Department: Administration Services-Health Information Management

Policy Number: HHS-ADM-HIM 3401

Policy Title: Administrative Document Scanning

Attachments: Approved Documents for Administrative Scanning, Scanning Document Error Form

Revision History: 11/15, 9/16

Revised by/Date: Holly Hunter 11/2019; Stacy Hopkins 12/2019

Approved by: *Jan Manary*
Jan Manary, Executive Director of HHS

Date: 01.03.2020

Approved by:
Nicole Anderson, Commissioner of HHS

Date: 1-7-2020

POLICY STATEMENT: Mille Lacs Band Health and Human Services is committed to creating an environment that promotes and fosters the use of the Resource Patient Management System (RPMS) Electronic Health Record (EHR) by defining policies, objectives, and responsibilities for the scanning of documents related to patient care. The VistA Imaging portion of the EHR is designed to supplement the patient record with documents from outside the EHR system.

PURPOSE: The purpose of this policy is to set forth the procedures for the scanning of administrative documents in RPMS EHR.

RESPONSIBILITIES:

The Health Information Management (HIM) Coordinator or designee and the medical records review committee are responsible for forming policies, procedures and managing the list of approved documents.

The HIM Coordinator or designee and scanning specialists are responsible for the day-to-day operations of scanning documents and monitoring image quality.

The HIM Coordinator or designee will ensure all scanning specialists are properly trained to scan and use the scanning equipment. Accuracy is extremely important in all facets of medical record management and will continue to be emphasized as scanning is accomplished. Accuracy will be stressed.

The HIM Coordinator or designee will be responsible for tracking and monitoring quality/quantity of scanned documents into the EHR according to facility policy.

The HIM Coordinator or designee and the Director of Quality and Compliance will be the only facility staff member with the functionality to delete a scanned image. In the event a document is scanned to the incorrect chart, it will be reported to the HIM Coordinator or designee following the established process.

Documents which originate within the Mille Lacs Band of Ojibwe Health Services care system, but which cannot be found within the patient record, will be scanned or imported into the administrative portion of Vista Imaging by appropriated employees.

Scanned documents will be made available to all clinical and support staff who have access to RPMS EHR.

PROCEDURE:

1. Any document received by a scanning specialist (to be scanned) will be checked against the list of approved documents for administrative scanning. (See Attachment).
2. If a scanning specialist encounters a document that is not listed on the approved scanning list or questions a document he/she receives, the form will be referred to the HIM Coordinator or designee for a decision on whether the document is appropriate for scanning.
3. Scanning specialist will review each document for legibility and completeness before scanning.
4. If the document being scanned is of poor quality, the scanning specialist will attempt to attain a better copy by request from the original source. If a better quality image is not available, the image will be enhanced as best as possible with the tools available, within the scanning software System.
5. When a legible replacement is not obtainable, all illegible areas will be stamped "Original illegible" in the margin as close as possible to each affected area.
6. Any blank pages that are numbered will be stamped "Page intentionally left blank".
7. Quality checks of the scanned image will be conducted by the document scanning specialist at the time of scanning for adjustment of image resolution, review positioning and legibility.
8. Once scanned the original document will be stamped as "Scanned", dated, and initialed by the scanning specialist and placed in the area designated for quality assurance review by the HIM Coordinator or designee.
9. District 2 scanning specialists will send all administrative documents to District 3 for scanning. If there is no one available to do the scanning in District 3, the District 2 administrative documents will be sent to District 1 for scanning.

PROCEDURE FOR ADMINISTRATIVE DOCUMENT SCANNING ERRORS:

1. The person identifying any scanning error will document the error on a scanning error form (attachment) and attach a copy of the document in question.
2. The person identifying any scanning error will contact the HIM Coordinator or designee to correct the error as soon as possible.
3. If the HIM Coordinator or designee deletes/alters the image, they will document that the image has been deleted/altered in the unsigned note or add an addendum to a signed note.
4. The scanning error form will be completed by the HIM Coordinator or designee to note completion.
5. The completed error form will be retained in a confidential file.
6. All scanning errors will be tracked as a part of the scanning quality assurance protocol.

Internal and/or External References	VistA training and sample documents retrieved from the VA Collaboration Site for VistA (http://vhacollaboration.ihs.gov/) on December 31, 2008.
	IHS Health Manual, Chapter 3 HIM
Compliance - Posting Date	1/7/2020 (HH)
Next Review - Due Date	1/7/2023

APPROVED DOCUMENTS FOR ADMINISTRATIVE SCANNING

Image Description	Administrative or Clinical Document	Configuration Button Title	Type	Signed or e-filed
Notice Of Privacy Practice (HIPAA)	Administrative	HIPAA NOTICE	LEGAL DOCUMENTS	e file
Medicare Survey	Administrative	MEDICARE SRVY	MISCELLANEOUS-ADMIN	e file
Birth Certificate	Administrative	BIRTH CRT	BIRTH CERTIFICATE	e file
Death Certificate	Administrative	DEATH CRT	DEATH CERTIFICATE	e file
Blood Quantum (CIB)	Administrative	QUANTUM (CIB)	LEGAL DOCUMENTS	e file
Health Insurance Card	Administrative	INSURANCE CARD	HEALTH INSURANCE CARDS	e file
Paternity Papers	Administrative	PATERNITY PAPERS	GUARDIANSHIP	e file
Adoption Papers	Administrative	ADOPTION PAPERS	GUARDIANSHIP	e file
Court Appointed Custody documents	Administrative	COURT APPOINTED CUSTODY	GUARDIANSHIP	e file
Legal Guardianship documents	Administrative	GUARDIANSHIP	GUARDIANSHIP	e file
Executor of Estate documents	Administrative	EXECUTOR OF ESTATE	LEGAL DOCUMENTS	e file
Power of Attorney	Administrative	POWER OF ATTORNEY	POWER OF ATTORNEY	e file
Medical Certificates	Administrative	MEDICAL CERT	MEDICAL CERTIFICATE	e file
Patient Identification Photos	Administrative	PHOTO ID	PHOTO ID	e file
Minor Consent	Administrative	PERMISSION TREAT MINOR	MISCELLANEOUS-ADMIN	e file
Social Security	Administrative	SSN CARD	LEGAL DOCUMENTS	e file
Release of Information	Administrative	ROI	RELEASE OF INFORMATION	e file
Assignment of Benefits	Administrative	AOB	LEGAL DOCUEMNTS	e file

Image Description	Administrative or Clinical Document	Configuration Button Title	Type	Signed or e-filed
MARRIAGE LICENSE	Administrative	MARRIAGE LICENSE	MARRIAGE LICENSE	e-file
Registration	Administrative	REGISTRATION	MISCELLANEOUS-ADMIN	e-file
Insurance Verification	Administrative	INSURANCE VERIFICATION	MISCELLANEOUS-ADMIN	e-file
Insurance Form	Administrative	INSURANCE FORM	MISCELLANEOUS-ADMIN	e-file
Medicare Signature Updates	Administrative	MEDICARE SIG UPDATE	MISCELLANEOUS-ADMIN	e-file
MEDICAL RECORDS RELEASE	Administrative	MEDICAL RECORDS RELEASE	RELEASE OF INFORMATION	e-file
Purchased/Referred Care purchase orders	Administrative	PRC P.O.	MISCELLANEOUS-ADMIN	e-file
Patient Code of Conduct	Administrative	CODE OF CONDUCT	MISCELLANEOUS-ADMIN	e-file