

Scanned documents will fall under one of the following headers:

- Letters:

Communication between the provider/care team and the patient, letters to/from patient

- Reports:

Pre/intra/post anesthesia record, recovery room notes, anesthesia progress notes

Autopsy report, autopsy worksheet

Cardiac catheterization reports, cardiac cath lab documentation

Colonoscopy reports

Used only for **acute inpatient** consult notes

* Note: Clinic or office consults should not be scanned to this document ID, need to be scanned to OFFIVIS (Office Visit Report)

Discharge Summary, including: inpatient, ED, OB

Upper endoscopy/esophagogastroduodenoscopy (EGD) reports

Emergency department (ED) provider/physician reports

History and physical exam reports, pre-op physical reports

Immunotherapy documentation; such as: immunotherapy or allergy injection administration log/record, treatment vial formulation forms

Labor and delivery provider documentation; such as: the labor and delivery note or summary

All clinic/provider office reports received from non-Avera clinics; this includes all clinic progress notes, clinic consult reports, clinic referral reports.

Provider-generated operative documents; such as the operative report

Prenatal care record, prenatal care flowsheet

Provider-generated procedure reports and documents

Used only for **acute inpatient** and **LTC** progress notes (when the patient is seen at those facilities).

* Note: Clinic/office progress notes should not be scanned to this document ID, need to be scanned to OFFIVIS (Office Visit Report)

Sedation documents; such as: sedation record, moderate sedation flowsheet, IV conscious sedation monitoring form

Sleep study and polysomnogram reports and results, **sleep study scoring sheets**

- Results:

Audiology testing results and worksheets, hearing screenings, audiograms, hearing aid verification

Blood glucose logs; such as: home blood glucose logs/tracking

Documents related to blood transfusion and blood bank; such as: blood transfusion record, reference blood bank report

Cardiology diagnostics and reports; such as: EKGs, echocardiograms (echos), stress tests, event monitors, holter monitors, cardiac doppler, **zio/wireless patch**

CT/CAT (computerized axial tomography) reports and images; such as CT Chest, CT Knee, CT angio coronary artery with calcium score (cardiac calcium scoring)

Diabetic eye exam reports, dilated eye exams

* Updates Health Management item: Dilated Eye Exam

General eye exam and vision reports, post-op eye exam reports

FIT DNA with Stool Blood results (Cologuard reports)

Prenatal genetic testing reports; includes tests such as MaterniT21 on blood, precision panel, karyotype, and arrays on amniocentesis/ CVS

Genetics testing reports; such as: genotyping, BRCA analysis

Laboratory reports and results; other lab report forms such as Sexually Transmitted Disease (STD) Case Report, Fecal Occult Blood Test results, Blood Lead Report form

Lymphedema index scores and reports, such as L-Dex scores

Mammography reports and images; such as: screening mammograms, diagnostic mammograms, ductograms, 3D mammograms

Microbiology reports and results; such as: MRSA culture, aerobic culture, stool culture, fungal stains

Magnetic Resonance Imaging (MRI) or Angiography (MRA) reports and images; such as: MRI abdomen w/w IV, MR angio brain w IV

Neurodiagnostic reports and results; such as all types of EEG, electromyogram (EMG), Auditory Brainstem Response (ABR) screen, Somatosensory evoked potential (SSEP), nerve conduction study

Nuclear medicine diagnostics and reports; such as: NM hida scan, NM renal flow, NM thyroid

Oximetry documents; such as: pulse oximetry, overnight oximetry study, desaturation study report

Pacemaker/ICD documents and readings; such as pacemaker/ICD check reports and strips, pacemaker analysis

Pap smear reports

* Updates Health Management item: PTH Gyn Cytology Specimen

Pathology reports and results; such as: bone marrow, cytology, surgical pathology

PET (positron emission tomography) scan reports and results; such as PET whole body scan, PET cardiac scan

Planet Heart screening documentation, Planet Heart calcium score, Planet Heart vascular score

* Updates Health Management item: Planet Heart

Pulmonary function test (PFT) results, bronchochallenge

Basic radiology reports and results; includes all x-rays, DEXA scans/bone densitometry, and fluoroscopy; such as: chest x-ray, right knee x-ray, DEXA wrist spine hip, fluoroscopy barium enema, barium swallow, esophagram. "B" Reading Interpretation forms.

