



Rancho Los Amigos National Rehabilitation Center

INFORMATION MANAGEMENT SERVICES

POLICY AND PROCEDURE

SUBJECT: HIS Clinician Enter/Edit Maintenance
Procedures – Communication Disorders Dept

Policy No.: IMS- 612

Supersedes:
Revision Date: August 6, 2010

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Background: The Clinician Enter/Edit is a user definable dictionary. Entries to this dictionary are entered or edited through the Affinity Central Dictionaries flow. This dictionary is used to hold the names and critical information related to clinicians who are affiliated with the facility.

Purpose: To provide the facility with a protocol for maintaining current, accurate, and complete data in the Affinity Clinician Enter/Edit dictionary for the purpose of ordering Audiology Consults.

Scope: The scope of this procedure is to address the maintenance of incoming and departing clinicians from the Communication Disorders Department (CDD).

Rehabilitation Therapy Department- CDD

The Rehabilitation Therapy Department is responsible for maintaining the Allied Health Database for staff credentialing purposes.

The Allied Health Database is automated to electronically notify the Health Information Management (HIM) department whenever a new CDD employee is added or inactivated from the database.

HEALTH INFORMATION MANAGEMENT (HIM)

HIM accesses the CDD database daily and reviews the Speech Personnel Report for new and terminated employees.

HIM Hospital Application Coordinator (HAC) or designee completes Affinity Clinician Enter/Edit dictionary update as follows:

Data Elements	Set-Up For Audiologist	Set-Up For Speech Therapist
Affinity ID	T + Employee Number	T + Employee Number
Status	Active/Inactive	Active/Inactive
Type	Audiologist	Speech Pathologist
Name	Last Name,First Name Middle	Last Name,First Name Middle
Admit Privileges	None	None
Primary Service	Rehab Therapy Dept	Rehab Therapy Dept
Allow As Ordering Clinician	Yes	Yes

HIM Hospital Application Coordinator (HAC) or designee marks transactions complete in the Allied Health Database.

EFFECTIVE DATE:

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY: