



Rancho Los Amigos National Rehabilitation Center INFORMATION MANAGEMENT SERVICES POLICY AND PROCEDURE

SUBJECT: RANCHO USER ACCESS TO THE HOSPITAL
INFORMATION SYSTEM (AFFINITY) DATA
AT OTHER COUNTY HOSPITALS

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I. BACKGROUND:

In an effort to improve patient care for patients transferred from other County hospitals to Rancho Los Amigos National Rehabilitation Center (RLANRC), access to patient clinical data from the transferring hospital's Affinity system is required. Access by RLANRC staff is necessary to provide laboratory and radiology orders and results performed at the transferring hospital to the RLANRC admitting physician/clinicians. Designated staff in the inpatient admitting areas (JPI 1 North/South, JPI 2 North/South etc.) are the users that will be responsible for accessing the various transferring hospitals Affinity systems. The users are to review the chart and determine if the patient is an admission from one of the designated hospitals. The users will pull and attach the transferring hospitals patient data to the Medical Record for review by the admitting physician/clinicians.

II: PURPOSE:

To provide RLANRC staff with access to other County hospitals Affinity data for patients transferred to RLANRC.

III. SCOPE:

To establish user procedures to pull and print Affinity clinical data for patients admitted from other County hospitals.

IV. PROCEDURES:

1. Information Management Services will add other County hospital Affinity Icons to all authorized users PCs. These other County hospital icons will appear on the same menu as the RLANRC Affinity.
2. On the day of admission the authorized RLANRC user will review the transferring hospital chart and determine if the patient is a transfer from other County hospital.
3. For those patients transferred from the other County hospital the user will access the transferring hospitals Affinity system using the their assigned user code and password.

4. Once the Affinity menu appears the authorized user will access the patient listing (Rancho Disch to Rancho, Harbor to Rancho Transfers, or Patient Inquiry LAC/USC) by entering a from and through date for the month of admission to RLANRC. This will produce a listing of patients transferred to RLANRC. The user will identify the patient's MRUN and other identifying information (Use your local printer).
5. Using the patient MRUN, account number, or name, the user will access the patient information query (Rancho X-fer Rpt or Infosheet From Harbor) and pull the patient information.
6. The user will print the query, which list the patient data (Laboratory, medical imaging past and future appointments etc.)
7. The user will file the patient query information in the Medical Record for review by the RLANRC admitting Physician or clinicians.