- Visits:

Documents related to patient's discharge; such as: discharge instructions, ED discharge teaching record, nursing discharge summary

Patient education documents; such as: aftercare instructions to patient, patient teaching record, pre-op instructions

Clinical patient-answered questionnaires; such as: Ages & Stages Questionnaire (ASQ), **GARS-3**, health history questionnaire, pregnancy questionnaire, sleep questionnaire, allergy questionnaire, and behavioral health questionnaires such as PHQ-9, mini-mental state exam (MMSE), ADHD

- Medical Profile:

Comfort One forms, Cardiopulmonary Resuscitation Directives (DNR) forms

Family medical history documents specific to the patient's family member; *example*: father's pathology or genetic report, mother's maternal urine toxicology screen

Patient home medication list, Admission home medication list

Immunization/vaccine administration record

Living Wills, Healthcare Directives (provides general wishes about treatment), Nebraska Emergency Treatment Orders (NETO)

Healthcare Power of Attorney forms

Financial Power of Attorney forms

POLST (Physician Order for Life Sustaining Treatment), IPOST/POST (Iowa Physician Order for Scope of Treatment) forms, MOST (Medical Order for Scope of Treatment)

Document from an outside facility with important or special specific instructions for a patient's healthcare needs during emergency care

- Billing:

Emergency department Medicaid Priority form, Medicaid referral cards, Medicaid PCP referrals, Medicaid/Title XIX Medical Transportation Reimbursement Form

Medicare documents; such as: Important Message from Medicare, Medicare certification/recertification, Medicare as Secondary Payer (MSP), Notice of Medicare Non-Coverage, Notice of OBV status Medicare beneficiary

- Other:

Discharge Against Medical Advice (AMA/DAMA) forms; Release of Responsibility forms

Home blood pressure readings, blood pressure readings from non-Avera facilities

Cardiac arrest forms; such as: code blue record, CPR/attempt resuscitation, emergency response team documentation

Cardiac rehab documents; such as: therapy notes, treatment plans, patient goals, and any other cardiac rehab forms

Consents, waivers signed by the patient; such as: Consent/Authorization to Treat, Admission Consent, Patient Bill of Rights, Procedure Consent, Implant Notice/Consent, **Patient Belongings Inventory**

Controlled Substance Prescribing Agreement (provider-signed)

Diabetes management documents; such as: diabetes treatment and care plan, lifestyle goals, diabetes education

Dialysis documents; such as: dialysis care plan and assessment, kinetic modeling, dialysis flowsheet, KDQOL (Kidney Disease Quality of Life Instrument)

Driver's license, passports, other identification cards

Electroconvulsive therapy treatment (ECT) record and related documentation

All FMLA and disability forms

Health screening reports and documents; such as: employee health screening, insurance health screening, health fair screening forms

HIPAA form

Home health documentation; such as: home health plan of care/treatment, home health notes

Hospice or palliative care documentation; such as: plan of care treatment, hospice or palliative care notes

Hyperbaric oxygen documents

Implant documents such as: appliance stickers, implant/device/component product information, implant cards (e.g. pacemaker card), implant log, OR hardware tracking sheets

Labor and delivery non-provider documentation; such as: labor flowsheet, OBIX print-outs, Traceview print-outs, birth plan

Legal documents; such as: court documents, affidavit papers, subpoenas, custody documents, police report, 24 hour mental illness hold, incomplete record form, retire record form, handicap permit forms, **authorization to drive forms**, guardianship papers

Forms that document the purchase or acceptance of medical equipment or devices from the facility; including purchase agreements/contracts or acknowledgements regarding the receiving of medical care-related items. Examples include: Hearing Aid Purchase Agreement and Contracts, Cribs for Kids Agreement, Car Seat Acknowledgment, Bravo Equipment Patient Contract.

Newborn documents; such as: newborn identification, newborn record, bilirubin scale, newborn maturity rating, newborn assessment

Occupational therapy (OT) discharge summaries

Occupational therapy (OT) evaluations

Occupational therapy (OT) exercises

Occupational therapy (OT) tests and measures

Miscellaneous occupational therapy (OT) documents that do not fit under one of the other OT document IDs

Occupational therapy (OT) plan of care documents

Occupational therapy (OT) reevaluations, recertifications, progress notes

Occupational therapy (OT) treatment notes

Transfer of records from outside non-Avera facility; pre-admission data for acute facilities; should only be used for documents that are not separately scanned under specific document IDs. *See overall guidelines at the beginning of the document.*

Pain management non-provider documents; such as: pain management treatment evaluation, pain management visit history, pain pump summary list

Patient demographic forms

Patient pharmacy/prescription coverage card, prescription drug card

Physical therapy (PT) discharge summaries

Physical therapy (PT) evaluations

Physical therapy (PT) exercises

Physical therapy (PT) tests and measures