

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

**NUMBER: 1517
VERSION: 1**

SUBJECT/TITLE: HIMS - DIAGNOSTIC RELATED GROUP PROCEDURE (DRG)

POLICY: Aggregate Data Collection

PURPOSE: To generate reimbursement for the hospital

DEPARTMENTS: HEALTH INFORMATION MANAGEMENT SERVICES

DEFINITIONS: Uniformity of Diagnostic Coding

PROCEDURE:
HIST, HIT, HIA

1. Identification of Medicare patients can be through the following sources.
 - a. The face sheet in the chart
 - b. Through Affinity Abstract chart under number 5 Insurance Information
 - c. Through Affinity under Registration
2. Look for Medicare Charts in the DCU (Discharge Clearance Unit).
3. The Medicare coder will code the Medicare charts according to the Coding Guidelines and Policy and Procedure Manual.
4. Complete the abstract and enter in all the necessary information in Affinity and Quantim. ie.. dates, physicians, modifiers, icd-9-cm codes, procedure and CPT codes ect.....
5. While in Affinity you will then need to go to DRG (Dx Rel Grps/Case Mix), Case Enter Edit, Key in the medical record number and enter through to the HIC# and enter the patients SSN or Medicare Number, which ever is available. Go to the end of the screen print worksheet (yes), with financial data (yes), print attestation (yes), is the DRG final (yes), enter through to the end then go to reports Attestation/Worksheet Print enter through to print the worksheet answer all questions yes.
6. Place Medicare abstract as the first page of the inpatient chart.

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References:	
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