How to Use this Guide

To search this guide, stay on this webpage, type CTRL F and enter what you are searching for in the “Find what” field.

The **bold, italicized names** are the folder names in the EHR Scan application.

If you are searching for a form name and do not see it, please send an email to cmasupport@creighton.edu with the form name, description of the form, and patient name. You will be contacted regarding where to file the form in the EHR and the Scan Knowledgebase will be updated with the new information.

Documents are filed under the date performed.

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EHR Scan Folder Areas

**Office Notes**

*This is where to file outpatient office notes/letters from within CMA or from external providers.*

- Any consult or progress note categorized by its specialty that occurs on an outpatient basis.
- If it is an OB/GYN appointment that is done by family medicine it should be filed under family medicine.
- Any specialty not listed can be filed under "other miscellaneous notes" (i.e. spine center).
- Dietitian notes are scanned under the office specialty where the dietician visit occurred.
- Pharmacy Anticoagulation sheets are scanned under the office specialty where the anticoagulation visits occurred.
- **Office Note categories:**
  - Allergy
  - Bone/Osteo
  - Cardiology (including smoking cessation)
  - CV Surgery (Cardiovascular)
  - Dermatology
  - Endocrinology
  - EENT (Eyes, Ears, Nose, Throat)
  - Family Medicine
  - General Surgery
  - GI (Gastrointestinal)
  - Hematology/Oncology
  - Internal Medicine
  - Nephrology
  - Neuro Surgery
  - Neurology
  - OB/GYN
  - Oncology (Surgical Oncology)
  - Ophthalmology
  - Orthopedic
  - Pain Clinic
  - Pediatric
  - Phys/Occup Therapy (Physical/Occupational)
  - Plastic Surgery
  - Psychiatric
  - Psychology
  - Pulmonary
  - Rheumatology
  - Urology
  - Vascular
  - Other Office Notes

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HMP/Hospital Record/Research

This is where documentation from hospital visits will be filed.

- **Allergy Testing**: Any allergy test or procedure done, skin prick test, skin patch test, intradermal test (NOTE: This folder is for testing only, progress notes or office notes should go under the allergy tab under the office notes category)
- **Immunizations**: All records of immunizations influenza, childhood vaccination records
- **Growth Charts**: All charts pertaining to height/weight averages to growth
- **Nutrition Dietary**: Orders for special diets
- **Patient Home Logs**: Blood pressure logs, blood sugar logs, any log patient charts at home and brings in for the provider
- **Patient Education**: Coumadin, diabetes, nutrition
- **Smoking Cessation**: any documentation related to smoking cessation; tobacco cessation
- **School/Camp forms**: School physicals, asthma action plans, authorization for school to dispense meds, daycare forms, sports physicals
- **Therapeutic Monitoring**: Coumadin or amiodarone therapy notes prior to EHR implementation
- **Other Health Maintenance**: Any forms related to health maintenance not listed in the previous categories; including nursing home notes, VNA notes, home health orders or home health progress notes
- **Hosp Consults**: All inpatient consults from emergency room or hospital stays
- **Hosp Discharge Summary**: All inpatient discharge summary(ies) from emergency room or hospital stays
- **ER Records**: Emergency room or urgent care records (other than history & physical, consults, or discharge summary)
- **Hospital H&P**: Hospital and emergency room history and physical
- **Hospital Home Instructions**: Inpatient discharge instructions
- **Hospital Operative Rpts**: All inpatient operative reports (excluding colonoscopy or any other specific procedure that has its own folder under Procedures, these are filed under the appropriate folder for procedures
- **Hospital Other Misc**: Hospital progress notes, any other hospital documentation not previously listed
- **Research**: Do not use

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**Procedures**

Procedure folders are separated by specialty.

