 'SIMON'

	Name
edit adt	Schwarz, Simon (938976)
edit adt	Simon, Charles (643455)
edit adt	SIMON, CHARLES (643455-XX)

- OPEN THE **INCORRECT CHART** AND REVIEW EACH TAB IN PCC (CLINICAL AND ADMIN) TO DETERMINE IF THERE IS ANY DATA DOCUMENTED IN THE RECORD.

ON THE CLINICAL SIDE OF THE CHART

IF DOCUMENTATION EXISTS IN THE **INCORRECT CHART**- **ALL DOCUMENTATION** MUST BE PRINTED OUT AND FILED (OR SCANNED) IN THE CORRECT RECORD WITH A NOTE EXPLAINING AN ERROR WAS MADE WITH A DUPLICATE CHART/RECORD CREATED AND WHERE TO FIND THE DOCUMENTATION.

MEDICAL DIAGNOSES, ALLERGIES & IMMUNIZATION DATA ENTERED INTO THE **INCORRECT CHART** MUST BE ENTERED INTO THE CORRECT CHART. **CARE PROFILE** INFORMATION FROM THE **INCORRECT CHART** MUST BE ENTERED INTO THE CORRECT CHART.

IF **PHYSICIAN ORDERS** WERE ENTERED INTO THE **INCORRECT CHART**- THOSE ORDERS MUST BE PRINTED OUT USING THE ORDER RECAP REPORT. THE PHYSICIAN MUST SIGN THE PRINTED ORDERS IN WET INK AND THE SIGNED REPORT MUST BE FILED (SCANNED) INTO THE CORRECT RECORD. ONCE THE ORDERS FROM THE **INCORRECT CHART** ARE PRINTED, THEY SHOULD BE STRUCK-OUT WITH REASON FOR STRIKE-OUT AS DUPLICATE ENTRY. **DO NOT USE WRONG CHART AS THE REASON FOR STRIKE-OUT AS THAT IS USED WHEN THE INFORMATION DOCUMENTED IS FOR A DIFFERENT RESIDENT.** STRUCK-OUT ORDERS **WILL NOT APPEAR** IN THE ORDERS PORTAL ON THE ORDERS PENDING SIGNATURE TAB.

IF DOCUMENTATION EXISTS IN THE EMAR MODULE ON ANY ADMINISTRATION RECORD (MAR/TAR/IV/ENTERAL) IN THE **INCORRECT CHART**, THE ORDERS **CANNOT BE STRUCK-OUT AND MUST BE DISCONTINUED**. THE REASON FOR DISCONTINUE SHOULD BE DOCUMENTED AS "ERROR- DUPLICATE CHART".

ANY DISCONTINUED ORDERS FROM THE **INCORRECT CHART WILL APPEAR** IN THE ORDERS PORTAL UNDER THE **ORDERS PENDING SIGNATURE** TAB. THESE ORDERS SHOULD BE MARKED AS PREVIOUSLY SIGNED IN WET INK TO REMOVE THEM FROM THIS TAB. THE DISCONTINUE ORDERS DO NOT NEED TO BE SIGNED BY THE PHYSICIAN BECAUSE THEY ARE TRULY "ACTIVE" ORDERS THAT WILL BE ENTERED IN THE CORRECT CHART. THE DISCONTINUE IS SIMPLY REQUIRED FOR SOFTWARE FUNCTIONALITY.

THE ORDERS PENDING REVIEW FOR THE **INCORRECT CHART** WILL AUTOMATICALLY REMOVE THE NEXT DUE DATE & RESIDENT NAME OF THE **INCORRECT CHART** AS YOU WORK THROUGH THE LAST STEPS IN THESE INSTRUCTIONS.

