

Department: Health Information Management (HIM)

Policy Number: HHS-4116-HIM Attachments: _____

Policy Title: Adding Historical Data to EHR

Date: 12/12 Revised: _____

Approved by: *Palma King* Date: 3/13/13

Policy Statement:

Mille Lacs Band Health Services recognize the importance of establishing policy and procedures concerning adding historical data to the electronic health record (EHR).

POLICY:

The EHR is setup to document historical services and procedures.

PROCEDURE:

1. Click on the "Superbill" tab
2. In the Historical Services component, use the pull down menu to select service
3. Click the "Add" Button

The screenshot shows the EHR interface for SATHER, LOUISE MARYDEEDS. The 'Superbill' tab is active, displaying a list of services. The 'Historical Services' window is open, showing a table of services with columns for Visit Date, CPT Code, Description, and Provider. The 'Add' button is highlighted.

Visit Date	CPT Code	Description	Provider
08/17/2011	00099	epidural anesthesia	Facility
07/29/2011	00099	Bilateral	MH
05/31/2010	45378	Colonoscopy	Medic Truck Nis
05/17/2010	45330	Sigmoid	Abbe-Seen Urban Indian Clinic
		Miscellaneous	Advisory Center

Clicking "Add" will open "Add Historical Service" window

4. At this screen choose the historical service off the list.
5. Enter the date and location: choose either "IHS/Tribal Facility" or "Other."
 - a. Choosing "Other" will allow the free texting of a non-IHS/Tribal Facility.

The screenshot shows the "Add Historical Service" window with the "Pick List" tab active. A box labeled "4" highlights the list of services, which includes "Mammography, Bilat", "Mammography, Unilat", "Pap Smear", "Screening Papanicolaou Smear, Cervical Or Vaginal, Up To Three Smears, Requiring Inter", "Sigmoidoscopy", and "GRRV SERVICES" (selected). A box labeled "5" highlights the "Date" and "Location" fields, with radio buttons for "IHS/Tribal Facility" and "Other" (selected). "Save" and "Cancel" buttons are visible on the right.

If the service is not on the list—click on the "Procedure tab."

6. Select Date and Location
7. Use "Procedure" box to find appropriate CPT code for service
 - a. Use "..." Button

The screenshot shows the "Add Historical Service" window with the "Procedure" tab active. A box labeled "7" highlights the "Procedure" input field with a "..." button and a note: "(NOTE: If the Procedure is not selected it defaults to 00099 - Uncoded CPT Code)". A box labeled "6" highlights the "Date" and "Location" fields, with radio buttons for "IHS/Tribal Facility" (selected) and "Other". "Save" and "Cancel" buttons are visible on the right.

ATTACHMENTS:

REFERENCES:

RECISSION:

DISTRIBUTION: All Staff