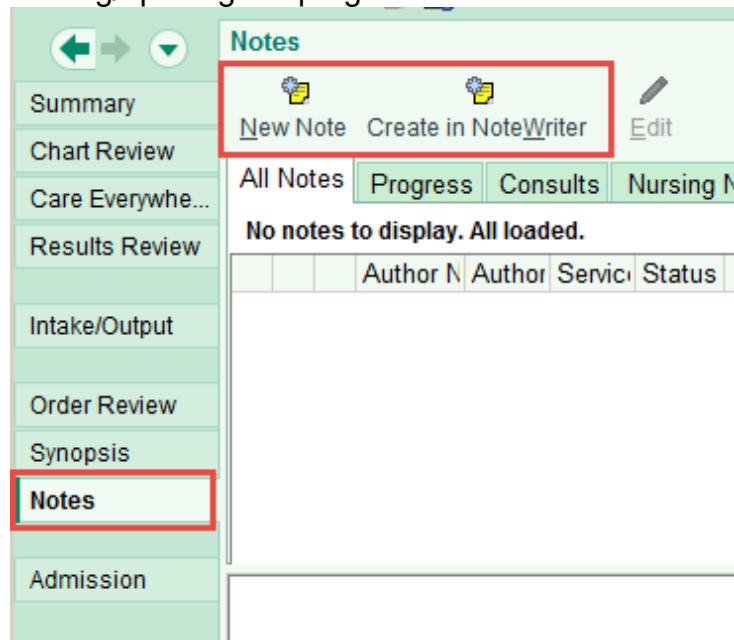


# SIU Inpatient St John's Hospital Epic EHR Education

- Medical students will be granted EHR documentation privileges in Epic (St John's Hospital).
  - Students may contribute to the E/M Billing document as described below
  - Medical students will not document under someone else's username or password.
- Any contribution and participation of a medical student to the performance of a billable service must be performed **in the physical presence of a teaching physician or physical presence of a resident** in a service meeting the requirements set forth for teaching physician billing.
    - Their documentation can not be used for admission H&Ps or discharge summaries.
    - Their documentation can not be used for procedural documentation

## What all Medical Students need to do in live Epic environment:

- A medical student may contribute to any section of the daily note by starting/opening the progress note via "new note".



- Once they have selected new note, will have option to choose:
  - “progress note” from list of options and
  - “service” which will describe the location of care/focus of their note

Type:  Service:  Date of Service:

Cosign Required

**Category Select**

Search:

Title	Number
BH Social Assessment	304500800
Brief Op Note	1000000
Care conference	50011000
CDI Query	1000010
CM Progress Note	500007906
Code Documentation	10000
Consult AODA	500007912
Consultation/Preadmission Screening	5000620
Consults	2
Contact Information	500073
Diagnostic Summary AODA	500007899
Diagnostic Summary Mental Health	500007909
Diagnostic/Discharge Summary	500800
Discharge Final Progress Note	500007913
Discharge Summaries	5
Discharge Summary AODA	500007901
Discharge Summary Mental Health	500007907
Disposition AODA	500007902
Downtime Event Note	1000005
ED Notes	6
ED Provider Notes	19
Ethics committee	50001000
Family Meeting Progress Note	5000340
FIMS	500076
Formal Therapy Progress Note	5000800
Group Therapy Session	500074
H&P	4
HBO Transcutaneous Oxygen Test Note	500007916
History & Physical/Post Admission Assessment	5000630
Interval History and Physical	5000670
Intervention - Mental Health	500007920
Intervention AODA	500007903
Lactation Note	42
Medical Student Note (The content of this medical student note is for ...	500007915
Mental Health Legal Form/Note	500007911
Nursing Note	70
OB ED Provider Note	1020001
Op Note	1000004
OR Assist	10700001
OR Nursing	10
OT/PT/SLP Initial Assessment	5000600
Patient Care Conference	1000002
Plan of Care	1000001
Procedures	3
Progress Notes	1
Psychological Evaluation	500007910
Psychological Progress Note	500007908
Psych-Social History AODA	500007900

68 categories loaded.

