



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



- Reduce chart completion and retrieval time
- Analyze chart deficiencies and simplify deficiency management
- Enhance accountability of record movement
- Increase staffing efficiency
- Use the same tool regardless of the chart media (paper, hybrid, electronic)

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. 3M ChartFact provides you with a single, easy-to-use tool in a paper-based, hybrid or electronic record environment. With 3M ChartFact's robust combination of features, system integration and performance, you'll see a dramatic reduction in chart completion times—meaning better service to your facility and its providers.

3M ChartLocator Software

streamlines the chart tracking process and is designed to meet the needs of 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 online analysis

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

3M ChartFact and 3M ChartLocator at work

Valley View Hospital was eager to revamp its decentralized systems, 20-year-old processes and 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 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 PIPEDA 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
- Utilize 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, including the visit dates of all medical records in each volume
- Facilitate quick and easy record movement

Integration

3M offers a modular approach to its solutions. While 3M ChartFact and 3M ChartLocator can operate independently or be used together, chart location assignment and viewing is incorporated into the chart completion process.

3M ChartFact and 3M ChartLocator both integrate with:

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

Reporting

3M ChartFact:

- 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.
- Track physician performance relating to chart completion
- Monitor workload and productivity statistics

3M ChartLocator:

- 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

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
- PIPEDA-enabled applications that operate using today's standard PC and networking technology
- SQL-based

Call today

For more information on how 3M solutions can assist your organization, contact your 3M sales representative, call us toll-free at **1-888-833-4341**, or visit us online at **www.3M.com/CA/HIS**.



Health Information Systems

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