

**OLIVE VIEW-UCLA MEDICAL CENTER  
INFORMATION SYSTEM DEPARTMENTAL  
POLICY & PROCEDURE**

**NUMBER: 1197  
VERSION: 1**

**SUBJECT/TITLE: OVIS - 125 AFFINITY APPLICATION DICTIONARY MAINTENANCE**

**POLICY:** System application dictionaries or tables cannot be changed without complete analysis performed by Hospital Information Systems (H.I.S.) Analyst and approval from H.I.S. Management.

**PURPOSE:** To prevent changes to any Affinity system application dictionary and or table that may directly or indirectly impact other system applications or processes.

**DEPARTMENTS:** All Clinical Departments

**DEFINITIONS:**

**PROCEDURE:**

1. The Department Supervisor requesting the dictionary/table change shall contact the Information Clinical Unit and complete the Request for H.I.S. Dictionary Revision Form # OVISForm-004 (*located on the ValleyCare Intranet Site*)
2. Clinical Systems staff assigned to specific application(s) shall have direct contact with department supervisor to determine departmental needs that require a dictionary or table to be changed.
3. Clinical Analyst will perform a complete analysis of the Affinity applications to determine if changes will impact other applications or departmental processes.
4. The analysis findings and the completed dictionary change request will be forwarded to the Chief Information Officer or Information System Manager for review and approval.
5. If approved by I.S. Management, the assigned Clinical Analyst will meet with all affected departments regarding the proposed dictionary or table change and its impact.
6. Upon approval from impacted departments, the assigned analyst will complete the bottom section of the Request for H.I.S. Dictionary Revisions and annotate the dictionary/table change, date and time.

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7. A copy of the completed approved H.I.S. Dictionary Revision Form number, OVISForm-004, shall be maintained in the Information Systems Unit.

References:	
Approved by: Susan Aintablian (Chief Information Officer)	Date: 05/29/2010
Review Date: <b>05/29/2013</b>	Revision Date: July 20, 2007
Distribution: Information Systems	
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