

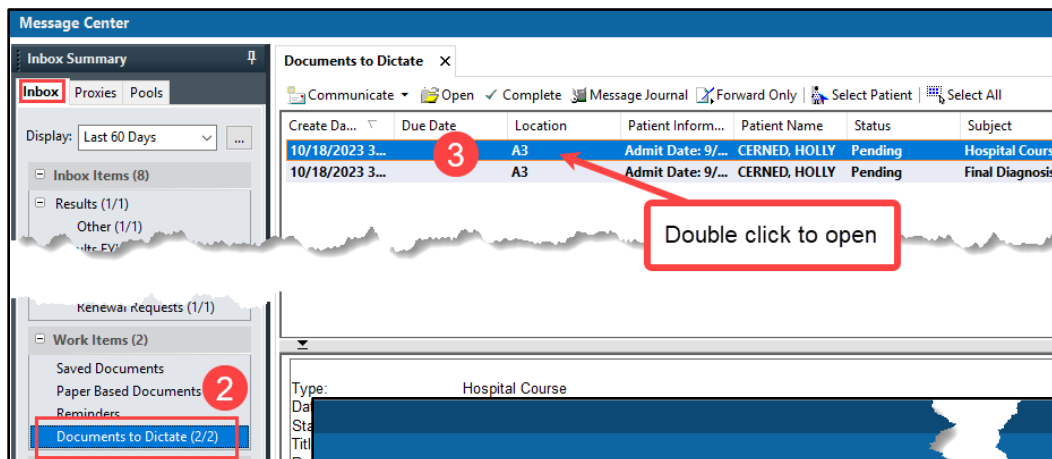
## Overview

The Documents to Dictate folder within the Message Center is only available to hospital providers. Messages within this folder are from Health Information Management (HIM) if documentation deficiencies are discovered once they have reviewed a patient's chart and Hospital Summary after discharge. Providers are responsible for completing the necessary documentation in the patient's chart on the correct encounter to correct the deficiency, and then return to the Message Center to sign the message that it's been completed.

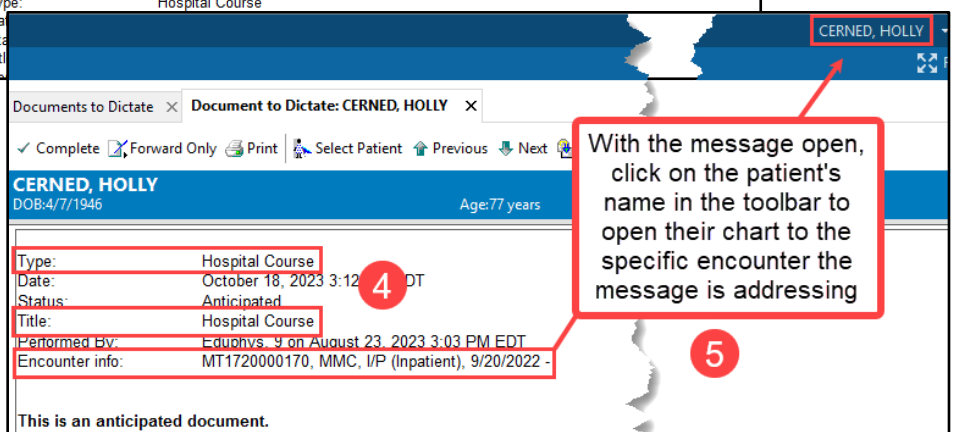
## Documents to Dictate

To address an item in the Documents to Dictate folder in Message Center:

1. Select Message Center on the top PowerChart toolbar.
2. In the Message Center Inbox, select the Documents to Dictate folder.
3. Doubleclick on a message to open.

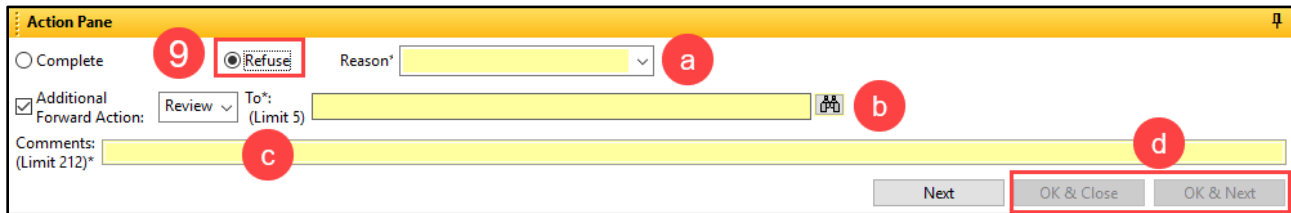


4. Review the **Type** or **Title** of the message, which will notify the provider what was discovered as a deficiency.
5. With the message open, click on the patient's name in the toolbar to open their chart to the specific encounter the message is addressing.
6. Complete the necessary documentation to satisfy the deficiency.
7. Return to the Message Center and select **Complete** in the Action Pane.
8. Click **Ok & Close** or **OK & Next**.

