SIH Standard Operating Procedure			
SITE: Southern Illinois Healthcare	EFFECTIVE DATE: 10/16/2020		
SUBJECT: Using Rover to Capture Signed Documents	REVISION DATE:		
DOCUMENT NUMBER:	LOCATION OF TEMPLATE:		
AUTHORIZED BY:	DATE: 10/16/2020		
SOP OWNER: Tera Lannom			

Activity / Task		What It Looks Like	
1	Patient signs paper form. Leave form in the patient room.		
2	While in the patient room, log onto Rover using normal Epic log in	Honeyweit	
3	Select correct patient from the list and tap the photo to the left of their name.	iPod 🗢 9:14 AM Summary Epic= Zzztest, Asap 9:005315 Sucked Into Jet Engine Active Problems HOSPITAL Pecked by turkey Never reviewed Mark as Reviewed	
4	On the next screen, tap "Capture Clinical Media"	Pod © 918 AM Cancel Media Capture Capture Clinical Media Capture ID Photo	

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	Activity / Task	What It Looks Like
5	Take a photo of the entire document and tap "Use Photo"	
6	 Click "Document Type" to choose the correct document category: Consent (choose specific consent type) Code Status Discharge Instructions 	
7	Click "Save" on the next Screen	Here is how the document photo will show in the media tab:
		Chart Review Encounters Notes Labs Imaging Cardiology Procedures Res Refresh (10:14 AM) =C Roview Selected Preview Imaging Thumbnail View Imaging Filters Clinical Documentati Non-Clinical Documen Pathology Date/Time Document Type Description Today
8	Documents that have multiple pages such as surgical consents, will need each page photographed and uploaded to Epic separately.	
9	Shred paper form	