- For the ER will choose:
  - 1.) “ED Provider Notes” from list of options
- Please note, if directed by ED clerkship/faculty, students CAN use the “medical student note” in this field of 2 choices for practice documentation– this document would not be used for billing but still shared with faculty for co-signature

The screenshot displays a software interface for managing medical notes. On the left is a vertical sidebar with several menu items: 'Chart Review', 'Care Everywhe...', 'Results Review', 'Summary', 'Review Visit', 'Triage', 'Workup', and 'My Note'. The 'My Note' item at the bottom of the sidebar is highlighted with a red rectangular box. The main content area is titled 'My Note' and contains two distinct sections. The first section is titled 'ED Provider Notes' and includes a '+ Create Note' button, a dropdown arrow, and a 'Refresh' button. Below this, it states 'No notes of this type filed.' The second section is titled 'Medical Student Note' and also features a '+ Create Note' button, a dropdown arrow, and a 'Refresh' button, followed by the text 'No notes of this type filed.'. A red rectangular box highlights the entire main content area, encompassing both note sections.

**Practice H&P note writing** - students can use medical student notes and this will not be part of billable service

- In notes activity, choose note writer
- Choose Medical Student Note
- Then choose the H&P type of note
- This will then be shared with faculty for co-signature

9

Type:  Service: Medical ICU Date of Service: 6/22/2018 02:27 PM

Cosign Required

Category Select

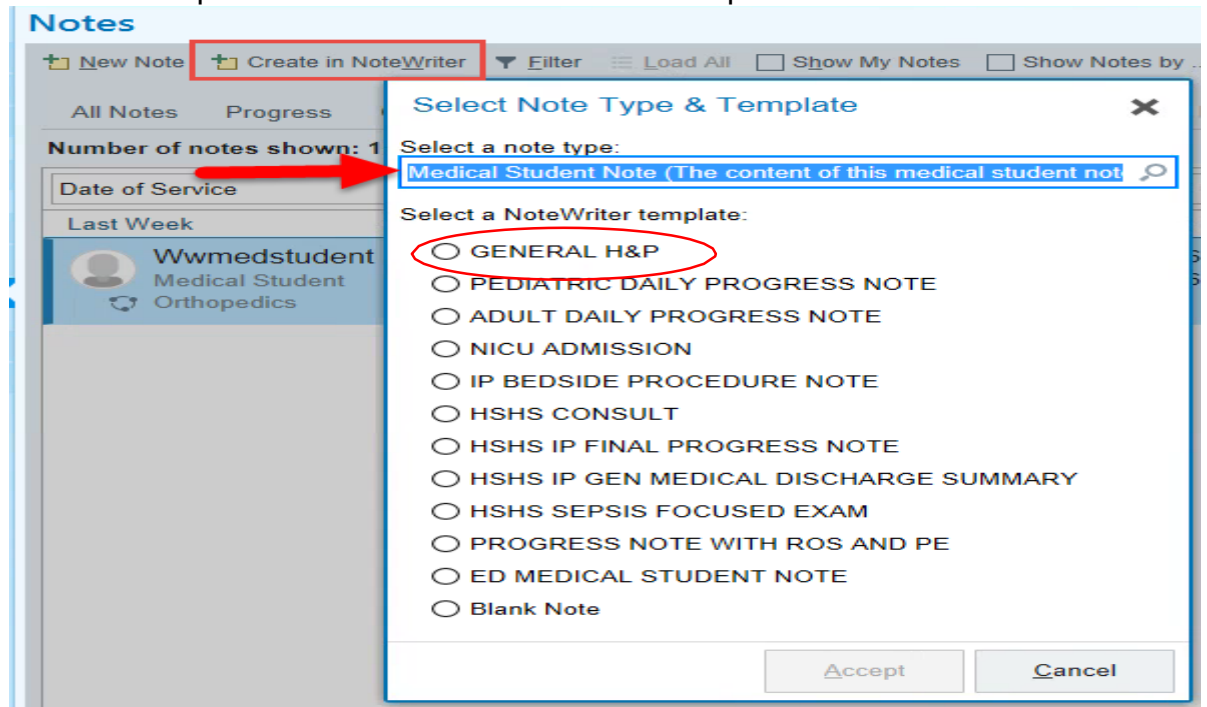
Search:

