

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

**NUMBER: 1523
VERSION: 1**

SUBJECT/TITLE: HIMS - SPECIAL STUDIES FOR DIAGNOSIS AND PROCEDURES

POLICY: Retrieval of data for special studies.

PURPOSE: To assist physicians and other healthcare providers with studies by the utilization of data from our facilities patient care database.

DEPARTMENTS: HEALTH INFORMATION MANAGEMENT SERVICES

DEFINITIONS: To provide research tracking

PROCEDURE: Ways to retrieve data for special studies

These studies may be obtained by following the steps listed below:

1. Go into Affinity from the main screen choose SDI (Special Diagnosis Index or SPI (Special Procedure Index). If it's not on the main screen go into MRA (Medical Record Abstracting).
2. Reports
3. Select statistical reports
4. Follow the prompts and submit for printing.

References:	
Approved by: Tillie Acosta (Medical Records Director I)	Date: 12/01/2010
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