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	
3	Select correct patient from the list and tap the photo to the left of their name.	
4	On the next screen, tap "Capture Clinical Media"	
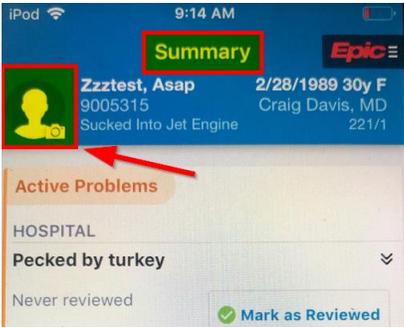
Standard Operating Procedure

 SIH

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	
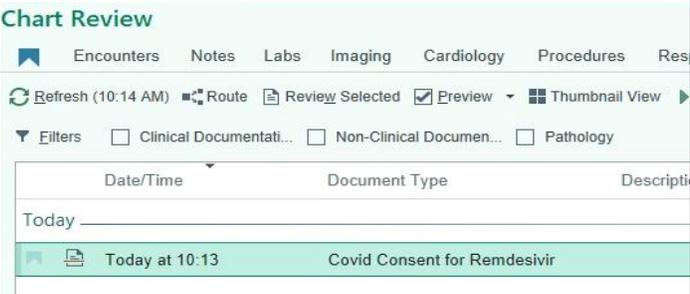
	Activity / Task	What It Looks Like
5	Take a photo of the entire document and tap "Use Photo"	
6	Click "Document Type" to choose the correct document category: - Consent (choose specific consent type) - Code Status - Discharge Instructions	
7	Click "Save" on the next Screen	Here is how the document photo will show in the media tab:
8	Documents that have multiple pages such as surgical consents, will need each page photographed and uploaded to Epic separately.	
9	Shred paper form	