

Methodist Healthcare Resident “Check Out”

Electronic Check-Out Process

Residents may obtain medical record clearance via email. Prior to medical record release, completion of outstanding record documentation(s) and order(s) is required.*

To request electronic verification of record completion, submit an email request to PJ Hayes, Methodist Healthcare Health Information Management with a copy to your program coordinator.

HIM:

PJ Hayes

Email: pj.hayes@mlh.org

Phone: 901-516-8493

HIM Associates will verify record status and respond to the resident within 48 hours of email receipt.

- Reply will be sent to the resident and program coordinator.
 - Residents will be informed of record completion status as either:
 - a) Complete release approved for Methodist Healthcare Health Information Management (adult and Le Bonheur facilities)
- Or
- b) Outstanding records and/or orders -- please log in to your in-box in message center and complete; or call the HIM department at: 901-516-8368 for assistance.

***We are unable to provide electronic list of outstanding encounters.**

(See General Information for Methodist Healthcare resident record completion on next page)

General Information for Residents - Record Completion

- All residents completing the program should process through HIM for clearance.
- **All orders, unsigned documents, and documents for review will need to be addressed.**
- For documents that are not accessible in your Message Center in-box, you will need to open the document in Power chart and sign directly on the document.
- If your attending has not signed, you will need to forward the document to your attending for their signature.
- If there are documents saved in your inbox, they will also need to be forwarded to correct attending for signature.
- If you are unable to complete deficiencies either in your inbox or directly on the document in PowerChart, please maintain a copy of the list and submit to HIM for further research.
- If you made calls and were unable to produce positive results, please write this on the pull list so efforts will not be duplicated.
- If your computer access privileges have lapsed, you will need to contact IS and have their password reset. Number: 901-516-3111.