- **Procedure Consent Forms**: HIV consent, birth control consents, surgical procedure consents, any other procedure consents
- **Order Forms**: therapeutic monitoring enrollment forms; test only procedure orders from external provider; oxygen order
Cardiology

- **Cardiac Catheter:** Coronary angiogram, coronary arteriography, cardiac catheterization, stent, percutaneous coronary angioplasty (PTCA), coronary athrectomy, pericardial centesis, valvuloplasty
- **Cardioversion:** All cardioversion procedures, synchronized electrical cardioversion, pharmacological cardioversion
- **Echocardiogram:** Echocardiogram, stress echo or echocardiogram
- **EKG:** Electrocardiogram, EKG, signal averaged EKG
- **EP Lab:** Electrophysiology, all procedures done in the electrophysiology lab, EP studies, ablation, tilt table; **implantable loop recorder insertion**
- **Event Monitor:** Ambulatory event monitoring, could be worn for day/weeks/months (scan using date applied)
- **Holter:** Holter monitor, ambulatory arrhythmia monitoring, worn for approximately 24 hours
- **ICD:** Cardioverter/Defibrillator notes or results, device checks
- **Pacemaker:** Pacemaker results or notes, device checks, **implantable loop recorder evaluations**
- **Stress Test Cardiac:** Exercise stress test, exercise electrocardiogram, stress electrocardiogram, metabolic stress test, dobutamine stress test – **NOTE:** Stress echocardiogram goes under Echocardiogram; Adenosine stress report goes with nuclear medicine report under Nuclear Medicine
- **TEE:** Transesophageal echocardiogram
- **Other Procedure Cardiac:** Any cardiac procedures not previously listed, enhanced external counterpulsation (EECP), ambulatory blood pressure monitoring, 6 (six) minute walk, cardiac rehab

Dermatology

- **Biopsy/Excision-Derm:** Documentation of Biopsy (do not file pathology results here, these are filed under Lab/Pathology
- **Cosmetic-Derm:** Dermatology procedures classified as cosmetic, such as facelift, brow lift, dermabrasion, laser resurfacing
- **Other Proc Derm:** Non-cosmetic dermatology procedures, such as burns, rashes, mole removal, wart removal, bunion removal

Gastrointestinal (GI)

- **Colonoscopy:** Colonoscopy or sigmoidoscopy (will typically be documented as an Operative Report – do not file under Operative Reports)
- **Endoscopy:** Endoscopy or upper endoscopy, upper GI, upper gastrointestinal endoscopy, upper GI series
- **Other Procedures GI:** Any other gastrointestinal procedures not previously listed

Neurology

- **EEG:** Electroencephalogram
- **EMG:** Electromyogram
- **Other Pro-Neuro:** Any neurological procedures not previously listed
EENT

- **EENT Procedures**: Tympanocentesis, tympanometry, septoplasty, laryngoscopy, hearing tests, myringotomy, tympanostomy, tonsillectomy, eye exams

Vascular

- **Vascular Procedures**: Sclerotherapy, thrombolysis, arteriography, vascular athrectomy, vascular studies, venous duplex, carotid duplex, arterial duplex, segmental arterial, renal duplex, abdominal duplex, ankle brachial index (ABI), lower arterial

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Procedures continued

OB/GYN

- **ACOG Form**: America College of Obstetrics and Gynecology specific forms
- **Cerclage**: Cerclage or tracheloplasty, cervical stitch
- **Colposcopy**: Colposcopy (only procedure, not pathology results -- pathology results are filed under Lab/Pathology)
- **Fetal Ultrasound**: All fetal ultrasound results
- **IUD Insertion/Removal**: Documentation of intrauterine device (IUD) insertion/removal procedure
- **Leep/Conization**: Loop electrical excision, cold knife conization; leep loop excision
- **Non-Stress Test**: Non-stress test (NST), fetal heartbeat measurement, contraction
- **Other Proc-OB/Gyn**: Any OB/Gyn procedure not previously listed

Pulmonary

- **Bronchoscopy**: Bronchoscopy
- **Pulmonary Function**: Spirometry, forced vital capacity (FVC), forced expiratory volume (FEV), peak expiratory flow (PEF), total lung capacity (TLC), residual volume (RV)
- **Sleep Study**: Polysomnogram, actigraphy, multiple sleep latency test (MSLT)
- **Other Proc-Pulmonary**: Any pulmonary procedures not previously listed

