Incomplete Records Tracking Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Set up IRT Parameters			
A. Determine responsibility for setting up the IRT parameters. Option will be used to set up parameters for the Incomplete Record Tracking program. These site parameters determine the default physician responsible for dictating and signing discharge summaries and op reports. B. Determine who will be responsible for this task and assure they hold the DGJ SUPER security key			
2. Fields included in the setup:			
1. MEDICAL CENTER DIVISION NAME 2. TRACK INCOMPLETE SUMMARIES? 3. DEFAULT PRIMARY PHYSICIAN 4. ARE REPORTS REVIEWED? 5. DEFAULT REVIEWING PHYSICIAN 6. DEFAULT PHYS. FOR SIGNATURE 7. TRACK OUTPATIENT OP REPORTS? 8. DAYS FOR DICTATION 9. DAYS FOR SIGNATURE 10. DAYS FOR REVIEW 11. INCOMPLETE SUMMARIES MESSAGE 12. STD. DEFIC. FOR SHORT FORMS 13. DEFAULT MEDICAL RECORD TYPE			
3. Add a New/Edit Deficiency – option will be used to add or edit deficiencies to be tracked in the IRT package			
4. BACKGROUND JOBS: DGJ IRT UPDATE			