

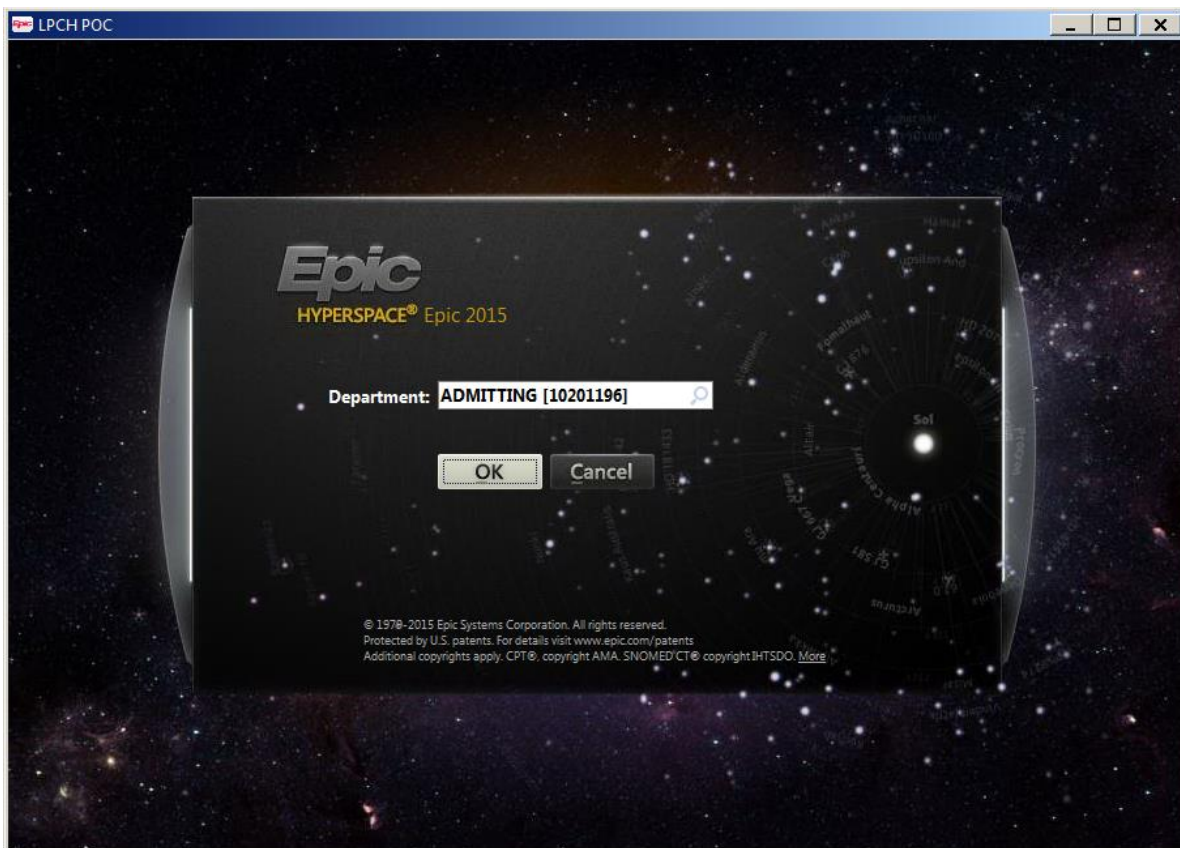
Study Monitor Set-Up and Chart Review

OVERVIEW

External Study Monitors will have the ability to view patient records in Chart Review via Epic Hyperspace. The auditor must launch the patient record from In Basket and will not have the ability to perform a patient search.

