

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Administrative Services-Health
Information Management

Policy Number: HHS-ADM-HIM 3404

Policy Title: Button Naming Convention for Imaging Software

Attachments:

Revision History: 10/2017

Revised by/Date: Holly Hunter, 11/2019

Approved by: 

Date: 12.2.2019

Jan Manary, Executive Director of HHS

Approved by: 

Date: 12-3-2019

Nicole Anderson, Commissioner of HHS

POLICY STATEMENT: The Mille Lacs Band of Ojibwe Health and Human Services is committed to accuracy in the utilization of all imaging software. Therefore, a naming convention will be utilized in the creation of buttons.

PURPOSE: All scanning specialist will work with a variety of documents. Upon scanning documents, specialist will utilize buttons created for specific document types. The Button Naming Convention is put in place to ensure accuracy within the scanning process.

PROCEDURE:

1. Names should not contain abbreviations unless the abbreviation is well known.
2. It should be clear what document type and/or tooth number the button name is associated with.
3. A name should not be longer than three words.
4. Button Names should be all caps.

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| Internal and/or External References | |
| Compliance - Posting Date | 12/3/2019 |
| Replaces – Policy Number | |
| Next Review - Due Date | 12/3/2022 |