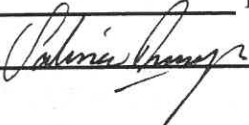Department: __Health Information Management (HIM)__

Policy Number:__HHS-4119-HIM_____ Attachments:_____

Policy Title:__Monitoring RPMS Electronic Health Record Reports_____

Date: ___12/12_____ Revised: _____

Approved by: _____ Date: __3/13/13_____

Policy Statement:

The Mille Lacs Band Health Services recognizes the importance of establishing policy and procedure for monitoring and generating reports in the RPMS Electronic Health Record (EHR).

POLICY:

It is critical that Health Information Management (HIM) professionals and their respective staff be involved in the creation and development of progress note templates, quick orders, consults, coding pick lists, parameters, and reminders, so documentation requirements, coding guidelines, and data elements are captured. Health information professionals have the responsibility to monitor the visit creation and visit completion of data in the RPMS EHR. HIM staff should have an ongoing procedure to review and monitor visits created in EHR for accuracy, quality/quantity of information, and timeliness.

PROCEDURE:\

There are numerous reports which HIM staff should generate to determine what visits are incomplete.

Patient Care Component (PCC) Uncoded Diagnosis
List Unreviewed/Incomplete Visits
Tally of Reviewed/Completed Visits
Unsigned Notes
Unsigned Orders
Pending Consults
USER'S ALERTS (Notifications)

PCC UNCODED DIAGNOSIS REPORT

```
Select IHS Core Option: PCC  Patient Care Component

   HS      Generate Health Summary
   MHS     Generate Multiple Health Summaries
   SCAN    SCAN the patient files ...
   VIEW    View patient's registration data
   DISP    Display Data for a Specific Patient Visit
   ICD     ICD-9 Auto-Coding System ...
   DRG     DRG Grouper
   MGR     PCC Manager Menu ...
   ARP     PCC Management Reports ...
```

```
Select Patient Care Component Option: MGR   PCC Manager Menu

   PCC      Patient Care Data Entry Menu ...
   UTIL     Utilities For Auto-Coding System ...
   HSM      Health Summary Maintenance ...
   QMGR     Q-Man Site Manager's Utilities
   TX       PCC Data Transmission Menu ...


Select PCC Manager Menu Option: PCC   Patient Care Data Entry Menu

   ENT      Enter/Modify/Append PCC Data ...
   DSP      Display Data for a Specific Patient Visit
   PEF      Print a PCC Visit in Encounter Form format
   UPD      Update Patient Related/Non Visit Data ...
   DEU      Data Entry Utilities ...
   GHS      Generate Health Summary
   BHS      Browse Health Summary

Select Patient Care Data Entry Menu Option: DEU   Data Entry

   LST      List Visits for a Patient in a Date Range
   GHS      Generate Health Summary
   AUN      Find CHS Entry for a Given Authorization Number
   MRG      Merge two Visits on Same Date
   DEL      Delete All Data For A Visit
   SUP      Data Entry SUPERVISORY Options and Utilities ...
   BHS      Browse Health Summary
   COD      Display IHS Coding Guidelines

Select Data Entry Utilities Option: SUP   Data Entry SUPERVISORY Options
and Utilities

   ICD      Fix UNCODED ICD9 Diagnoses/Operations ...
   VRR      Visit Review Report ...
   INP      Link In-Hospital Visits to Hospitalizations ...
   DSP      Display PCC Data Entry Site Parameters
   ACC      Process ACCEPT Commands ...
   DDPR     Delete Duplicate Primary Providers from Visits
   ESP      Enter/Edit PCC Data Entry Site Parameters
   EVM      Auto Merge Event Visits on Same Day
   FTM      Forms/Data Entry Tracking Menu ...

Select Data Entry SUPERVISORY Options and Utilities Option: ICD   Fix
UNCODED ICD9 Diagnoses/Operations

   POV      Fix Uncoded Purpose of Visit Diagnoses
   PRB      Fix Uncoded PROBLEM File Diagnoses
   PER      Fix Uncoded PERSONAL HISTORY Diagnoses
   FAM      Fix Uncoded FAMILY HISTORY Diagnoses
   OPS      Fix Uncoded V PROCEDURE Operation Codes
   PPV      Print a list of all Uncoded Diagnoses/Operations

Select Fix UNCODED ICD9 Diagnoses/Operations Option: POV   Fix Uncoded
Purpose of Visit Diagnoses
```

The search for Uncoded V POV's can begin at any date that you
specify. To get all of the uncoded entries enter a really early date
like 01/01/1930. If you want to only review data for visits in the
past week, enter T-7.