THE ORDERS FROM THE **INCORRECT CHART** MUST BE ENTERED INTO THE CORRECT CHART AND SHOULD BE MARKED AS "INVENTORY ON HAND" FOR ANY ORDERS THAT THE PHARMACY HAS SENT SUPPLY FOR. MARKING AS "INVENTORY ON HAND" WILL SEND A MESSAGE SO THE PHARMACY DOES NOT SEND A SECOND SUPPLY OF THE MEDICATION. YOU MAY NEED TO REFER TO THE PRINTED ADMINISTRATION RECORDS TO BE SURE YOU ENTER THE CORRECT START DATE/TIMES FOR THE "NEW" ORDERS TO ENSURE NO ADMINISTRATIONS ARE MISSED.

THE **PHARMACY** NEEDS TO BE NOTIFIED TO INFORM THEM THAT THE CHART/RESIDENT THEY SENT MEDICATIONS FOR WAS INCORRECT AND THAT THE ORDERS WILL BE ENTERED INTO THE CORRECT PROFILE. PROVIDE THE RESIDENT RECORD NUMBERS AS REFERENCE FOR THE PHARMACY.

DUPLICATE CHART IN PCC REMOVAL INSTRUCTIONS

MEDICATION/SUPPLIES THAT HAVE BEEN SENT FROM THE *INCORRECT CHART* THAT APPEAR IN THE "**WAITING TO BE RECEIVED**" TAB IN THE **ORDERS PORTAL**- MUST BE MARKED FOR RETURNED. SINCE THE "NEW" ORDERS WRITTEN IN THE CORRECT CHART ARE MARKED AS "INVENTORY ON HAND", THE "NEW" ORDERS SHOULD NOT APPEAR IN THE WAITING TO BE RECEIVED TAB. ANY OTHER ORDERS THAT WERE WRITTEN IN THE CORRECT CHART THAT WERE NOT MARKED AS INVENTORY ON HAND WILL HAVE THE SUPPLY SENT FROM PHARMACY AS USUAL.

BE SURE TO PRINT OUT THE **EMAR ADMINISTRATION RECORDS** FROM THE *INCORRECT CHART* FOR PROOF OF ADMINISTRATION. THIS MUST BE FILED (SCANNED) INTO THE CORRECT CHART/RECORD.

IF THE **ADMISSION OBSERVATION** HAS BEEN COMPLETED IN THE *INCORRECT CHART*, SUBSEQUENTLY THE CARE PLAN TRIGGERS ARE THERE AS WELL. THE ADMISSION OBSERVATION SHOULD BE PRINTED OUT AND FILED (SCANNED) INTO THE CORRECT CHART.

THE CENSUS LINE IN THE CORRECT CHART WILL TRIGGER A SCHEDULE FOR THE ADMISSION OBSERVATION. IF THIS WAS COMPLETED IN THE *INCORRECT CHART* AND IS FILED (SCANNED), THEN THE SCHEDULE IN THE CORRECT CHART CAN BE CLEARED (FROM THE **UDA PORTAL**).

THE **CARE PLANS** IN THE *INCORRECT CHART* SHOULD BE PRINTED AND FILED (SCANNED) IN THE CORRECT CHART, THEN NEW CARE PLANS SHOULD BE ENTERED INTO THE CORRECT CHART, USING THE INFORMATION FROM THE COMPLETED ADMISSION OBSERVATION AND TRIGGERED CARE PLANS FROM THE *INCORRECT CHART*.

IF THERE ARE ANY OTHER **ASSESSMENTS (UDA'S)** COMPLETED IN THE *INCORRECT CHART*, THEY MUST BE PRINTED OUT AND FILED (SCANNED) INTO THE CORRECT CHART.

ANY **WEIGHTS OR VITAL SIGNS** DOCUMENTED IN THE *INCORRECT CHART* SHOULD BE ENTERED INTO THE CORRECT CHART. ONCE THEY ARE DOCUMENTED IN THE CORRECT CHART, THE WEIGHTS/VITALS IN THE *INCORRECT CHART* SHOULD BE STRUCK OUT WITH THE REASON FOR STRIKE-OUT AS DUPLICATE ENTRY.

PROGRESS NOTES WRITTEN IN THE *INCORRECT CHART* MUST BE PRINTED OUT AND FILED (OR SCANNED) INTO THE CORRECT CHART. ONCE PRINTED OUT, THE NOTES IN THE *INCORRECT CHART* SHOULD BE STRUCK OUT WITH THE REASON FOR STRIKE-OUT AS DUPLICATE ENTRY.

