


4. Operative and/or Procedure Notes:

- a. All handwritten operative notes must be cosigned by the attending surgeon.
 - b. A dictated operative report is required for invasive procedures and must be signed by the attending surgeon for completion. The dictation of the operative report must be assigned to the first assistant resident in the operation, if not already dictated. Authentication/signature must be assigned to the attending surgeon.
5. All doctor's orders must be authenticated and signed, unless erred out, including all preprinted orders. All verbal and phone orders must be cosigned by the responsible physician.
- a. If a nurse documents a verbal or phone order, it must be cosigned by the physician who gave the order.
 - b. Medical student orders must be cosigned by the attending physician.

Process for entering information into the SoftMed utilizing the ChartFact component of the system:

Chartfact

1. Click on Add allocation
2. Add six digit.
3. Pick interface records with billing # or D/C date.
4. OK- click on.
5. Check Chart Script for any transcribed reports matching dates of service (before entering any deficiencies for a dictation or signature).
6. Type doctors last name.
7. Enter
8. Enter.
9. Select allocation- click on selection.
 - C- complete
 - D- dictation- to be dictated.
 - R- waiting on resident-
 - S- sign.
 - E-electronic signature
 - T- transcription- reports are dictated but not typed or waiting for ESA doctor to sign electronically.
11. Save

Approved by:  RHIA Paula F. Kessler, MEd, RHIA Director, Health Information Management <i>Review/Revision Completed By:</i> Health Information Management	Review/Revision Date: 5/2007 10/2011 Next Review Date: 10/1/2014
Policies Superseded by This Policy: 10-103 Analysis of Outpatient Records	

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.