



3M™ ChartFact™ and 3M™ ChartLocator™ Software

Retrieve. Complete. Comply.

3M ChartFact Software sets a powerful standard for casenote completion management systems for hospitals and clinics. With 3M ChartFact, you can easily manage the entire casenote completion process, using a single, easy-to-use tool in a paper-based, hybrid or electronic record environment. With robust features, system integration and performance, 3M ChartFact can help you dramatically reduce casenote completion times - meaning better service for your facility and it's clinicians.

3M ChartLocator Software is designed to streamline the casenote tracking process for both large and small healthcare organisations. From quickly searching for a casenote's current location to locating all casenotes for a patient with multiple volumes of records, 3M ChartLocator can help save you time and money.

- Reduce casenote completion and retrieval time
- Analyse casenote deficiencies and simplify deficiency management
- Increase staffing efficiency
- Use the same tool regardless of the casenote media (paper, hybrid, electronic)

3M ChartFact

- Streamlines the casenote analysis and completion processes for paper, hybrid and electronic charts
- Promotes clinician notification of all incomplete and delinquent documents
- Provides reports to manage all aspects of the casenote completion process, including staff productivity
- Integrates with electronic patient record, dictation, transcription and electronic signature applications for complete deficiency analysis

3M ChartLocator

- Simplifies the medical record tracking processes
- Tracks current and past medical record locations, including the length of time medical records have been at each location
- Reduces the time required to retrieve loaned medical records
- Provides the tools to reduce the number of misplaced medical records
- Facilitates the quick return of overdue or loaned medical records based on organisation timelines
- Uses 3M ChartLocator Mobile Software for remote and wireless record locating

3M ChartFact and 3M ChartLocator at work

Valley View Hospital was eager to revamp its decentralised systems and 20-year-old processes as well as overcome large quantities of backlogged services. With a few primary goals in mind; including locating and completing medical records as quickly as possible and providing prompt service to clinicians. Valley View turned to 3M to design a more efficient workflow.

The medical record completion process at Valley View was time-intensive. Medical records had been placed into clinicians' boxes and picked up on a random basis; the HIM work spaces and systems in use were poorly organised. Hoping to streamline the six-day medical records completion management process, Valley View centralised the incomplete records by installing 3M ChartFact. The result? A one-day turnaround time to assemble and analyse a medical record.

3M ChartLocator was chosen as the new medical record tracking system. By implementing 3M ChartLocator and 3M ChartFact, the results yielded not only greater efficiency and productivity but improvements in morale in the HIM department as well as further compliance with HIPAA guidelines.



3M™ ChartFact™ and 3M™ ChartLocator™ Software

3M ChartFact features

- Use standard reports and management tools to monitor the entire casenote completion process
- Conduct concurrent and discharge analysis, and re-analysis for casenote completion
- Create multiple letter texts to notify clinicians of incomplete and delinquent casenotes and suspensions
- Track, manage and report clinician suspensions
- Use multiple methods to calculate casenote age

3M ChartLocator features

- Track the location of complete and incomplete medical records
- Increase speed of input and reduce duplication of data entry with barcodes or RFID technology
- Customise with user-defined locations, including active and long-term locations
- Locate individual volumes of medical records for patients with multiple volumes
- Facilitate quick and easy record movement
- Increase medical record tracking productivity with remote scanning
- Enjoy real-time updates of accurate location information

Integration

3M ChartScript also integrates with:

- **3M™ ChartFax Software** - Faxes incomplete, delinquent or suspension letters to clinicians
- **E-mail for 3M ChartFact** - E-mails incomplete, delinquent or suspension letters to clinicians
- **3M™ ChartScript™ Software** - Updates the deficiency in 3M ChartFact.
- **3M™ Electronic Signature Authentication Software** - Removes the deficiency once the clinician has signed the document
- **3M™ ChartScriptMD™ Software** - Provides a customised work list for clinicians with incomplete casenotes
- **3M™ VoiceScript™ Software** - Automatically updates the 3M ChartFact deficiency once the document has been transcribed or signed

- **3M™ ChartView™ Software** - Permits clinicians to view patient documents online, as well as identify and tag documents that require a signature or need deficiencies updated
- **3M™ ChartRelease™ Software** - Tracks and manages all correspondence and any casenotes with incomplete status during the release of information process
- **3M™ ChartReserve™ Software** - Manages the medical record reservation process

Reporting

With 3M ChartFact, you can:

- Generate comprehensive standard reports, including clinician profiles, department and executive summaries, record audits, and the status of incomplete or delinquent casenotes for internal and external reporting requirements
- Track clinician performance relating to casenote completion
- Monitor workload and productivity statistics

With 3M ChartLocator, you can:

- Run a standard report on the location of all charged-out medical records
- Process aging reports by the medical record's charge out or due date
- Pinpoint all records due back from a location before, on or after a given date
- Validate medical record's location with advanced pulled records (with 3M ChartLocator Mobile)

Technology

3M solutions are built on a platform designed to enhance current operating environments while remaining open to future technology. 3M applications are:

- Compatible with industry-standard technology, such as Microsoft® Windows® 2000 and XP
- HIPAA-enabled applications that operate using today's standard PC and networking technology
- SQL-based
- Compatible with Microsoft® Windows® mobile technology

Call today

For more information on how 3M solutions can assist your organisation, contact your 3M sales representative, call our freephone number **0800 626 578**, or visit us online at **www.3M.co.uk/EDMS**



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