










Road Map for Paper Records

Document	Scanned as Paper?	Details
History & Physical Progress Notes Consults Discharge Summary		These are completed within Epic. Templates available to assist in ensuring proper required fields are included.
Operative / Procedure Notes Immediate Post Op Notes		These are completed in Epic. The Immediate Post Op Note is done as a Progress note and is only needed if the Procedure note is not done immediately after surgery.
Orders		These are completed in Epic. Please ensure proper order mode is used. **Orders received from outside facilities to be completed on our encounter would be scanned to the chart, however an Epic order with a "Transcribed from Paper" order mode should be completed.
Anesthesia Notes		The Anesthesia Forms are completed on paper and must be scanned to the chart. **Pre and Post Op Anesthesia notes are to be completed in Epic.
Advance Directives Power of Attorney Do Not Resuscitate Determination of Incapacity		Verify these documents are not already scanned and available in Epic. If they are not, these would be scanned to the chart. **If this is for a patient currently admitted these should be sent STAT to HIM via the MFD to ensure prompt completion.
Agreement for Services, Medicare Forms, Other Patient signed forms		Any registration forms that we are obtaining signature from the patient on would be scanned to the chart. **If a form is signed using the signature pads creating an electronic signature it would not need to be printed and scanned.
Consent for Anesthesia, Informed Consent for Surgery		Any consents for surgical services that a patient is signing would be scanned to the chart.
Telemetry Strips		Printed strips that are not available in the electronic record should be scanned to the chart. Please note, these will need to be taped down to a standard sheet of paper in order to be scanned through.
Records received from outside facilities		Any records received from non-Aspirus facilities that are received and used by the clinical team in their care of the patient should be scanned to the patient chart.