Urology

- **Cystoscopy**: Cystoscopy, endoscopy of the bladder
- **Urinary Flow**: Uroflowmetry, urinary flow study
- **Vasectomy**: Vasectomy
- **Other Proc-Urology**: Any urology procedure not previously listed
Other Procedures

- **Other Pro-Misc**: Any procedure that does not fall into any of the previous categories

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Diagnostics and Forms

- **Lab**: Microbiology, serology, chemistry, hematology, anticoagulation studies (PT/INR) not for pharmacy, urinalysis
- **CT Scan**: CAT scan, computed tomography, CT Scan
- **DEXA Scan**: Dual Energy X-ray absorptiometry (DEXA), DXA scan
- **Mammogram**: Mammogram
- **MRA**: Magnetic resonance angiogram, MRA
- **MRI**: Magnetic resonance Imaging, MRI
- **Nuclear Medicine**: Scintigraphy, SPECT, gallium scan, MIBG scintiscan; Lexi scan; adenosine myoview perfusion scan (including stress report)
- **PET Scan**: Positron emission tomography, PET scan
- **Ultrasound**: All non fetal ultrasounds -- Fetal ultrasounds are filed under Procedures – Fetal Ultrasounds
- **X-ray**: Xrays
- **Other Radiology**: Any radiology procedure or test not previously listed
- **Other Diagnostic**: Any diagnostic procedure or test that does not fall into any previous category
- **Pathology**: PAP (routine pelvic exam), cytology, biopsy results
- **Other Lab**: Any lab test not previously listed
- **DOT Physical**: Department of Transportation exam
- **Refugee Form**: All refugee forms
- **Social Worker Forms**: Any paperwork to and from Department of Health and Human Services, inpatient social worker notes, or in house social work documentation
- **Worker Comp Forms**: All work compensation forms and documentation
- **Other Misc Forms**: Department of Motor Vehicles (DMV) forms, work restrictions, work physical forms, any other forms that have no category
- **Pain Contracts**: All pain contracts
- **Pharmacy Correspondence**: Any paperwork to or from a pharmacy – excluding refill requests

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Consult/Referrals Communication

- **Consults/Referrals**: Referral paperwork
- **Patient Letters**: Missed appointment letters, patient termination letters, letters from patients, (do not put result letters here see CON/REF/Communication/Result Letters
- **Result Letters**: Result letter for patients or referring providers with result of tests and/or procedures
- **Other Communication**: Messages left from patient, communication from patient in non-letter format

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Administrative

- **Insurance Cards**: Copies of insurance or pharmacy cards
- **Photo ID**: Driver's license, state identification, military ID card
- **Consent to Treat**: Consent to Treat form (excludes procedure consent forms – these are filed under Procedure Consent Forms)
- **HIPAA Acknowledgement**: The Health Insurance Portability and Accountability Act (HIPAA) of 1996 Form
- **Insurance Authorizations**: Insurance authorizations, approval forms from insurance companies
- **Registration/Patient History**: Patient history information or forms
- **Other Registration/Insurance**: Other insurance information on the patient
- **Advance Directives**: Living will, advance directives
- **Power of Attorney**: Power of attorney
- **Legal Guardianship**: Legal guardianship
- **Death Certificate**: Death certificate
- **Other Legal Documents**: Any legal document not previously listed, state reportable forms, Center for Disease Control (CDC) correspondence
- **Correspondence**: Any other correspondence associated with the patient
- **Insurance Release**: Release of records for insurance companies
- **Pt Record Requests**: Patient record requests from CMA or to CMA
- **Subpoenas**: Court ordered subpoena record release
- **NeHI Decline Forms**: Nebraska Health Information Initiative patient declination form
- **Other Record Release**: Any record release not previously listed
- **ABN**: Advanced beneficiary notice

Archive

NOT IN USE AT THIS TIME

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Not Scanned

Medication Refill Forms - DO NOT SCAN REFILL FORMS

- For medication refill forms, if the chart has not been scanned, just file it, if the chart has been scanned the medication needs to be abstracted into the Electronic Health Record if there is a change in the dosage, frequency, or it is a new medication.

Cardiology Discharge Summary Lists or Cardiology Summary Lists