3M Science.
Applied to Life.™

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

- **Help reduce chart completion and retrieval time**
- **Analyze and manage chart deficiencies**
- **Use the same tool regardless of the chart media (paper, hybrid, electronic)**
- **Access accurate real-time chart location information**
- **Integrate deficiency management with EHRs**

The 3M advantage

With its robust features and system integration, 3M ChartFact can help your HIM department dramatically reduce chart completion times and provide accurate, complete and compliant patient records to caregivers and coders. It can also provide a means of establishing accountability for caregivers to complete their documentation.

The documentation that 3M ChartFact tracks is essential to the success of both manual coding and computer-assisted coding systems such as the 3M™ 360 Encompass™ System.

The challenge

HIM departments need to ensure that all content has been captured in the patient's record so that physicians and other clinical staff have the information they need to provide quality patient care. From the coding perspective, incomplete records inhibit the capture of all services and care delivered to the patient, delaying delivery of the final bill and corresponding reimbursement.

Regardless of whether an HIM department is relying on paper, electronic or hybrid records, the ability to monitor and easily locate necessary documentation is a critical element that impacts coder productivity, accounts receivable (A/R), and even patient care.

The 3M solution

3M ChartFact Software sets a powerful chart management standard for hospitals and clinics. With 3M ChartFact, you can manage the entire chart completion process, using one software tool in a paper-based, hybrid or electronic record environment.

Also available as a companion application, 3M ChartLocator Software can help streamline the paper 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.

Manage charts from start to completion

3M ChartFact features help you quickly enter chart data and conduct concurrent, discharge and chart completion analysis by patient or provider. The software includes letter texts that you can use to notify providers of incomplete and delinquent charts, plus you can track, manage and report provider suspensions. In addition, 3M ChartFact integrates with electronic health records (EHRs), dictation, transcription and electronic signature applications for complete deficiency analysis. You can print bar codes—singles or batches—to use with barcode scanners and paper charts.

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

For paper charts, 3M ChartLocator tracks current and past chart locations, including the length of time charts have been at each, for both complete and incomplete medical records. Locations are user-defined and can include active and long-term. With real-time location updates, 3M ChartLocator can help reduce the time required to retrieve loaned records and prevent misplaced paper records.

Mobile users can benefit from the remote and wireless record scanning features of the 3M™ ChartLocator™ Mobile Software.

Robust 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. Use these reports to meet external reporting, including The Joint Commission requirements to track physician chart completion performance, as well as internal reporting to monitor workload and productivity.

3M ChartLocator offers a standard report on the location of all charged-out medical records, including process aging reports by the chart's charge-out or due date. You can also pinpoint all records due back from a location before, on or after a given date and validate chart location with advanced pulled records (using the 3M ChartLocator Mobile Software).

An integrated document management solution

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

- **3M™ ChartFax and E-mail System**—Faxes or e-mails incomplete, delinquent or suspension letters to providers.
- **3M™ ChartScript™ Software**—Updates the deficiency in 3M ChartFact after the document has been transcribed.
- **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 dictated.
- **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 correspondence and any charts with incomplete status during the release of information process.
- **3M™ ChartReserve™ Software**—Manages the chart reservation process.

Call today

For more information on how 3M solutions can assist your organization, contact your 3M sales representative, call us toll-free at **800-367-244**7, or visit us online at **www.3m.com/his**.

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