Title	Number
BH Social Assessment	304500800
Brief Op Note	1000000
Care conference	50011000
CDI Query	1000010
CM Progress Note	500007906
Code Documentation	10000
Consult AODA	500007912
Consultation/Preadmission Screening	5000620
Consults	2
Contact Information	500073
Diagnostic Summary AODA	500007899
Diagnostic Summary Mental Health	500007909
Diagnostic/Discharge Summary	500800
Discharge Final Progress Note	500007913
Discharge Summaries	5
Discharge Summary AODA	500007901
Discharge Summary Mental Health	500007907
Disposition AODA	500007902
Downtime Event Note	1000005
ED Notes	6
ED Provider Notes	19
Ethics committee	50001000
Family Meeting Progress Note	5000340
FIMS	500076
Formal Therapy Progress Note	5000800
Group Therapy Session	500074
H&P	4
HBO Transcutaneous Oxygen Test Note	500007916
History & Physical/Post Admission Assessment	5000630
Interval History and Physical	5000670
Intervention - Mental Health	500007920
Intervention AODA	500007903
Lactation Note	42
Medical Student Note (The content of this medical student note is for ...)	500007915
Mental Health Legal Form/Note	500007911
Nursing Note	70
OB ED Provider Note	1020001
Op Note	1000004
OR Assist	10700001
OR Nursing	10
OT/PT/SLP Initial Assessment	5000600
Patient Care Conference	1000002
Plan of Care	1000001
Procedures	3
Progress Notes	1
Psychological Evaluation	500007910
Psychological Progress Note	500007908
Psych-Social History AODA	500007900

68 categories loaded.

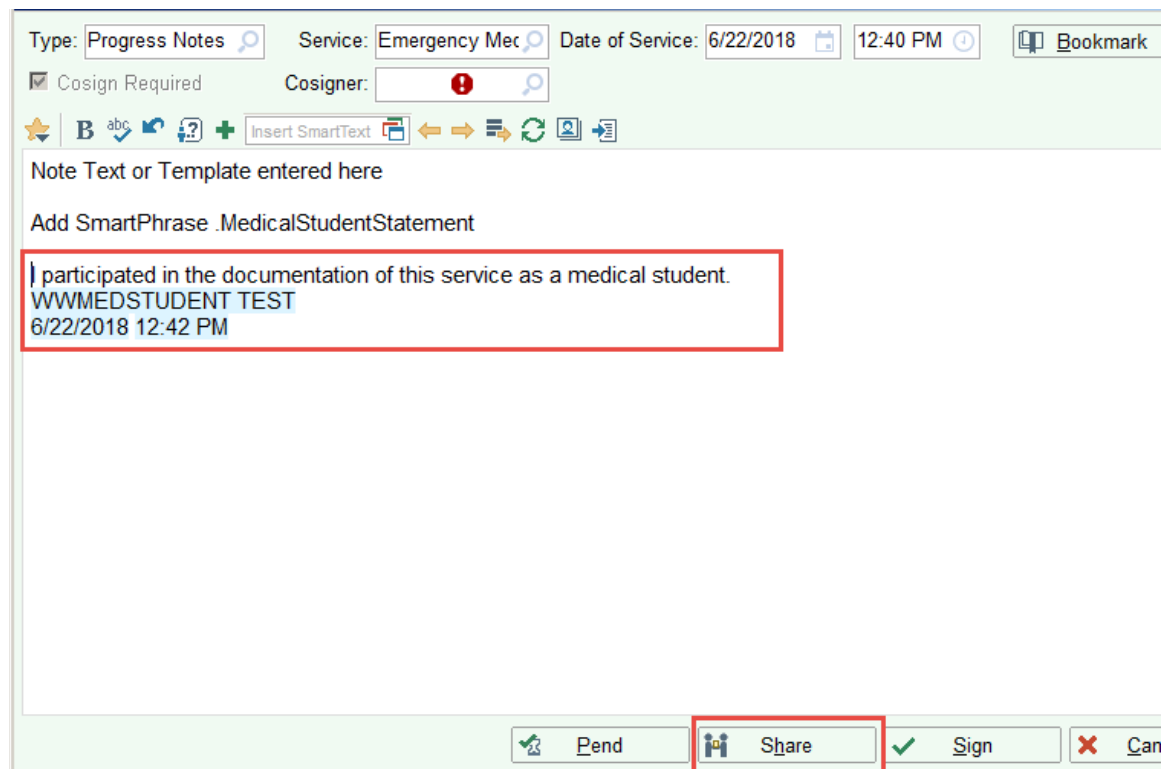
Accept Cancel

Here is the General H&P option under Medical Student Note for practice H&Ps



Once their portion of the billable note that they have contributed to with a resident and faculty is complete, the **student will add their signature smart phrase**

