

# IMPORTANT REMINDER: 3/7/19

HIM is receiving multiple requests to remove deficiencies that have already been completed. This is a manual process that can be avoided following the process described below:

Deficiencies **MUST** be accessed and completed from the **Incomplete Records** list in order for the deficiency to fall off your list. If accessing or initiating a document from the search field or other method, the deficiency will remain and will need to be manually removed by HIM.

*Thank you in advance for your cooperation.*

The screenshot displays a medical software interface for a 'Generic Doc - Emerg Med, MD' at 'Sierra View Medical Center'. The interface is divided into several sections:

- Left Panel:** A list of tasks or documents. Each row includes a name (e.g., 'in,new hire instruc...', 'in,new hire 1', 'it,scribe'), a time (e.g., '05 30h 53m', '06 30h 54m'), a status (e.g., 'No Document', 'Signed'), and a 'Sign Up' button.
- Middle Panel:** A 'Documents' list with 35 items. It is categorized into 'Scribe' (3 items) and 'Incomplete' (32 items). Each item shows a document type, patient name, and time (e.g., 'sDraft - Chest Pain OWENS TRAIN 72 M', '249 days').
- Right Panel:** A 'My Workload' section with a green header. It contains a list of 'Incomplete Records' (40 of 40). A red arrow points to the 'Incomplete Records' header. The list includes items like 'TrainED,Connie2' (1 day), 'Deficiencies (1) SVH Department', 'test,scribe' (15 days), 'TESTCTC,PAM' (15 days), 'TEST,DC Assessment' (19 days), 'PROVTRNG,ED' (20 days), 'test,scribe' (22 days), 'testpcm,attest' (25 days), 'TrainED,BreMarie' (25 days), 'TESTREG,ADELLA' (25 days), and 'TESTCTC,PAM' (36 days).