TASKS ENTERED INTO THE *INCORRECT CHART* MUST BE REVIEWED FOR ANY DOCUMENTATION. IF DOCUMENTATION EXISTS, PRINT OUT THE RECORD USING THE CLINICAL REPORT TITLED "DOCUMENTATION SURVEY REPORT", FILTERED TO SHOW ONLY THE TASKS AND TO INCLUDE THE USER LEGEND. THIS PRINTED RECORD SHOULD BE FILED (SCANNED) INTO THE CORRECT CHART. ONCE THIS REPORT IS PRINTED FROM THE *INCORRECT CHART*, THE TASKS ENTERED IN THE *INCORRECT CHART* CAN BE RESOLVED/CANCELLED. NEW TASKS MUST BE ENTERED INTO THE CORRECT CHART.

DOCUMENTS THAT HAVE BEEN SCANNED INTO THE *INCORRECT CHART* MUST BE PRINTED OUT AND SCANNED INTO THE CORRECT CHART. THIS INCLUDES HOSPITAL RECORDS.

RESULTS FOR LAB/RADIOLOGY MUST BE PRINTED FROM THE *INCORRECT CHART* USING THE CLINICAL REPORTS TITLED "LAB RESULTS REPORT" &/OR "RADIOLOGY RESULTS REPORT" AND SCANNED OR UPLOADED UNDER THE RESULTS TAB INTO THE CORRECT CHART. THE **LAB & RADIOLOGY** PROVIDER MUST BE NOTIFIED IF LABS HAD BEEN MATCHED TO THE *INCORRECT CHART*.

DUPLICATE CHART IN PCC REMOVAL INSTRUCTIONS

MDS DATA, IF ENTERED IN THE *INCORRECT CHART*, MUST BE REVIEWED.

- IF ASSESSMENTS HAVE A STATUS OF "IN PROGRESS" OR "EXPORT READY", THE INFORMATION WITHIN THE ASSESSMENT SHOULD BE DOCUMENTED IN THE CORRECT MDS IN THE CORRECT CHART. THE DATA COLLECTION DATE FOR THE CORRECT CHART'S MDS SHOULD BE EDITED TO REFLECT THE ORIGINAL DATE THE DATA WAS COLLECTED IN THE MDS IN THE *INCORRECT CHART*, USING THE "EDIT COLLECTION DATE" FUNCTION WHEN SIGNING FOR MDS RESPONSES. THE MDS FROM THE *INCORRECT CHART* SHOULD THEN BE STRUCK-OUT WITH REASON FOR STRIKE-OUT AS DUPLICATE ENTRY. YOU WILL HAVE TO "UNLOCK" ANY EXPORT READY MDS IN ORDER TO STRIKE OUT.
- IF ASSESSMENTS HAVE BEEN "COMPLETED" OR "ACCEPTED", THEY MUST BE PRINTED, THEN FILED (SCANNED) INTO THE CORRECT CHART. IN SCENARIOS WHERE MDS DATA HAS BEEN TRANSMITTED FROM AN *INCORRECT CHART*, WHEN THE CORRECT CHART IS USED MOVING FORWARD, THE MDS SCHEDULE COULD APPEAR TO BE OUT OF SEQUENCE AND WARNING MESSAGES MAY APPEAR WHEN OPENING NEW ASSESSMENTS. REVIEW THE SCANNED ASSESSMENTS & APPLICABLE MDS SCHEDULE(S) TO ENSURE ACCURATE SEQUENCING. THE MDS SCHEDULE IN THE *INCORRECT CHART* CAN BE CLEARED TO REMOVE DUE ASSESSMENTS FROM THE SCHEDULER.

INTEGRATED THERAPY VENDOR

THERAPY PROVIDER MUST BE NOTIFIED OF CHANGES IN CENSUS AND MADE AWARE OF CORRECT CHART VS. *INCORRECT CHART*.

