



3M™ ChartFact™ and 3M™ ChartLocator™ Software



- Reduce chart completion and retrieval time
- Analyze chart deficiencies and simplify deficiency management
- Increase staffing efficiency
- Use the same tool regardless of the chart media (paper, hybrid, electronic)
- Access accurate real-time chart location information

Retrieve. Complete. Comply.

3M ChartFact Software sets a powerful standard for chart completion management systems for hospitals and clinics. With 3M ChartFact, you can easily manage the entire chart completion process, using a single, easy-to-use tool in a paper-based, hybrid or electronic record environment. With robust features, system integration and performance, 3M ChartFact can help you dramatically reduce chart completion times—meaning better service for your facility and its providers.

3M ChartLocator Software is designed to streamline the chart tracking process for both large and small healthcare organizations. From quickly searching for a chart's current location to locating all charts for a patient with multiple volumes of records, 3M ChartLocator can help save you time and money.

3M ChartFact

- Streamlines the chart analysis and completion processes for paper, hybrid and electronic charts
- Promotes physician notification of all incomplete and delinquent charts
- Provides reports to manage all aspects of the chart completion process, including staff productivity
- Integrates with electronic patient record, dictation, transcription and electronic signature applications for complete deficiency analysis
- Assists in meeting The Joint Commission and other regulatory standards

3M ChartLocator

- Simplifies the chart-tracking processes
- Tracks current and past chart locations, including the length of time charts have been at each location
- Reduces the time required to retrieve loaned medical records
- Provides the tools to reduce the number of misplaced medical records
- Facilitates the quick return of overdue or loaned charts based on organization timelines
- Uses 3M ChartLocator Mobile Software for remote and wireless record scanning

3M ChartFact and 3M ChartLocator at work

Valley View Hospital was eager to revamp its decentralized systems and 20-year-old processes as well as overcome large quantities of backlogged services.

With a few primary goals in mind—including locating and completing charts as quickly as possible and providing prompt service to customers—Valley View turned to 3M to design a more efficient workflow.

The chart completion process at Valley View was time-intensive. Charts had been placed into physicians' boxes and picked up on a random basis; the HIM work spaces and systems in use were poorly organized. Hoping to streamline the six-day chart completion management process, Valley View centralized the incomplete records by installing 3M ChartFact. The result? A one-day turnaround time to assemble and analyze a chart.

3M ChartLocator was chosen as the new chart tracking system. By implementing 3M ChartLocator and 3M ChartFact, the results yielded not only greater efficiency and productivity but improvements in morale in the HIM department as well as further compliance with HIPAA guidelines.



3M™ ChartFact™ and 3M™ ChartLocator™ Software

3M ChartFact features

- Use standard reports and management tools to monitor the entire chart completion process, including Joint Commission reports
- Conduct concurrent and discharge analysis, and re-analysis for chart completion
- Create multiple letter texts to notify providers of incomplete and delinquent charts and suspensions
- Track, manage and report provider suspensions
- Use multiple methods to calculate chart age

3M ChartLocator features

- Track the location of complete and incomplete medical records
- Increase speed of input and reduce duplication of data entry with barcodes
- Customize with user-defined locations, including active and long-term locations
- Locate individual volumes of records for patients with multiple volumes
- Facilitate quick and easy record movement
- Increase chart tracking productivity with remote scanning
- Enjoy real-time updates of accurate location information

Integration

3M offers a modular approach to its solutions. 3M ChartFact and 3M ChartLocator both integrate with:

- **3M™ ChartFax Software**—Faxes incomplete, delinquent or suspension letters to providers.
- **E-mail for 3M ChartFact**—E-mails incomplete, delinquent or suspension letters to providers.
- **3M™ ChartScript™ Software**—Updates the deficiency in 3M ChartFact.
- **3M™ Electronic Signature Authentication Software**—Removes the deficiency once the provider has signed the document.
- **3M™ ChartScriptMD™ Software**—Provides a customized worklist for providers with incomplete charts.
- **3M™ VoiceScript™ Software**—Automatically updates the 3M ChartFact deficiency once the document has been transcribed or signed.



Health Information Systems

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- **3M™ ChartView™ Software**—Permits providers to view patient documents online, as well as identify and tag documents that require a signature or need deficiencies updated.
- **3M™ ChartRelease™ Software**—Tracks and manages all correspondence and any charts with incomplete status during the release of information process.
- **3M™ ChartReserve™ Software**—Manages the chart reservation process.

Reporting

With 3M ChartFact, you can:

- Generate comprehensive standard reports, including physician profiles, department and executive summaries, record audits, and the status of incomplete or delinquent medical records for internal and external reporting requirements, including The Joint Commission requirements
- Track physician performance relating to chart completion
- Monitor workload and productivity statistics

With 3M ChartLocator, you can:

- Run a standard report on the location of all charged-out medical records
- Process aging reports by the chart's charge out or due date
- Pinpoint all records due back from a location before, on or after a given date
- Validate chart location with advanced pulled records (with 3M ChartLocator Mobile)

Technology

3M solutions are built on a platform designed to enhance current operating environments while remaining open to future technology. 3M applications are:

- Compatible with industry-standard technology, such as Microsoft® Windows® 2000 and XP
- HIPAA-enabled applications that operate using today's standard PC and networking technology
- SQL-based
- Compatible with Microsoft® Windows® mobile technology

Call today

For more information on how 3M solutions can assist your organization, contact your 3M sales representative, call us toll-free at **800-367-2447**, or visit us online at **www.3Mhis.com**.

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