Enter the Beginning Date to Search for Uncoded V POV's: T-365 (NOV 29,
2006)

Above enter the date you want to start your search

        Select one of the following:

                A   ALL Locations/Facilities
                S   One SERVICE UNIT'S Locations/Facilities
                O   ONE Location/Facility

Enter a code indicating what LOCATIONS/FACILITIES are of interest: O//
All ALL Locations/Facilities

Searching the V POV File
Continue? Y// Y YES

NAME: TEST,PATIENT DOB: NOV 30,1952 SEX: F HRN: 123456
DATE OF VISIT: NOV 29, 2006 15:57 LOC: DEMO HOSPITAL

PROVIDER NARRATIVE: IMMUNIZATION - INFLUENZA
POV: .9999//
**(reading the narrative, you might be able to figure out the correct
code. Then enter that code here once that is done, the system will keep
bringing you all the uncoded diagnosis available from the time frame
you selected above).**

Continue? Y// N NO
All done with the V POV file

Printing a list of all Uncoded diagnosis in that system

    POV   Fix Uncoded Purpose of Visit Diagnoses
    PRB   Fix Uncoded PROBLEM File Diagnoses
    PER   Fix Uncoded PERSONAL HISTORY Diagnoses
    FAM   Fix Uncoded FAMILY HISTORY Diagnoses
    OPS   Fix Uncoded V PROCEDURE Operation Codes
    PPV   Print a list of all Uncoded Diagnoses/Operations

Select Fix UNCODED ICD9 Diagnoses/Operations Option: PPV Print a list
of all Uncoded Diagnoses/Operations

        Select one of the following:

                A   ALL Locations/Facilities
                S   One SERVICE UNIT'S Locations/Facilities
                O   ONE Location/Facility

Enter a code indicating what LOCATIONS/FACILITIES are of interest: O//
A ALL Locations/Facilities

The search for Uncoded V POV's can begin at any date that you
specify. To get all of the uncoded entries enter a really early date
like 01/01/1930. If you want to only review data for visits in the
past week, enter T-7.

Enter the Beginning Date to Search for Uncoded V POV's: T-365 (NOV 29,
2006)
Enter the Ending Date to Search for Uncoded V POV's: T (NOV 29, 2007)

     Select one of the following:

          A   ALL Providers (PRIMARY)
          O   ONE Provider (PRIMARY)

