

WCGH Medical Staff Go-Live Update: July 2, 2022

Tip of the Day: Document Distribution

Copying Physicians (and Clinics/Agencies) on Your Note: Please note that primary care providers are automatically copied on all note types other than progress notes. When you are copying other physician follow the steps below:

Physician found in search (i.e.: B.C. Physicians)

- In the Sign/Submit Note window, search for the physician name and click Ok to add the physicians name to the Recipients window. Click Sign to finalize distribution.
 - Note:** We are currently reviewing the naming for organizations and clinics to enable easier searching and distribution.

The screenshot shows the 'Sign/Submit Note' window. The 'Type' is 'Discharge Summary' and the 'Author' is 'PhysicianME21, TRAIN'. The 'Date' is '23-Sep-2021 12:20 PDT'. The 'Recipients' window is open, showing a search bar for 'Provider Name' and a list of recipients. The 'Sign' button is highlighted with a red box.

Physicians not found in search, but from Canada

If the Physician is not found in search but practices in Canada, use “Chart Copies, To” and follow the steps below. While in the Note:

- Add CC Provider details at bottom of Note, Click Sign/Submit
- From the Sign/Submit Note Window:
 - Search for **Chart Copies, To**, Click **Ok** to add this to **Recipients** window, Click Sign. Health Information Management will then be notified to send the notes to the cc'd physicians included in the note.

The screenshot shows the 'Documentation' window. The note text includes: 'turoseamide (turoseamide 40 mg oral tablet), 40 mg = 1 tab, oral, AM & NOON. **Not taking as prescribed:** Patient is taking 2 tabs BID because she is SOB and ankles are swollen'. Below the text, the contact information for 'Dr. John Doe, Medicine Hat, Alberta, Happy Fields Clinic, 111.222.3333' is highlighted with a red box. The 'Sign/Submit' button is also highlighted with a red box.

The screenshot shows the 'Sign/Submit Note' window. The 'Recipients' window is open, showing a search bar for 'Chart Copies, To' and a list of recipients. The 'Chart Copies, To' entry is highlighted with a red box. The 'Sign' button is also highlighted with a red box.

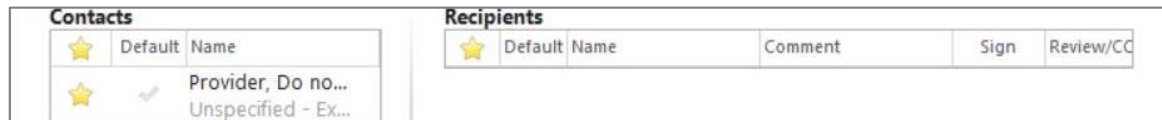
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Provider Do Not Distribute

Please use the contact (recipient) name of **Provider, Do not distribute** if you do not want to auto-distribute the note to the Primary Care Provider. You may still cc other providers to the note through the work flow above.

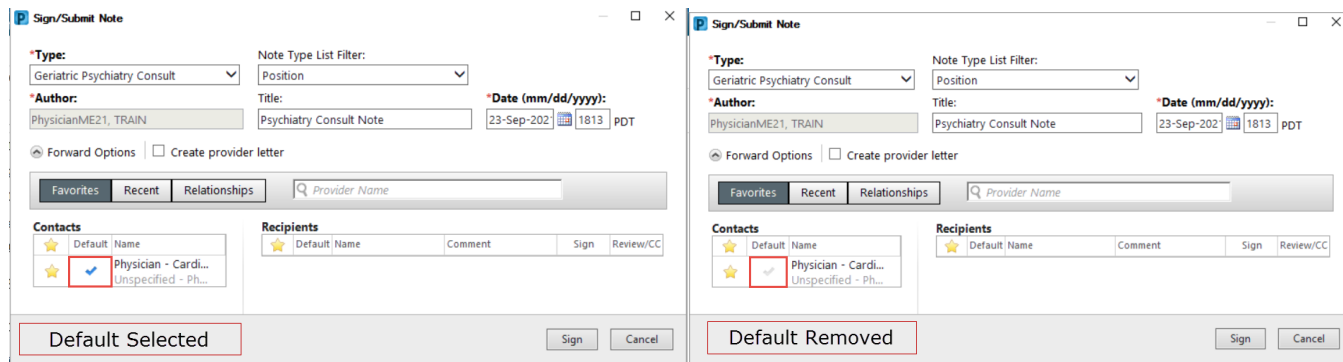
Please ensure that you have not accidentally clicked the default next to this Provider Do Not Distribute – or none of your notes will be auto-distributed to the Primary Care Provider.



Removing Default Recipients

When a default recipient has been selected, that physician will receive a copy of every note. This workflow is used for medical students and residents.

To remove a default, click on the blue check mark (it will turn grey). It is very important to ensure that the contact (recipient) of Provider, Do not distribute is not set as a default.



Scan to view all other hot sheets