RISK MANAGEMENT

ANY INCIDENT REPORTS COMPLETED LINKED TO THE *INCORRECT CHART* MUST BE PRINTED, THEN STRUCK OUT. THE PRINTED INCIDENT REPORT MUST THEN BE RECREATED IN RISK MANAGEMENT LINKED TO THE CORRECT CHART.

ON THE ADMIN SIDE OF THE CHART

REVIEW THE **RESIDENT PROFILE TAB** IN THE *INCORRECT CHART* FOR ANY CONTACTS, MEDICAL PROFESSIONALS, AND EXTERNAL FACILITIES. ANY DATA ENTERED IN THESE AREAS MUST BE DOCUMENTED IN THE CORRECT CHART, THEN DELETED FROM THE *INCORRECT CHART*.

IF IN THE *INCORRECT CHART* THERE IS ANY DATA IN THE **RESIDENT IDENTIFIERS** TAB, IT MUST BE ENTERED INTO THE CORRECT CHART, THEN IT CAN BE DELETED FROM THE *INCORRECT CHART*.

IF ANY DATA IS IN THE *INCORRECT CHART* UNDER THE **DOCUMENT MANAGER** TAB, IT MUST BE PRINTED OUT AND SCANNED INTO THE CORRECT CHART.

IN THE *INCORRECT CHART*, **CENSUS/RATES TAB** MAY HAVE **LEVEL OF CARE** DATA ENTERED (bottom of this tab) THAT MUST BE DELETED IF PRESENT.

Level of Care (LOC) <input type="button" value="New"/> <input type="button" value="Print LOC"/>			
	Effective From Date	Effective Thru Date	Skilled?
edit del	1/9/2019		N
edit del	12/10/2018	1/8/2019	Y

DUPLICATE CHART IN PCC REMOVAL INSTRUCTIONS

IN THE *INCORRECT CHART*, **ONLY AFTER ALL CHANGES ABOVE HAVE BEEN MADE**, THE CENSUS LINE(S) OF THE *INCORRECT CHART* UNDER THE **CENSUS/RATES TAB** MUST BE DELETED. THIS CAN ONLY BE DONE ON THE ADMIN SIDE BY CLICKING THE EDIT LINK TO THE LEFT OF THE CENSUS LINE TO ENTER INTO THAT CENSUS ENTRY, THEN CLICKING DELETE AT THE BOTTOM OF THE WINDOW.

The screenshot shows the 'Census / Rates' tab in the PCC system. A table lists census entries with columns for Effective Date, Status, and Action Code. One entry is highlighted in yellow with an effective date of 5/9/2019 and status 'Active'. A red circle highlights the 'Edit' link to the left of this entry. Below the table is a form with fields for Room (EMERALD WING EMERALD 3-1 Semi Private), Discharge Status, Room Rate (Semi), Qualifying Hospital Stay Dates, To/From Type (Acute care hospital), and To/From Location (Community Medical Center). At the bottom of the form, a red circle highlights the 'Delete' button.

ONCE ALL DOCUMENTATION IS FILED (OR SCANNED) INTO THE CORRECT CHART OR IF NO DOCUMENTATION IS FOUND IN THE *INCORRECT CHART* PROCEED WITH THE STEPS BELOW



ENTER THE DEMOGRAPHICS PAGE BY CLICKING **EDIT** ABOVE THE ALLERGIES, THEN CLICK **DEMOGRAPHICS**.

The screenshot shows the patient profile page for Simon, Charles (4220). The patient's status is 'Discharged' and location is 'Community Medical Center'. The 'Edit' button is highlighted with a blue box, and the 'Demographics' option in the dropdown menu is highlighted with a purple circle.

