Physician Acknowledgement Workflow Tipsheet

Purpose: This process is a way for having documents indexed to Epic that require Physician (Provider) signature/acknowledgment.

Process Documents that require Physician Acknowledgement can be scanned or faxed to your office OnBase efax number. **Please reference OnBase tipsheet for this process.** *Scanning through Solarity is the ideal method for handling of all documents requiring Physician acknowledgement. This will assure that the documents get to Epic as quickly as possible.* Examples of items that require Physician Acknowledgement:

- **Test Results** – Any results for tests ordered by the Providers that arrive in the office on paper (Labs, Radiology, etc)
- **Information for New Patient appointments**
- **Reports of referrals made by the Provider.**
- **Immunization Reports**

What *does not* need Physician Acknowledgement:

- **Documents already signed by the Provider in your office.**
- **Administrative documents** – Prior Authorizations, Denial Letters, Correspondence, etc.
- **Packets** – Surgical Scheduling, DME Orders, Sleep Study Orders, etc
- **Forms** – School Forms, Home Care Orders, Refill Requests, etc
    - **NOTE**: These must all be completed and signed prior to scanning.

==**Important Note:**==

==**With this process, it is the responsibility of the Providers and Practice Staff to assure documents are reviewed and processed using the proper workflow.**==

Physician Acknowledgement:

1. Prep documents based on **Capture Class** for scanning *(make sure the documents are separated per Physician to be acknowledged)*. Place Documents in the scanner and select the **appropriate Capture Class** for the batch ==**(only available for the three listed below).**==
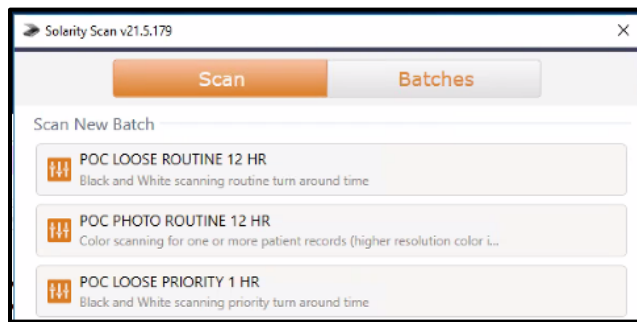
2. Select the scanning location from the dropdown menu, enter **Scan User Name**, then click **Scan**.

   a. If Provider Acknowledgement **is required**, search and select the Provider name in the **Acknowledging Provider** field.
   b. If provider acknowledgement **is not required**, leave the **Acknowledging Provider** field blank.

Please reference the Solarity – Batch Scanning Tipsheet.

Version #	Purpose of Change	Author	Date of Change
1.0	Initial Creation	Stacy Gansfuss	3/13/23
1.1	Updated Fax Workflow	Stacy Gansfuss	3/24/23
1.2	Updated PA Workflow	Rebekah Jones	7/27/23
1.3	Updated PA Workflow	Rebekah Jones	8/23/23