

Tickler System to Monitor MD Signatures

It is **vital** that **we track** MD signatures for our evals and recerts and ensure they get signed timely. If you do not have Clini-sign, a Tickler system is a method to assist you. The Tickler system is a cyclical process designed to continually prompt you to be requesting only the signatures that have not been returned/signed.

1. Tickler system- Faxing

When an eval or recert is complete, print a copy of the physician signature page of the Eval or Recert to be Signed/dated

- Fax to MD office with fax cover letter

Best to Fax when MD is in the office (find out when office hours are)

Place the faxed copy with the dated Fax cover sheet in the Tickler File marked "To Be Signed"

When MD signature page comes back signed

- Ensure it is scanned into EMR (PCC or RO)

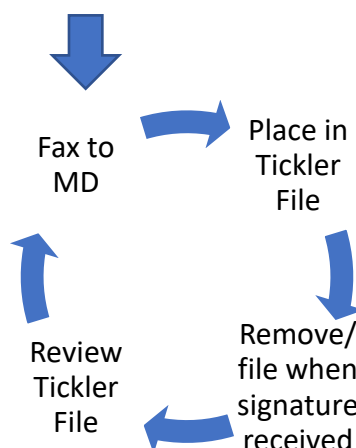
- Remove the blank copy that was in the Tickler File marked "To Be Signed" so that you keep track that it was already signed/not looking for it moving forward

Each week review the remaining physician signature pages still in the Tickler File (these have not been returned yet).

If anything is over a week old: Resend the MD signature page to the MD marking it as 2nd request/3rd request/ etc on the fax cover sheet and date it as to when it was sent.

Place the faxed copy with cover sheet in the Tickler File marked "To Be Signed"

PRINT MD SIGNATURE PAGE



2. Tickler System for onsite folder for MD

Use this option if your facility has a folder for the evals and recerts for MD to sign when he/she comes into the facility.

When eval is complete, print a copy of the physician signature page of the Eval or Recert to be Signed/dated

- Place it in the Folder for the MD "To Be Signed"

When MD signature page comes back signed

- Ensure it is scanned into EMR (PCC or RO)

Each week review the remaining physician signature pages that are still in the folder.

If anything is 2 weeks old: Follow Tickler System-Faxing and begin with Fax cover sheet marked 2nd Request.