WITHIN THE DEMOGRAPHICS, YOU MUST DELETE THE DATA IN ALL THE FIELDS IN THE DEMOGRAPHICS AREA EXCEPT THE RESIDENT NUMBER, WHICH IS A REQUIRED FIELD. THE RESIDENT NUMBER IN THE *INCORRECT CHART* SHOULD BE CHANGED TO THE RESIDENT NUMBER FOR THE CORRECT CHART WITH XXX AT THE END OF THE NUMBER. THIS WILL INDICATE THAT IT IS THE *INCORRECT CHART*, FOR THE SPECIFIC RESIDENT WITH THAT RESIDENT ID. THIS MAY BE HELPFUL TO ALLOW YOU TO FIND THE *INCORRECT CHART* IF NEEDED TO PROVE TIMELY DOCUMENTATION. IF ALL *INCORRECT CHARTS* ARE NAMED DO NOT USE, THERE IS NO OTHER WAY TO DETERMINE WHICH RECORD BELONGED TO WHICH RESIDENT.

DUPLICATE CHART IN PCC REMOVAL INSTRUCTIONS

TAKE NOTE THAT EVEN THOUGH THE CENSUS WAS DELETED, THE DATES HIGHLIGHTED IN THIS SCREENSHOT BELOW FROM THE DEMOGRAPHICS PAGE MAY REMAIN, IN WHICH CASE, THEY MUST BE MANUALLY DELETED. ONCE ALL OF THE APPLICABLE STEPS ABOVE ARE COMPLETED, CHANGE THE RESIDENT NAME TO **DO NOT USE**. DO NOT CHANGE THE RESIDENT NAME TO DO NOT USE UNTIL ALL DATA HAS BEEN PRINTED FROM THE INCORRECT CHART. IF THE NAME IS CHANGED AND DOCUMENTS ARE PRINTED, THEY WILL PRINT WITH THE RESIDENT NAME LISTED AS "DO NOT USE".

<p>Birth Date: <input type="text"/>  (MM/YYYY)</p> <p>Discharge Date:</p> <p>Estimated Discharge Date: <input type="text"/> </p> <p>Most Recent Admission (Re-entry): <input type="text"/></p> <p>Citizenship: <input type="text"/></p> <p>Marital Status: <input type="text"/></p> <p>Religion: <input type="text"/></p>	<p>Original Admission Date: <input type="text"/></p> <p>Initial Admission Date: <input type="text"/></p> <p>Deceased Date:</p> <p>Birth Place: <input type="text"/></p> <p>Sex: <input type="text"/></p>
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NOW THAT THE INCORRECT CHART HAS BEEN ADDRESSED, PROCEED AS USUAL WITH THE CORRECT CHART. ADD CENSUS LINES AS NEEDED AND FILE (SCAN) DOCUMENTATION FROM THE INCORRECT CHART.

DUPLICATE CHART IN PCC REMOVAL INSTRUCTIONS

STAFF WILL REVIEW/ADDRESS EACH SECTION LISTED ABOVE, THEN SIGN/DATE BELOW TO INDICATE THE APPROPRIATE ACTIONS HAVE BEEN CARRIED OUT. THIS SIGNED FORM WILL BE SUBMITTED TO THE ADMINISTRATOR.

STAFF SIGNATURES RESPONSIBLE FOR COMPLETING STEPS PER SECTION

SECTION	STAFF SIGNATURE	DATE	COMMENTS
DX, ALLERGIES, IMMUNIZATIONS			
CARE PROFILE			
PHYSICIAN ORDERS			
PHARMACY NOTIFICATION			
ORDERS PORTAL-"PENDING SIGNATURE"			
ORDERS PORTAL-"WAITING TO BE RECEIVED"			
EMAR ADMINISTRATION RECORD			
ADMISSION OBSERVATION			
UDA PORTAL			
CARE PLANS			
ASSESSMENTS (UDA'S)			
WEIGHTS OR VITALS			
PROGRESS NOTES			
MDS			
THERAPY NOTIFICATION			
TASKS			
DOCUMENTS			
RESULTS & LAB/RAD NOTIFICATION			
RISK MANAGEMENT			
RESIDENT PROFILE & IDENTIFIERS			
DOCUMENT MANAGER			
LEVEL OF CARE & CENSUS			
DEMOGRAPHICS			

SUBMITTED BY: _____ DATE: _____