**1.) .MedicalStudentStatement**



- By adding smartphrase, the name of the medical student involved in the care will be inserted and time stamped.
- They will then “share” the note to allow for a resident and/or attending to contribute to note
- Student will not edit the note after physician signature.

**What teaching physicians need to do with Epic medical student documentation:**

- The faculty must verify in the medical record all student documentation or findings: history, physical exam and/or medical decision making.
- The faculty must personally perform (or re-perform) the physical exam and medical decision making activities of the E/M service being billed.
- In order to review student/resident documentation, in Epic, you can hover over documentation to identify the author and review it
  - 1. Select any note in Chart Review, Notes or Doc Review
  - 2. Click on **Hover for attribution information** inside the body of the note
  - 3. Hover over the content of the note you want to review

The screenshot shows the Epic Notes interface. At the top, there is a toolbar with various actions like 'New Note', 'Create in Note/Enter', 'Addendum', 'Copy', 'Delete', 'Attest', 'Sign', 'Filter', 'Load All', 'Show My Notes', 'Show Notes by...', 'My Last Note', and 'Time Mark'. Below the toolbar is a filter bar with tabs for 'All Notes', 'Progress', 'Consults', 'Nursing Notes', 'Procedures', 'H&P', 'Discharge', 'Emergency', 'Plan of Care', 'Period', 'Events', 'Transcription', and 'Incomplete'. A message states '11 of 11 notes displayed. All loaded.' Below this is a table of notes with columns for Author Name, Author Type, Service, Status, Cosigner, Type, Date of Service, and File Time. A red circle with the number '1' highlights the first row, which is a 'Progress Note' by Shannon Landon on 10/14/2016 at 8:00 AM. Below the table, the details of this note are shown, including the author's name 'Shannon Landon', status 'Signed', and date of service '10/14/2016 8:00 AM'. The note content includes a patient description: 'Abbagail Anne Test, PhD is a 36-year-old female patient. There are no active problems to display for this patient.' A red circle with the number '3' points to a 'SmartLink PROBL' inserted by Shannon Landon at 10/14/2016 9:56 AM. A red circle with the number '2' points to a dropdown menu in the top right corner of the note content, which is open and shows options: 'Manual', 'Template', 'Copied', 'Shannon Landon', and 'Hover for attribution information' (which is checked).

Author Name	Author Type	Service	Status	Cosigner	Type	Date of Service	File Time
Shannon Landon			Signed		Progress Note	10/14/2016 8:00 AM	10/14/2016 9:56 AM
Shannon Landon			Signed		Nursing Note	10/14/2016 7:30 AM	10/14/2016 10:00 AM
Charles W Saletta	Physician	Surgery	Signed		Interval H&P	10/12/2016 11:21 AM	10/12/2016 11:21 AM
Charles W Saletta	Physician	Surgery	Signed		H&P	10/12/2016 11:20 AM	10/12/2016 11:20 AM
Charles W Saletta	Physician	Surgery	Signed		Interval H&P	10/12/2016 11:17 AM	10/12/2016 11:17 AM
Fp Ambulatory, MI	Physician	General Medi	Signed		Consults	10/12/2016 11:01 AM	10/12/2016 11:01 AM
Christopher C Tho	Physician	Emergency M	Signed		ED Provider I	10/12/2016 10:53 AM	10/12/2016 10:53 AM
Scott M Stillwell, I	Physician	Neurology	Signed		ED Provider I	10/12/2016 10:50 AM	10/12/2016 10:50 AM
Scott M Stillwell, I	Physician	Emergency M	Addendum		ED Provider I	10/12/2016 10:41 AM	10/12/2016 10:41 AM
Shannon Landon			Signed		H&P	10/12/2016 9:00 AM	10/14/2016 10:10 AM
Shannon Landon			Signed		H&P (View-C)	09/14/2016 12:40 PM	10/12/2016 10:56 AM

Shannon Landon Signed Progress Notes  
Date of Service: 10/14/2016 8:00 AM Note Created: 10/14/2016 9:56 AM

Abbagail Anne Test, PhD is a 36-year-old female patient.  
There are no active problems to display for this patient.

