



# ♣ Version 3.5 Highlights

- Archive Encounters Workflow
  - Archival Service
  - Archived Encounter Tab
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- Search and advance tab enhancement for archived encounters
- Practice Assistance Completed Tab
- Qonductor other Enhancement
  - o Archival status added on Encounters status tab
  - o Report screen title is changed for **Send to Biotech** and **Sent To Practice**
  - o Added comment when practice user Prints/Upload documents
  - o Re-arranged **Status** and **Assigned To** filter on Practice Completed tab
  - o Folder filter has defaulted to All on *Practice completed* and *Practice assigned* tab





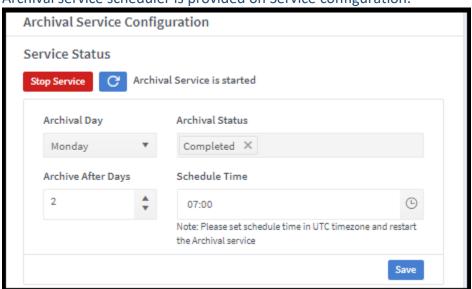
# **Archive Encounters Workflow** [Permission required to access the features]

### Overview

To reduced encounters queue load we have introduced archive encounters workflow. We can archive the encounters as per the set configuration, archival scheduler will run every week and expected encounters will be moved from main schema to archival schema. Currently, user will not be able to take any further action on archived encounters.

## • How it works??

Archival service [Permission required to access the features]
Archival service scheduler is provided on Service configuration.



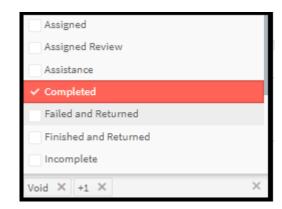
• Archival Day: Used to set Archival day of week







• Archival Status : To select the status(s) of encounters user want to archive



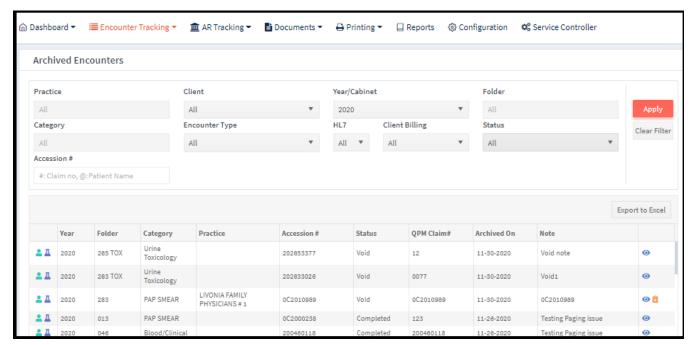
- <u>Archive After days</u>: It is the number of days after encounter has to be archived from last modified date.
- Schedule Time: The time at which service is starts scheduler.



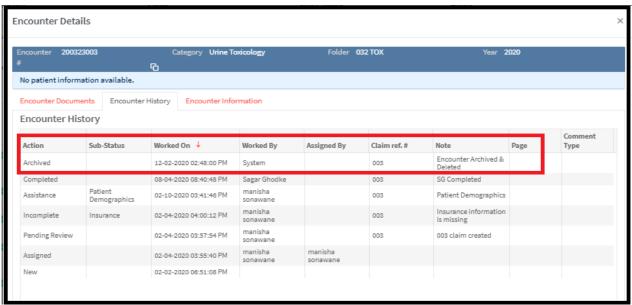


# Archived encounters tab [Permission required to access the features]

Archived encounters tab is added under Encounter tracking. This tab contains encounters those are archived. It has filters like practice, client, folder, Year/Cabinet, Category, encounter type, HL7, Client Billing, status also search option is available using accession #, claim # & patient name. Export to Excel option is available on this tab. currently, user cannot work on archived encounters and also cannot change their status back.



Once encounters are marked as archived then history will be added against those encounters as shown below.

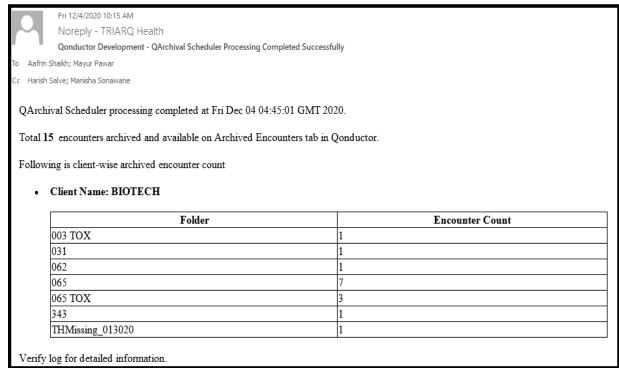






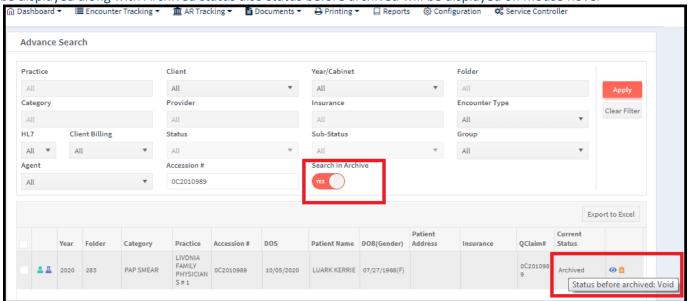
#### Email notification for archived Encounters

Service will trigger the Email notification when encounters will be archived.



