Department: Health Information Management (HIM)

Policy Number: HHS-4116-HIM   **Attachments:**

Policy Title: Adding Historical Data to EHR

Date: 12/12   **Revised:**

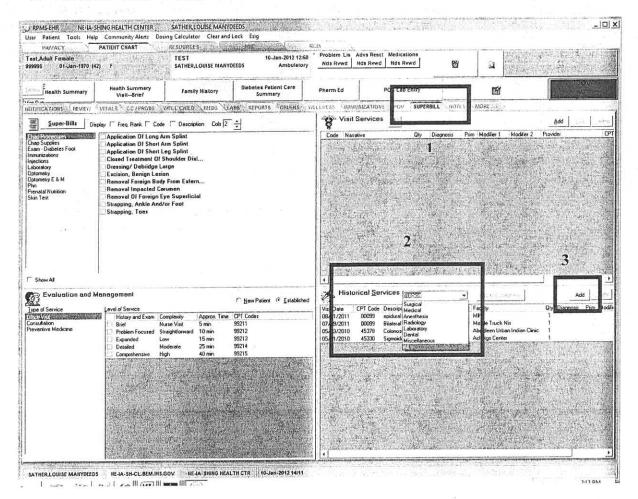**Approved by:** _(signature)_   **Date:** 3/13/13

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:

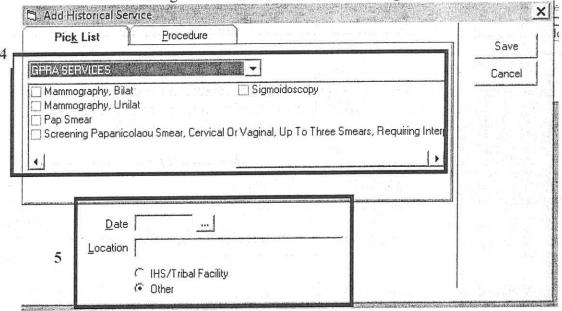The EHR is setup to document historical services and procedures.

PROCEDURE:

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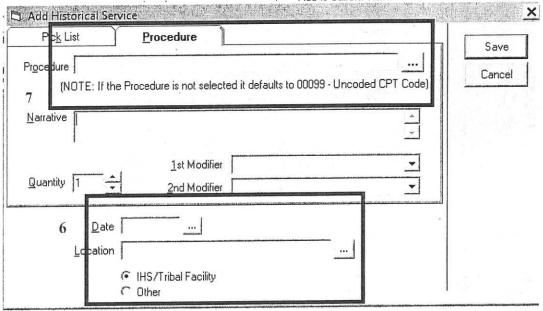3. Click the "Add" Button

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.

Add Historical Service

| Pick List | Procedure |

4

GPRA SERVICES

- [ ] Mammography, Bilat
- [ ] Mammography, Unilat
- [ ] Pap Smear
- [ ] Screening Papanicolaou Smear, Cervical Or Vaginal, Up To Three Smears, Requiring Inter
- [ ] Sigmoidoscopy

5

Date [ ] ...
Location [ ]
  ○ IHS/Tribal Facility
  ● Other

Save   Cancel

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

Add Historical Service

| Pick List | Procedure |

Procedure [ ] ...

7 (NOTE: If the Procedure is not selected it defaults to 00099 - Uncoded CPT Code)

Narrative [ ]

Quantity [1]

1st Modifier [ ]
2nd Modifier [ ]

6
Date [ ] ...
Location [ ] ...
  ● IHS/Tribal Facility
  ○ Other

Save   Cancel

ATTACHMENTS:

REFERENCES:

RECISSION:

DISTRIBUTION: All Staff