NorthShore
University HealthSystem

Medical Group

ABSTRACTING STANDARDS
NOVEMBER 2011

OBJECTIVE: The objective is to establish guidelines and standards for the integration of new practices to NorthShore Medical Group. These guidelines will ensure that the practice and physician needs are met by abstracting and/or scanning core medical data and patient information in preparation for the patient's visit with the physician. The following will outline patient information abstracted and/or scanned from a patient's medical chart.

ABSTRACTING: Standard Abstracting Information: Standard information will be abstracted from patient's medical chart (paper or electronic) and keyed into EPIC. **Duplicate Patient Information**: Chart information abstracted by the Resource Abstractor will not be scanned into EPIC.

Types of Standard information that can be abstracted:

Standard Abstracting Information	Practice Responsibility	Abstract / Scan		Abstract Most recent data up to "x" years
Medication(s) o Medications and dosages will be abstracted by the PSC Resource Abstractor. **Note:** Medication dosage and frequency defaults will be left as they appear in EPIC. PO will be selected for medications with no dosage listed.	Medication(s) o Medication frequency will be reviewed with patient by site clinical staff. o Medications will be marked as "Reviewed" in EPIC by site clinical staff.	Y	N	
Allergies o Allergies will be abstracted by the PSC Resource Abstractor.	Allergies o Allergies will be reviewed with patient by site clinical staff. o Allergies will be marked as "Reviewed" in EPIC by site clinical staff.	Y	N	
Medical/Surgical History o Medical/Surgical History will be abstracted by the PSC Resource Abstractor.	Medical/Surgical History o Medical/Surgical History will be reviewed by site clinical staff.	Y	N	
Family Medical History o Family Medical History will be abstracted by the PSC Resource Abstractor.	Family Medical History o Family Medical History will be reviewed by site clinical staff.	Y	N	
Immunizations o Immunizations will be abstracted by the PSC	Immunizations o Immunizations will be reviewed by site clinical	Y	N	

Resource Abstractor.	staff.			
External/Internal Labs o The most recent external/internal lab will be abstracted or scanned by the PSC Resource Abstractor. **Example:** Some labs such as Cytology Reports or Obstetrics information will not be abstracted due to the clinical nature of the information or system access required.	External/Internal Labs o External/Internal labs will be reviewed by site clinical staff.	Y	Y	1
Vital Signs o Vital Signs will be abstracted by the PSC Resource Abstractor.	Vital Signs o Vital Signs will be reviewed with patient by site clinical staff. o Vital Signs will be marked as "Reviewed" in EPIC by site clinical staff.	Y	N	1

LOGISTICS: Upon complete abstraction of the patient's medical chart, the abstractor will select the "Chart Abstracted" button in EPIC. This will serve as an indicator in EPIC that the patient's chart has been abstracted and also identify the abstractor who has closed the chart.

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