#### Search and advance search tab enhancement for archived Encounters

User can search archived encounters on **search** and **advanced search** tabs. For that **Search in archive** switch is added on both tabs. If search record is not found in **search** and **advanced search** tab then user just need to turn on the switch and apply filter again, after that user will be able to view the archived records if any. Archived encounters will be displayed along with Archived status also status before archived will be displayed on mouse hover

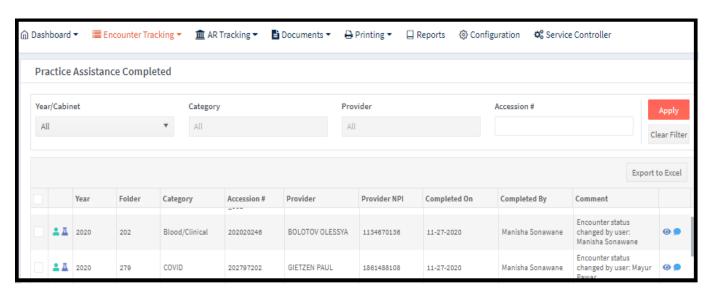






# **Practice Assistance Completed** [Permission required to access the features]

**Practice assistance completed** tab available under encounter tracking. This tab is added for practice users. It has filters like Year/cabinet, Category, provider, accession #. Practice user can see all records for which assistance is mark completed. User can also add comments on these encounters.



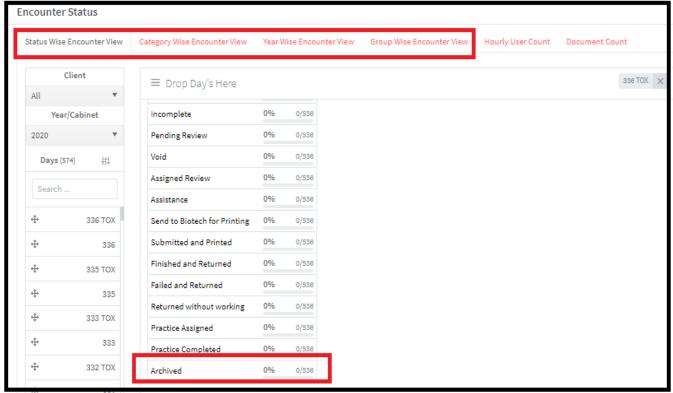




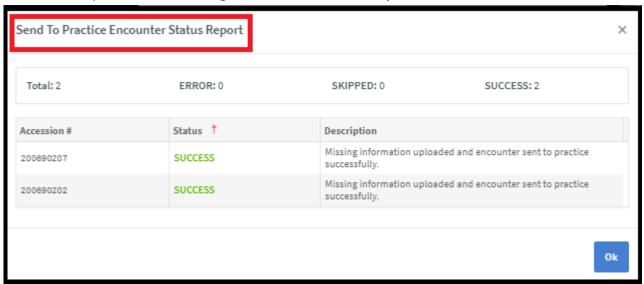
## Qonductor other Enhancement

Archived status added on Encounter status tab

Archived status is added for status wise encounter count, Category wise encounter count, Year wise encounter count, Group wise encounter count tab. User can view the Archived encounter count by status, category, year and group of specific folder

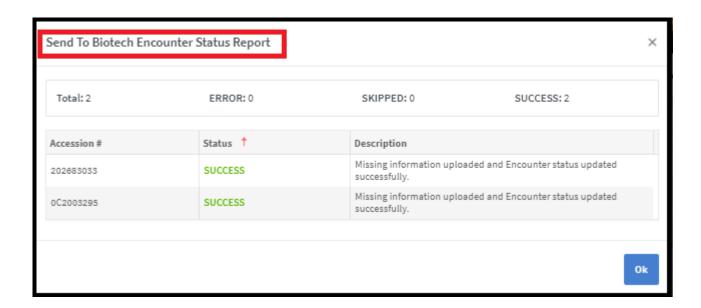


Report screen title is changed for Send to Biotech and send to Practice
 Report screen title change from Encounter status report to Send to Biotech and send to Practice



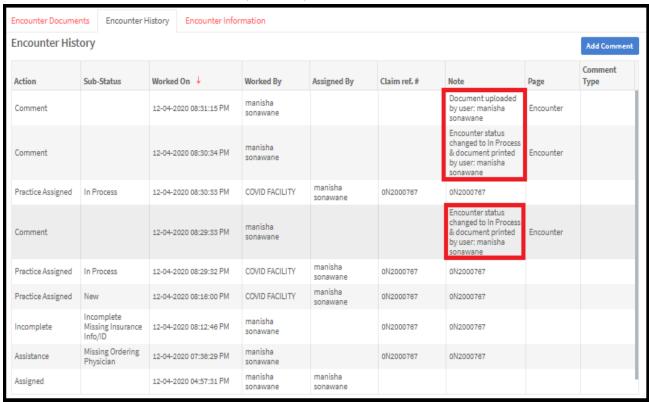






## Added comment when practice user Print/Upload document

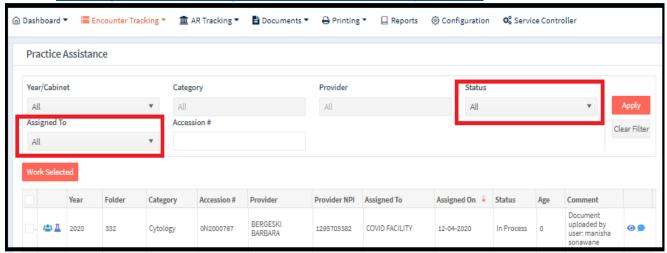
When practice user print, Upload any document or changes the encounter sub status manually then comment will be added on history with respective username







Re-arranged Status and Assigned To filter on Practice Completed tab:



Folder filter has defaulted to All on Practice completed and Practice assigned tab

On default filter, Now user can view all records of "practice assigned" and "practice completed" tab for selected cabinet