SmartLink PROBL inserted by Shannon Landon at 10/14/2016 9:56 AM

Manual
  Template
  Copied
  Hover for attribution information

- To review content that was copied and pasted from another source, such as a previous note, click:

- 1. Copied option and hover over the content you want to review.
- 2. Will display who copied the content and where it was copied from.

Scott M Stillwell, MD      Physician      Signed      Neurology      ED Provider Notes

Date of Service: 10/12/2016 10:50 AM      Note Created: 10/12/2016 10:50 AM

**History**

No chief complaint on file.

HPI

This 36-year-old female came to the emergency room complaining of chest pain. The patient stated this happened about 2 hours ago. Pain radiating down the left arm and into the jaw as well. Patient was given 20-gauge Angiocath in the right antecubital. Patient was given sublingual nitroglycerin in the ambulance ride with no relief. Patient was then given 2 mg of IV morphine and FD. Labs were drawn—CBC, CMP, troponin, CK-MB. Chest x-

as well. Waiting on lab results. EKG sh

Copied by Scott M Stillwell, MD  
at 10/12/2016 10:50 AM  
from ED Provider Notes by Scott M Stillwell, MD at 10/12/2016 10:41 AM

Manual     Template     Copied  
 Christopher C Thompson, MD     Scott M Stillwell, MD  
 Hover for attribution information    Clear filters

▶ Past Medical History  
 ▶ Past Surgical History  
 ▶ Family History

In the Notes activity, the Attending can select Residents name and their documentation will display.

Notes

New Note    Create in NoteWriter    Addendum    Copy    Delete    Attest    Sign    Filter    Load All    Show My Notes    Show Notes by ...    My Last Note    Time Mark    More

All Notes    Progress    Consults    Nursing Notes    Procedures    H&P    Discharge    Emergency    Plan of Care    Period    Events    Medical Student    Transcription    Incomplete

3 of 3 notes displayed. All loaded.

There are new updates in the last 72 hours. [Sort notes by filed time](#)

Author Name	Author Type	Service	Status	Cosigner	Type	Date of Service	File Time
Ecaugusta Pg Th Resident	Resident	Emergency M	Cosign Needed		Consults	06/22/2018 3:56 PM	06/22/2018 4:04 PM
Wwmedstudent T Medical Stud	Medical Student	Emergency M	Attested	Wwdhospital	Progress No	06/22/2018 12:40 PM	06/22/2018 4:07 PM
Wwmedstudent T Medical Stud	Medical Student	Emergency M	Cosign Needed		Progress No	06/22/2018 10:47 AM	06/22/2018 2:46 PM

Cosign required

Ecaugusta Pg Three Test, MD    Resident    Cosign Needed    Emergency Medicine    Consults

Date of Service: 6/22/2018 3:56 PM    Creation Time: 6/22/2018 3:56 PM

Medical student test note.

I participated in the documentation of this service as a medical student.  
TEST, ECAUGUSTA PG THREE, MD  
6/22/2018 4:01 PM

Manual     Template     Copied  
 Ecaugusta Pg Three Test, MD     Wwmedstudent Test  
 Hover for attribution information    Clear filters

Modified student test note.  
TEST, ECAUGUSTA PG THREE, MD  
6/22/2018  
4:01 PM

Modified 2 student test note.

Modified 3rd time.

Revision History

Date/Time	User	Provider Type	Action
6/22/2018 4:04 PM	Ecaugusta Pg Three Test, MD	Resident	Sign
6/22/2018 4:03 PM	Wwmedstudent Test	Medical Student	Share
6/22/2018 4:01 PM	Ecaugusta Pg Three Test, MD	Resident	Share
6/22/2018 3:57 PM	Wwmedstudent Test	Medical Student	Share

[View Details Report](#)

In the Notes activity, the Attending can select Medical Students name and their documentation will display.

