

VALLEYCARE
**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
HEALTH INFORMATION MANAGEMENT SERVICES
POLICY & PROCEDURE**

**NUMBER: 1516
VERSION: 1**

SUBJECT/TITLE: HIMS - INPATIENT ABSTRACT DATA ENTRY

POLICY: Data entry is required by JCAHO Guidelines

PURPOSE: To maintain diagnostic and operation indexes as required by JCAHO

DEPARTMENTS: HEALTH INFORMATION MANAGEMENT SERVICES

DEFINITIONS: Tracking of diagnosis and procedure codes

PROCEDURE: Enter abstracted data into the Affinity Computer System.

HIST,HIT,HIA

The abstracted information is entered into the Affinity System by the following method:

- Double click the affinity icon
- Enter your assigned user code and password
- SELECT MRA
- Abstract Chart
- Enter the patient MRUN number enter or Account number F7
- Select the correct inpatient stay dates and enter
- Patient data summary appears-select 11.
Make sure the priority type, Point of Origin and Discharge status are correct.
Enter the Intensive Care Unit (ICU) days (if applicable), CCU days (if applicable), or Days in Special Unit (if applicable), and Days on Mech Ventilator.
For OSHPD we are particularly interested in the discharge status of transfer to another facility, Home Health and Skilled Nursing Facility. Follow the commands at the bottom of the page if corrections need to be made. We also capture: Do Not Resuscitate (DNR), Misadventures and Restraints.
- Add attending physician yes, hit insert and type in the physician last name, first name or the physician ID

SUBJECT/TITLE: HIMS - INPATIENT ABSTRACT DATA ENTRY

Policy Number: 1516

Page Number: 2

number, then press enter.

- Add consulting physicians if applicable, press enter
- Add Other physicians, press enter
- Press F7 to invoke Quantim coding after completing the coding in quantim coding you will need to assign the present on admit Y, N, U.
- Once you have completed your code assignment and present on admit Print the abstract from quantim and then hit save this returns you to affinity.
- Assign modifiers to diagnosis codes.
- Assign Date and Physician to procedure codes
- Assign date, Physician and modifier if applicable to CPT procedure codes.
- Enter the coder number, date, Abstracto,date.
- Complete YES, press enter to automatically answer any other questions until you reach the start menu again.

SUBJECT/TITLE: HIMS - INPATIENT ABSTRACT DATA ENTRY

Policy Number: 1516

Page Number: 3

References:	
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