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| **Standard Work for CH e-Faxing Pre-procedure Documentation to Health Information Management** | | |
| Last updated: 10/12/2022 | Owner: Jeanette Baber | Performed By: CH HIM |
| Version: 1.0 | Revised by: JB | Trigger: H&P by external provider |
| Scope (who?): Community Health Provider’s and HIM | | |

***Standard Work Outline:***

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|  | **Work Performed by (when):** | **Major Step** | **Details** | **Importance** |
| 1 | External provider | Fax or Email H&P | * Fax H&P to **703-369-8629** * Email H&P to[UVACHHIMPreProc@uvahealth.org](mailto:UVACHHIMPreProc@uvahealth.org) | To ensure the H&P is present in the patient record. |
| 2 | HIM | Upload to OnBase | Upload the H&P to the procedure encounter (if known). The document type in OnBase to select is “History and Physical Scan” | To ensure the H&P is present in the patient record. |

* Questions: Call \*\*\*-\*\*\*-\*\*\*\* or email [UVACHHIMPreProc@uvahealth.org](mailto:UVACHHIMPreProc@uvahealth.org)