Enter a code indicating what LOCATIONS/FACILITIES are of interest: O//
A ALL Providers (PRIMARY)
Enter the Device for printing
DEVICE: HOME//

```
          * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
          *  LISTING OF UNCODED DIAGNOSES AND PROCEDURES  *
          * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

V POV entries that need coded:

HRN: 123456   DOB: NOV 30,1952   SEX: F
POV: .9999   PATIENT NAME: DEMO,PATIENT
  VISIT: NOV 29, 2006@15:57
  PROVIDER NARRATIVE: IMMUNIZATION - INFLUENZA
  PRIMARY/SECONDARY: SECONDARY
  OPERATOR FROM FORMS TRACKING OR CREATED BY: USER,ASTUDENT
  LOCATION OF ENCOUNTER: DEMO HOSPITAL
  PROVIDER: USER,CSTUDENT

REPORTS FOR INDIVIDUAL PATIENTS:

Select HIMS EHR Monitoring Options: ??
The choices on the Menu are:
AIRT: Reports Menu for Alerts
        (XQAL Reports Menu)
CSR: Consult Tracking Reports
        (GMRCZ Consult Reports)
PMR: Performance Monitor Report
        (OR Performance Monitor)
SPAC Sensitive Patients Accessed Report
        (BDGZ Sensitive Pt. Report)
TIUM TIU Menu for Medical Records
        (BTIU Menu2)
USO – Unsigned orders search
        (OR Unsigned Orders)

Select TIU menu for Medical Records: ??
The choices on the Menu are:
IPD   Individual Patient Document
LAD   List of active document titles
MPD   Multiple patient documents
PDM   Print Documents menu
SIG   Awaiting signature listing
SSD   Search for selected documents
STR   Statistical reports
UPL   TIU Upload Menu
VUA   View a User's Alerts

Select TIU Menu for Medical Records Option: Individual Patient Document (IPD)
Select Patient Name:
Available documents: (it will list out how many documents there are for a time frame –
from such and such to…)
Please specify a date range from which to select document: put in date you want here.

Example: 1   4/19/2007   14:15   Medication Refill   Dr. Smith
             2   4/15/2007   15:01   General Encounter   Dr. Gary

The visits for the patient you selected are displayed and you would select one or multiple
visits to view (1 or 1-4).

A screen/report is displayed which gives you the report which includes: name of patient,
MR#, Sex, DOB, Age, Date of note, Entry Date, Author of note: Status (completed), visit
date and time, clinic type, DX field and progress notes text.

The List Manager Commands: (Use ?? for more actions)
(Find, edit, send back, reassign, on chart, detailed display, print, amend document, delete
document, and change view). There are options for next screen, previous screen, first
screen, last screen, up a line, down a line, shift view to left, shift view to right go to page,
Re: display screen, print list, quick quit, auto display, copy, change title, CWAD display,
expand/collapse entry, expand/collapse entry, find.)

REPORTS FOR SELECTED DOCUMENTS:

Select TIU Menu for Medical Records Option: "Search for Selected Documents (SSD)
Select Status ALL// ?
(A list of choices: undictated, untranscribed, unreleased, unverified, unsigned,
uncosigned, completed, amended, purged, deleted, retracted)
Enter selection(s) by typing the name (s), number (s), or abbreviations (s) (you may
choose more than one status by either entering the numbers or status (i.e., 5, 6 or uns,
uncos) either one would give you unsigned and uncosigned)
Select Status: All// COMP completed
Select type of clinical document types (s): progress notes// ?

Select search categories: Author//??
(all cat, author, expected cosigner, hospital location, patient, problem, service, subject, title, transcriptionist, treating specialty, visit).
Select search categories: Author// TI Title
Please select the progress note titles to search for:
Start Reference date (time): T-7 Title
Please select the progress notes titles to search for:
1)   Letter   Title   Title
2)   ….
Start reference date (time): t-7//T-30 (Mar 23, 2007)
End Reference Date (time): NOW//

LIST OF UNSIGNED NOTES REPORT:
Select TIU for Medical Records Option: Select: SSD Search for Selected Documents
Select Status: All// UNS, UNCO (unsigned - uncosigned)
Select clinical documents type (s): Progress notes//ALL progress notes, (addendum, discharge summaries, clinical procedures, lab reports)
Select search categories: Author// All Categories
Start reference date (time): t-7// T-365 (Jan 15, 2007)
End Reference Date (time): NOW// (Jan 15, 2007)

This will list all unsigned and un-cosigned notes, addendums, and discharge summaries for all authors.

REPORT BY AUTHOR:
Select TIU Medical Records Option: Select: SSD Search for Selected Documents
Select Status: ALL// 5, 6   (Unsigned Uncosigned)
Clinical Documents Type (s): //All Progress Notes// ALL (progress notes, addendum, discharge summaries, clinical procedures, lab reports)
Select Author: User, One, On, LPN
Start Reference date (time): t-7// T-365 (Jan 12, 2007) T-365 (Jan 12, 2007)
End Reference date (time): NOW//
The report by author for unsigned documents will show you patient name, MR#, Document name, Ref, Date, and Status (unsigned).

VIEW A USER'S ALERTS (Notifications):
Located under TIU Menu for Medical Records
Select: (VUA) View a User's Alerts