The screenshot shows a medical notes interface. At the top, it displays 'Ecaugusta Pg Three Test, MD Resident Cosign Needed Emergency Medicine Consults'. Below this, it shows 'Date of Service: 6/22/2018 3:56 PM' and 'Creation Time: 6/22/2018 3:56 PM'. A red box highlights the main note content: 'Medical student test note. I participated in the documentation of this service as a medical student. TEST, ECAUGUSTA PG THREE, MD 6/22/2018 4:01 PM'. To the right, there are checkboxes for 'Manual', 'Template', 'Copied', 'Ecaugusta Pg Three Test, MD', and 'Wwmedstudent Test' (which is checked). Below the note, it says 'Modified student test note. TEST, ECAUGUSTA PG THREE, MD 6/22/2018 4:01 PM'. Another red box highlights 'Modified 2 student test note.' Below that, it says 'Modified 3rd time.' At the bottom, there is a 'Revision History' table:

Date/Time	User	Provider Type	Action
6/22/2018 4:04 PM	Ecaugusta Pg Three Test, MD	Resident	Sign
6/22/2018 4:03 PM	Wwmedstudent Test	Medical Student	Share
6/22/2018 4:01 PM	Ecaugusta Pg Three Test, MD	Resident	Share
6/22/2018 3:57 PM	Wwmedstudent Test	Medical Student	Share

**ATTESTATION:**

- Once documentation reviewed, the faculty must add the following attestation. If clicking the attestation enclosed in red, the following will be added to note.

The screenshot shows an attestation selection menu. The title is '{Attestation List:22778}'. The list includes: '{Residents:22760}', '{Op Note & Procedure Attestations:22780}', '{Mid-Level Attestations:23659}', '{Medical Students:22781}' (highlighted with a red box), '{Home Health/Hospice Attestations:22761}', '{Emergency Attestations:22759}', '{Discharge Summary Attestations:22779}', and '{Anesthesia Attestations:22757}'. At the bottom, there are three buttons: 'Pend', 'Sign', and 'Cancel'.

- “A student assisted with the documentation of this service. I saw and personally examined the patient and reviewed and verified all information documented by the student and made modifications to such information, when appropriate”.



- If both a **medical student and a resident documents in the note**, the faculty **attests to both the student's documentation AND the resident's participation** in the care of the patient as shown below:

{Residents: 22760}

- {Resident Critical Care Attest:TXT,56864}
- {Resident E&M:TXT,56873}
- {Resident H&P Attest:TXT,55954}
- {Resident Primary Care Exception:TXT,56876}
- {Resident Time-Based Inpatient E&M:TXT,56875}
- {Resident Time-Based Outpatient E&M:TXT,56874}
- {Resident Attending Review Only, Not Primary Care Exception:TXT,56871}
- {Resident and Medical Student note:TXT,61413}

Pend Sign Cancel

This is how the text translation will look for both

student assisted with the documentation of this service. I saw and personally examined the patient and reviewed and verified all information documented by the student and made modifications to such information, when appropriate.

I saw and personally examined the patient and discussed the case with the resident. I have reviewed the resident's note and agree with the content and plan as written.

Pend Sign Cancel

- The faculty must sign and date their documentation.

### Faculty can give verbal note feedback

- There is no way to “task” feedback electronically between students and faculty in Epic.

General **scenarios that satisfy the physical presence** requirement:

- **Student sees patient alone and obtains history, physical exam, medical decision making.** (may be more common on outpatient)
  - Medical student may contribute to documentation
  - Resident and/or faculty **MUST** see patient, verify history, re-perform physical exam and medical decision making, reviews all and places **BOTH** medical student and standard resident attestation to note before signing

- **Student and resident see patient together, obtain history, physical exam, medical decision making.** (may be more common on inpatient)
  - History, physical exam and key decision making takes place together
  - Medical student may contribute to documentation, resident contributes
  - Faculty **MUST** see patient, verify history, re-perform physical exam and medical decision making, reviews all and places **BOTH** medical student and standard resident attestation to note before signing
  
- **Student, resident and faculty all go into exam room together at the same time** (may be more common on inpatient) History, physical exam and key decision making all takes place together
  - Medical student may contribute to documentation, resident contributes, faculty reviews all and places **BOTH** medical student and standard resident attestation to note

June 27, 2018