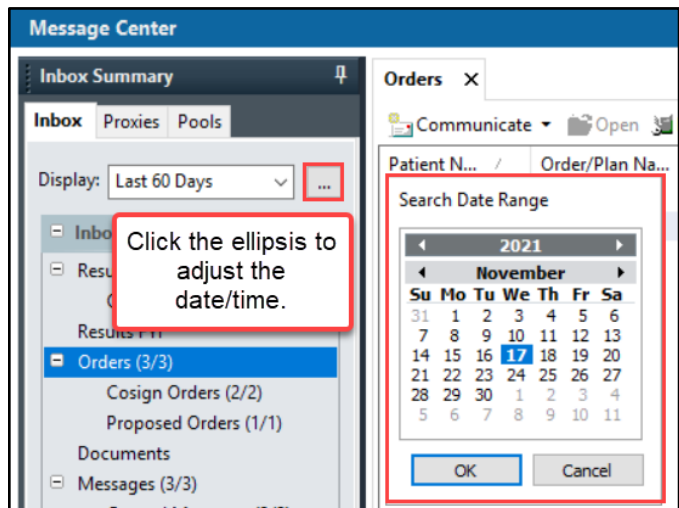
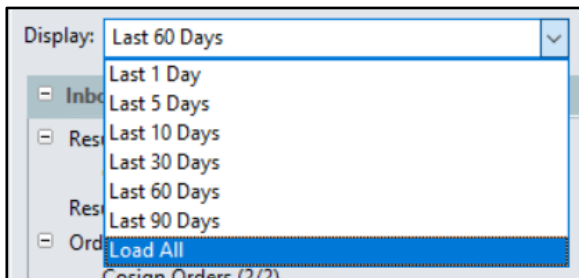


**Note:** The necessary documentation must be completed on the specific encounter number the message is addressing.

9. If the Documents to Dictate item was inappropriately received, select **Refuse** in the Action Pane and fill in the **required** fields:
  - a. Select a **Reason**.
  - b. Forward to the correct provider, if known.
  - c. Add additional details in the **Comments** field.
  - d. Click either: **Ok & Close** or **OK & Next**.



**Note:** Verify the Message Center is set to Load All messages under the Display drop-down. This ensures deficiency notifications are not missed. Load All does not apply to the Orders folder. The date will have to be adjusted instead in the Orders folder.



### Hospital Specific Charting Deficiencies

#### Hospital Summary

Explanation	Action
The Hospital Summary was not initiated.	<ol style="list-style-type: none"> <li>1. Open the Discharge-Provider Workflow located in the Provider View section of the Menu.</li> <li>2. Use the Workflow Components to build pieces of the note.</li> <li>3. Generate the <b>Hospital Summary</b> by clicking the blue hyperlink at the bottom of the Discharge-Provider Workflow.</li> <li>4. Click Sign/Submit.</li> </ol>

#### Hospital Course or Update Hospital Course

Explanation	Action
Hospital Course within the Hospital Summary is blank or needs to be updated.	<ol style="list-style-type: none"> <li>1. Open the Documents Component in the Discharge-Provider Workflow and revise the <b>Hospital Summary</b>.</li> <li>2. Complete or update the Hospital Course.</li> <li>3. Click Sign/Submit.</li> </ol>

**Final Diagnosis Needed- Hospital Summary**

Explanation	Action
A diagnosis was not entered in the Hospital Summary.	<ol style="list-style-type: none"> <li>1. Add needed diagnosis in the Problem List Component in the Discharge-Provider Workflow in the correct encounter.</li> <li>2. Open the Documents Component in the Discharge-Provider Workflow. Revise the <b>Hospital Summary</b>.</li> <li>3. Refresh the All Diagnosis This Visit section to populate the This Visit problems from the Problem List to the Hospital Summary.</li> <li>4. Add any other needed details below the problems.</li> <li>5. Click Sign/Submit.</li> </ol>

**Final Diagnosis Needed- Hospital Summary**

Explanation	Action
There is no diagnosis located within the chart. Final Diagnosis cannot be listed as part of the hospital course unless it specifically says <b>Final Diagnosis</b> .	<ol style="list-style-type: none"> <li>1. Add needed diagnosis in the Problem List Component in the Discharge-Provider Workflow in the correct encounter.</li> <li>2. Open the Documents Component in the Discharge-Provider Workflow. Revise the <b>Hospital Summary</b>.</li> <li>3. Refresh the All Diagnosis This Visit section to populate the This Visit problems from the Problem List to the Hospital Summary.</li> <li>4. Add any other needed details below the problems.</li> <li>5. Click Sign/Submit.</li> </ol>

**History and Physical, Consultation Note, or Operative/Procedure Report**

Explanation	Action
That note has not been created.	<ol style="list-style-type: none"> <li>1. Create the note using Dynamic Documentation.</li> </ol>