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

| SUBJECT: | Hospital Information System (HIS) Menu Maintenance Update and Review | Policy No.: | IMS-611 |
|---|---|---|---|
| | | Supersedes: | 03-01-10 |
| | | Revision Date: | 05-01-10 |
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Purpose: To provide the facility with a protocol that will ensure that all HIS menus are reviewed by Department Managers on an annual basis.

Scope: The scope of this procedure is to address the Information Management Services (IMS) on-going menu maintenance procedure and audit review process.

*ON GOING MENU MAINTENANCE*

**Authorized Department Manager/Representative**

I.      Completes Menu Modification Request (Attachment A) and forwards to IMS HIS Manager. Form is available on the intranet.

**IMS HIS Manager**

I.      Receives Menu Modification Request and reviews for completeness. If incomplete. (i.e. missing Policy and Procedure statement) returns to manager representative for update.

2.      Signs and dates approval on form and forwards to Analyst for system update.

**Analysts**

I.      Updates user group menu in HIS system per menu modification request.

2.      Notifies Department Manager/Representative that menu maintenance is complete.

3.      Returns Menu Modification Request to IMS HIS Manager.

**IMS HIS Manager**

I.      Forwards completed Menu Modification to appropriate analyst for Policy & Procedure update.

**Analyst**

I.      Receives Menu Modification Request.

2.      Updates appropriate users groups electronic Policy and Procedure file.

3.      Updates electronic User Group Menu Summary Report Last Update Date for the user group.

4.      Updates Policy and Procedure book...

5.      Returns Menu Modification Request form to HIS Manager.

IMS HI   Manager

I.       Forwards completed Menu Modification to System Manager for filing.


*ANNUAL MENU AUDIT*

Analyst

I.       Creates User Group Menu Summary Report excel speadsheet for current year audit.

2.       Compares User Group Menu Summary Report excel spread sheet to Affinity User Group Summary to ensure all user groups are included.  Update as necessary.

3.       Compares User Group Menu Summary Report excel spreadsheet to Affinity User Group Summary to ensure active user totals are accurate.  Update as necess3r).

4.       Identifies user groups with zero active users and verifies with Department Manager/Representative if user group can be deleted

5.       Compares User Group Menu Report Policy and Procedure excel spread sheet (s) to Affinity User Group Menu List.  Updates excel spread sheet if necessary.  Notates any items missing Policy & Procedure (P&P) statements.

6.       E-mails the following documents to the responsible Department Manager/Representative for departmental review:

         User Group Menu Report Policy and Procedure excel spreadsheet (s)
         Users List By User Group (Affinity)
         User Group Permission Detail (Quantim)

7.       Updates the User Group Menu Summary Report excel spreadsheet v. ith the date the P&P documents were sent to Manager/Representative for review.

Department Manager/Representative

I.       Reviews all Policy and Procedure spreadsheets. Completes any missing P&P statements Purpose Field.

2.       Identifies menu items to be deleted by entering "Needs Deleted" in the Purpose Field.

3.       Reviews Affinity and Quantim user lists for accuracy and notates necessary revisions.

4.       Indicates review and approval by entering name and review date in the Annual Review. section on the Policy page.

5.       Returns completed User Group Menu Report Policy and Procedure excel spreadsheet(s) to Analyst.


Analyst

I.       Documents the date the User Group Menu Report Policy and Proceduree excel spreadsheet(s) were returned on the User Group Menu Summary Report excel spreadsheet.

2.       Reviews P&P excel spreadsheets for completeness and required changes (i.e..deleted menu requests. deleted item requests, user changes, update P&P statements). Follow-up with Department Manager if necessary.

3.       Makes required changes to menu in HIS system.

4.        Saves audited P&P excell spreadsheets in IMS Affinity Menus directory.

5.        Notifies System Manager to delete obsolete user groups and or user changes.

6.        Updates User Group Menu Summary Report excel spreadsheet with date the review' was completed for each menu group.

## IMS System Manager

1.        Deletes User Groups no longer needed.

2.        Updates Users if required.

3.        Notifies analyst when completed.

## Analyst

1.        Documents deleted menus on the User Group Menu Report Policy and Procedure excel spreadsheet(s).

2.        Forwards copy of User Group Menu Summary Report excel spreadsheet to HIS IMS Manager and HIS IMS System Manager when audit has been completed.

## Cross References

DIIS Policies:        935.03, Workforce Security
                      935.15, System Audit Controls

Rancho Policies:   Admin Policy A331, Computer Workstation Use and Security
                   Admin Policy A333, Workforce Security