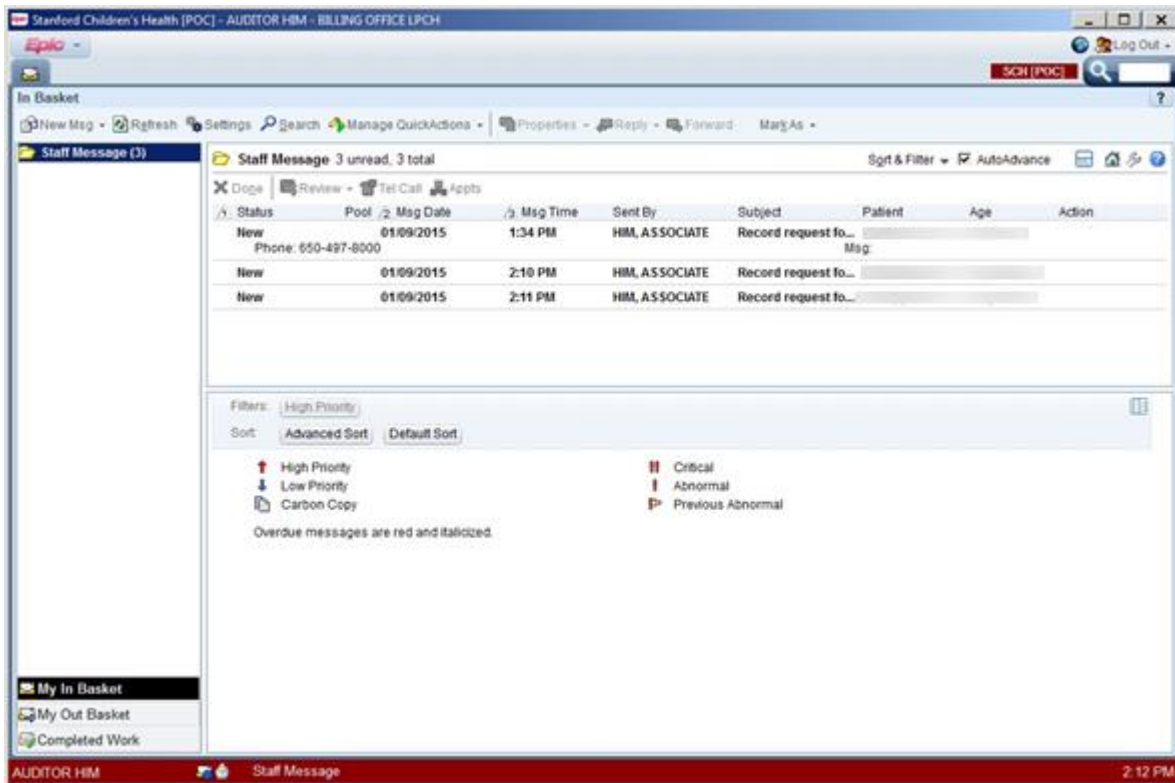
REVIEW RECORDS FROM IN BASKET (PERFORMED BY STUDY MONITOR)

1. Launch Hyperspace. Log into the Admitting department.

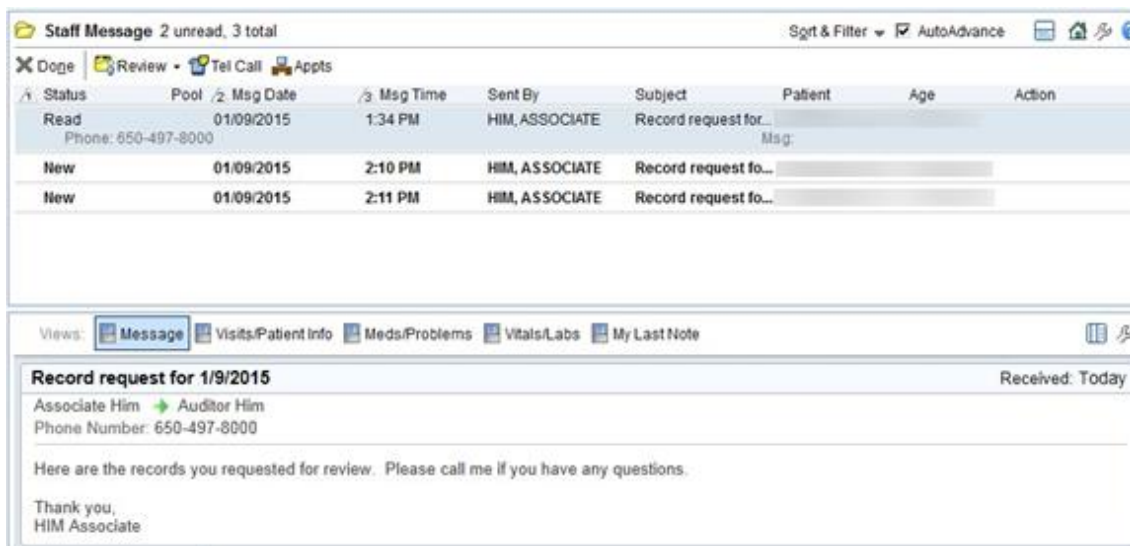


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- The home workspace will be the In Basket. There will be a list of messages with the requested Patient Charts to review.



- Click on a message to view any notes entered by the sender.



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- Double-click the message or click **Review** to open the patient's record.



- To close the patient's chart, click the "X" next to the patient's name or click **Close** in the upper right corner of the chart.



- When review is complete, click **Done** to remove the message from In Basket. You can continue to review "Done" messages until the expiration date entered by HIMS. (Not all messages will have an expiration date.)

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7. To review "Done" messages, click **Completed Work** and then **Staff Message**.