Displays a user's alerts list. Used to compare alerts list with MYU list which medical records personnel can see via SSD option.
Select TIU Menu for medical records options: VUA
Select New Person: Smith, Leroy MAA ADP Site Manager
4 alerts found for Smith, Leroy:

Example:

1. TEST, SENIOR FEMALE (555555): Unsigned General Encounter Overdue for Signature.
2. TEST, BABY GIRL (999999): Unsigned employment physical overdue   for signature.

<u>Rather than printing the unsigned list, check to verify they have a pending notification. If so, advise user to process alerts/notification.</u>

ADDITIONAL TIU OPTIONS:

List of active document titles: Synonym: LAD (Displays a list of active titles sorted by document class)

Multiple Patient Documents: Synonym: MPD – IHS version of report to view documents from multiple patients.

Statistical Reports: Synonym: STR (IHS version of statistical reports menu: Contains IHS option and header code.

AUT   Author Line Count Statistics
DTS   Dictation Timeliness Stats
SER   Service Line Count stats
TRA   Transcriptionist line count stats

UNSIGNED ORDERS SEARCH

Unsigned Orders Search (This report is formatted for a 132 column output).
Select: SSD
Select One of the Following:
1. released/unsigned
2. Unsigned
3. Unsigned/Unreleased

Enter the type of orders to search 2 (unsigned)
Select one of the following:
Enter the sort criteria: ??
To sort orders by Service/Section enter a 1, by provider enter a 2, by patient enter a 3, by location enter a 4, by entering person enter a 5, by Division, enter a 6 ^ (up-pat)to exit the option.
Select one of the following:
1   Service/Section
2   Provider
3   Patient
4   Location
5   Entered By
6   Division

Enter the sort criteria 6 division
Would you like a specific division No//
Enter a start date: T-7
Enter an end date: T
Print summary Only: No//
Device: Home//

Critical Alerts Count Report

Select report Menu for Alerts Option: Critical Alerts Count Report
Display users whose Critical Alert count is at least: 10//
Start Date: T-365
End Date: (11/14/2006) – 11/14/2006): T
Breakout by One or More Divisions? NO

Select one of the following:
1.   By Name
2.   By Number
3.   By Service/Section
Select the ordering of results desired: 1 By Name
Device: HOME//

Alert Management

Select Report Menu for Alerts Option: User Alerts Count Report
Do you want to count only alerts containing specific words or phrases (s)? No
Display users who's alert count is at least: 100//50
Start Date: T-5555
End Date: (6-29-2007 – 6-26-2007): T
Breakout by One or More Divisions? NO

Select one of the following:
1.   By Name
2.   By Number
3.   By Service/Section

Select the ordering of results desired: 1 By Name
Device: HOME// Virtual Right Margin: 80//

Report of Pending Alerts > 50:

Count of Alerts – users with more than 50 on Dec. 15, 2007@ 13:00: 19 for date range
11/15/2007 to 11/17/2007
CRIT Column indicates number of Critical alerts and Abnormal Imaging alerts

Example:

Mille Lacs Band
Health and Human Services

Name	Total Service/Section	Alerts	Oldest Last Sign On	CRIT	Alert
Provider, One Outpatient	206	May 10, 2007	2	11/15/2007	
Provider, Two Outpatient	96	August 15, 2007	1	11/1/2007	

PENDING CONSULTS REPORT

Set up HIMS at all Services Level

HIM STAFF should routinely run the pending consults report for all services to be sure pending consults are being processed and completed correctly.

Select Consult Tracking Reports Option: Service Consults Pending Resolution
Select Service/Specialty: All Services Grouper Only
List from start date: ALL dates//

Example:

Status	**Last Action**	**Request Date**	**Patient Name Pt. Location**

Consults/Request by Status
From: All   To: Nov. 15, 2007
Grouper: All Services

Service: Asthma in Group: All Services
Pending   Printed To   10/25/07 Clark, A. (55554) Dr. Smith
To Service ASTHMA Total Requests Pending 1
Total Requests Pending Resolution to Service Asthma: 1

Service: Audiology in Group: All Services
Scheduled   Added Comment 11/8/2007 Smith, A. (55555)   Chart Review
To Service Audiology Total Requests Scheduled 1
Total Requests Pending Resolution to Service Audiology: 1

Sensitive Patients Accessed Report: This is a locally developed fileman template option

Sensitive Patients Accessed Report:
(BDGZ Sensitive Patient Report)
Previous selection: Date (date/Time Record Accessed) from Feb 10, 2007// (Feb 10, 2007// T (Feb 7, 2007)
Device:
This report shows the last run date; therefore, you just need to change the ending date to today.

Performance Monitor Report:

Enter starting date: t-30 (1-15-2007)
Enter Ending Date : t (1-16-2007)
Do you want All providers to appear on this report? Y//ES
Select one of the following:
A   All Orders
P   Pharmacy Orders Only

Select Order Category: P//All Orders
Select one of the following:
1   Inpatient
0   Outpatient
B   Both
Select patient status: B// Both
Select one of the following:
S   Summary (Includes provider details)
D   Detail (includes order details)
B   Both (Summary & Detail)
T   Summary Reports Totals only (no provider details)
Select Report: S//Summary (includes provider details)
Device: HOME// Virtual

ATTACHMENTS:

REFERENCES:

RECISSION:

DISTRIBUTION: All Staff