

**Medical University of South Carolina Office of
Graduate Medical Education
CLEARANCE SHEET**

Name: _____

Program: _____

I signify by the signatures below, I have no unfulfilled commitments or outstanding obligations as a resident at MUSC.

Signature: _____ Date: _____

RALPH H. JOHNSON VA MEDICAL CENTER ID BADGE (Complete all items on page 2 of this clearance sheet "VA Affiliations-Education Off Boarding". Once complete, obtain signature in room CC201 or CC205 at the VA.)

Signature: _____

MUSC IDENTIFICATION BADGE (Return to your Department – Program Coordinator signature.)

Signature: _____

W2 Forwarding Address in OurDay (Update mailing address in OurDay under profile prior to June 30th. Resident signature for confirmation below.)

Signature: _____

MEDICAL RECORDS (All medical records must be completed prior to signature – Email Medical Records MedRecSignOff@musc.edu for signature.)

Signature: _____

SIMON PAGER (Return pager to the Communications Office, Rm M105 ART.)

Signature: _____

No pager issued.

LIBRARY FINES AND/OR FEES (The Library must certify there are no outstanding library fines and/or fees. Email Library Library@musc.edu for signature.)

Signature: _____

PARKING MANAGEMENT (Visit the Office of Parking Management, 91 President St., 2nd level of President St. Garage, 8:00 AM until 5:00 PM Monday through Friday to cancel parking)

Signature: _____

New Position

- Residency/Fellowship
 Private Practice

- Academic Faculty
 Other

New Institution: _____

Permanent Mailing Address: _____

Permanent Email: _____

Permanent Phone: _____

Please return this COMPLETED form to your program coordinator.

For questions, call 792-7365 or 792-2575.

You will receive your completion certificate from your Program Coordinator provided a completed Clearance Sheet has been received and approved by the GME Office.

VA Affiliations – Education Off Boarding

Please Complete These Items in the Order Listed Below

- Turn in Scrubs and access card**

Located on the 1st floor room C107C office hours: Monday-Friday 0800-09300 and 1330-1500

- Unsigned notes & view alerts**

Located on the 2nd floor room CC201 or CC205 office hours: Monday -Friday 07300-1600

- Complete VA Form 0708 Employee's Records Clearance (Attached)**

Please complete the attached form and give to Affiliations staff in room CC201 or CC205

- Return PIV card to VA Education Office**

Located on the 2nd floor room CC201 or CC205 office hours: Monday -Friday 07300-1600



INSTRUCTION: This form must be completed and presented to the facility Records Officer before employee separates from the Department of Veterans Affairs (VA), and certifies that the departing employee is not removing Federal records from VA custody and all records in the control of employee have been transferred and made available for use to the employee's supervisor or other specific individual designated to assume custody of the Records.

1. NAME OF EMPLOYEE	2. SERVICE, DIVISION AND SECTION (<i>Include mailing symbol</i>)	3. DATE (<i>MM/DD/YYYY</i>)
4. TITLE OF POSITION	5. STATION NUMBER	
6A. SIGNATURE AND TITLE OF SUPERVISOR (<i>Sign in ink or Official Electronic Signature</i>)		6B. DATE (<i>MM/DD/YYYY</i>)
CERTIFICATION: I hereby certify that: a. I am aware of the criminal penalties for the unlawful removal of Federal records (18 U.S.C. 2071); b. I do not have any VA Federal records in my custody and will not remove any Federal records from VA property; c. I have transferred and made available all Federal records for use to my supervisor or other specific individual designated to assume custody of the Federal records; d. I have removed the encryption and/or security measures from secured files and documents or provided access to the files to my supervisor.		
7. SIGNATURE OF EMPLOYEE (<i>Sign in ink or Official Electronic Signature</i>)		8. DATE (<i>MM/DD/YYYY</i>)
9. SIGNATURE OF RECORDS OFFICER (<i>Sign in ink or Official Electronic Signature</i>)		10. DATE (<i>MM/DD/YYYY</i>)

Use an Erroneous Encounter SmartSet to Close an Encounter Created in Error

This Epic Tip Sheet handout addresses how to use an Erroneous Encounter SmartSet to close an encounter created in error. In advance of a patient visit, you can place orders in the Meds & Orders section. If you opened a patient's encounter in advance and documented anything except Meds & Orders and the patient did not show up for the appointment, you have created an encounter in error. You can use the Erroneous Encounter SmartSet to efficiently close the encounter.

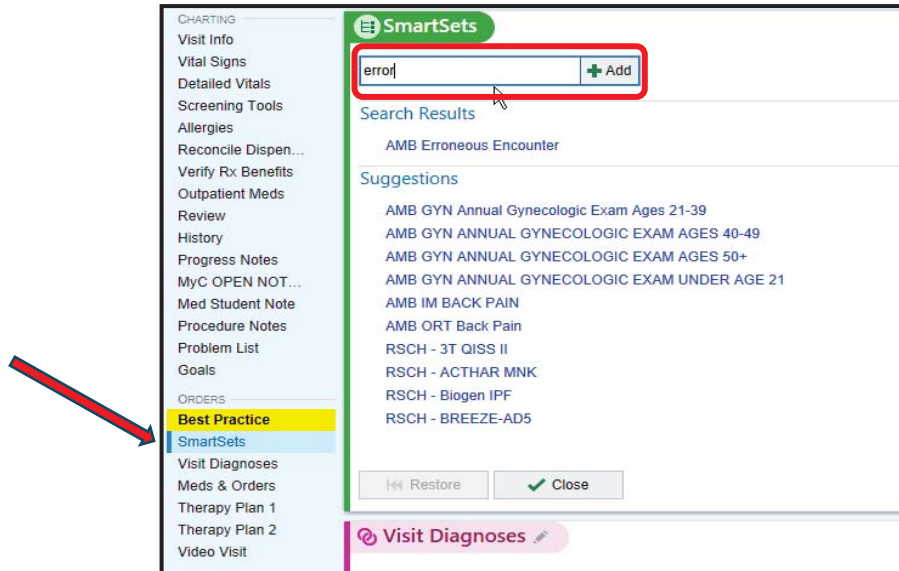
Delete Documentation

If you entered information into the patient's encounter and the patient did not show up for the appointment, you must first delete this information from the encounter.

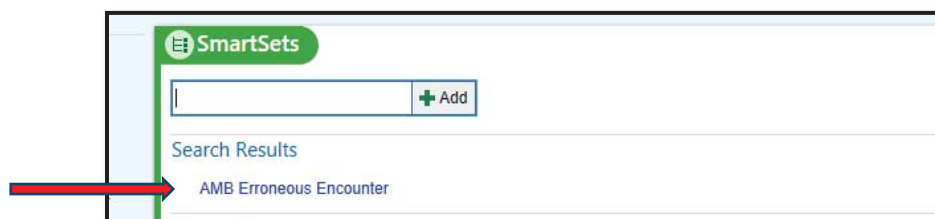
Use the Erroneous Encounter SmartSet

After you have deleted any information entered in error, open the Erroneous Encounter SmartSet.

1. **Click SmartSets** from the Visit Navigator's table of contents.
2. In the Search field, **type "error" and press Enter.**



3. **Click to open the AMB Erroneous Encounter SmartSet.**



4. The SmartSet makes it efficient for you to enter information needed to close the encounter, rather than requiring you to update each of the following sections individually. This includes
 - a. Progress Note – **“This encounter was created in error – please disregard.”**
 - b. Visit Diagnosis – **No diagnosis, MUSC [000.00]**
 - c. Reason for Visit – **Error**
 - d. Level of Service – **Erroneous encounter – disregard [ERR1]**

The screenshot shows the 'SmartSets' interface for an 'AMB Erroneous Encounter'. The interface is organized into several sections, each with a dropdown arrow and a title. The sections are: 'Documentation' (containing a checked 'ERRONEOUS ENCOUNTER' under 'Progress Notes'), 'Diagnoses' (containing a checked 'No diagnosis, MUSC [000.00]' under 'Diagnoses'), 'Other Orders' (containing a checked 'Error' under 'Reason For Visit'), 'Level of Service' (containing a checked 'Erroneous encounter - disregard [ERR1]' under 'Erroneous Encounter'), and 'Additional SmartSet Orders' (with a search bar and a note: 'You can search for an order by typing in the header of this section.'). At the top right, there are 'Remove', 'End', and 'Sign' buttons. At the bottom left, there are 'Restore' and 'Close' buttons. At the bottom right, there are 'Previous' and 'Next' buttons. The interface is for 'EMC Prescription Pharmacy North'.

5. **Click Close Encounter** from the Visit Navigator’s table of contents as you normally would.
 - a. If you are prompted for a Cosigner, enter **“No Cosign Needed.”** This ensures an Attending does not need to take further action on the encounter since it was opened in error. **Click Sign Visit.**

MEDICAL RECORD CLEARANCE CHECKLIST

BEFORE YOU EMAIL YOUR FORM

- ❑ Log into your Epic inbox and check for any folders listed under your name
 - If there are no folders listed, you are ready to send your form to Medical Records for signature.
- ❑ If you have folders under your name, then there are items in those folders that need to be addressed before your clearance form can be signed.
 - Check to see if you have messages that have been read but are not marked done, marking done will remove the message completely from the inbox.
 - Check to see if you have open encounters or open charts. All encounters and charts need to be closed, even if the patient was opened in error (see attached tip sheet for instructions on how to close an erroneous visit).
 - Sign all notes and orders if appropriate.
- ❑ The HIM Department (Medical Records) is closed to the public. Once you are sure your inbox is clear of all folders, please email your form to MedRecSignOff@muscul.edu for signature. The requests will be checked throughout the day Monday through Friday between 8:00am and 4:30pm. Any requests received after hours will be checked the following business day. If you need assistance with items in your inbox, please contact Kathy Borrero at 843-830-5998 or Ann Shuler at 843-729-7526 we are happy to assist.

Congratulations and Good Luck!!