



Rancho Los Amigos National Rehabilitation Center

INFORMATION MANAGEMENT SERVICES

POLICY AND PROCEDURE

SUBJECT: HIS Physician Enter/Edit Maintenance Procedures

Policy No.: IMS-523

Supersedes:

Revision Date: February 2, 2002

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Background: The Physician 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 physicians who are affiliated with the facility. Applications impacted by this dictionary include Medical Records Abstracting, DRG/Case Mix, Medical Records Control, Medical Records Index, Order Control/Results Reporting, Patient Accounting, Registration, Patient Scheduling, Quality Assurance, Utilization Review and Department Management.

Purpose: To provide the facility with a protocol for maintaining current, accurate, and complete data in the Affinity Physician Enter/Edit dictionary.

Scope: The scope of this procedure is to address the maintenance of incoming and departing providers, as well as the ongoing maintenance of provider licensing information.

MEDICAL STAFF OFFICE

Incoming Provider

1. The Medical Staff Office (MSO) assigns a provider number to each credentialed practitioner or resident based on the data provided on the Request for Personnel Form (318) and/or Professional Staff Association (PSA) Application to medical staff.
2. The MSO enters the pertinent data from the above forms into the Medical Staff Database and prints a copy of the Provider Data Entry form (Attachment I).
3. All credentialed staff and residents must sign in with the MSO at which time the pre-printed Provider Data Entry form is reviewed by the provider and original signature obtained.
4. The Medical Staff Database is automated to electronically notify Health Information Management (HIM) Department, Pharmacy, Quality Resource Management, Affinity System Manager and Laboratory when a new practitioner is added to the database.
5. The MSO keeps a copy of the signed Provider Data Entry Form on file for all credentialed practitioners and residents.
6. The MSO forwards the original, signed, Provider Data Entry Form for all credentialed staff and residents to the Pharmacy, 100 Bldg. Attn: Terri Evans.

HEALTH INFORMATION MANAGEMENT (HIM)

Incoming Provider

1. HIM is electronically notified of any additions in the Medical Staff Provider Database.
2. Provider Data Entry Form is printed on demand.
3. HIM Hospital Application Coordinator (HAC) completes Affinity Physician Enter/Edit dictionary update.
4. HIM discards Provider Data Entry Form in confidential bins.

EFFECTIVE DATE: 2/22/02

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

MEDICAL STAFF OFFICE (MSO)

Departing Provider

1. The MSO enters the effective date and termination date for all resident rotations when initiating the Provider Data Entry Form during the incoming process.
2. The medical staff database is automated to electronically notify HIM and Pharmacy of all resident rotation dates (start and end dates). The medical staff database automatically archives all residents at the end of current rotation period.
3. The MSO enters the termination date for all credentialed staff when the practitioner has been deleted from staff through credentialing process.
4. The medical staff database is automated to electronically notify Health Information Management (HIM) Department , Pharmacy, Quality Resource Management , Affinity System Manager and Laboratory of all credentialed staff start and stop dates.
5. The MSO archives all credentialed medical staff in the medical staff database when terminated.

HOSPITAL INFORMATION MANAGEMENT (HIM)

Departing Provider

1. HIM Hospital Application Coordinator (HAC) is electronically notified of any attending physician termination dates, enters updated information into Physician Enter/Edit dictionary and inactivates the physician in the Medical Records Control Responsible Party Dictionary.

RFMAI

UPIN Number Updates

1. Prepares monthly listing of new or revised physician UPIN numbers and sends to Medical Staff Office and HIM.

Hospital Information Management (HIM)

UPIN Number Updates

1. Updates UPIN number in Affinity Physician Enter/Edit dictionary.

Medical Staff Office

Provider Licensure Verification & Updates

1. The MSO enters State license number, DEA number and expiration dates for all credentialed medical staff and residents* at the time the Provider Data Entry Form is initiated during the incoming process.
2. The MSO updates all licensure and expiration dates for credentialed medical staff and residents* as required on an ongoing basis.
3. The medical staff database is automated to electronically notify HIM and Pharmacy of all licensure updates for credentialed medical staff and residents*.

Hospital Information Management (HIM)

Provider Licensure Verification and Updates

1. Updates physician license expiration dates in Affinity Physician Enter/Edit dictionary based on the electronic notification from the Medical Staff Office Database.

* Residents – Not all residents will have a State license number or DEA number.