

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
INPATIENT FINANCIAL SERVICES
POLICY & PROCEDURE

NUMBER: 2151
VERSION: 1

SUBJECT/TITLE: TRANSFER ADMISSION FOLDERS BETWEEN FINANCIAL WORKERS

POLICY:

PURPOSE: To ensure timely processing of reassignments.

DEPARTMENTS: INPATIENT FINANCIAL SERVICES

DEFINITIONS:

PROCEDURE:

RESPONSIBILITY ACTION

S/PFSW I / PRW SUPERVISOR

- (1) Forward hospital folder to the Unit Clerk after reviewing and initialing to approve the transfer.

UNIT CLERK

- (1) Check the transfer baskets periodically during the work shift.
- (2) Retrieve hospital folders from the In-House Transfer basket immediately upon receipt and do the following:
 - A. Review the Chronological log to ensure the transfer has been approved and initialed.
 - B. Access Affinity in the Hospital Information System (HIS) to verify if the patient is still in-house.
 - a. If the patient is still in-house, contact the Intake Supervisor to identify a financial worker for the case transfer assignment.
 - b. If the patient has been discharged, transfer the case to OV99/DWI (Discharged Without Interview) PFSW.

NOTE: In-house transfers have priority over all other transfer cases.

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- C. Access the IPFS Case Tracking System (CTS) in Affinity.
 - a. Identify the patient record by medical record (MRUN).
 - b. Add the “Case Transfer” item and complete custom questions to identify the new worker.
 - c. Move the file location to the new worker.
- (3) Retrieve hospital folders from the regular Transfer basket and do the following:
- A. Review the Chronological log to ensure the transfer has been approved and initialed by a S/PFSW I.
 - B. Check the Daily Tally for the next available worker, and assign case.
 - C. Access the IPFS CTS in Affinity.
 - a. Identify the patient record by MRUN.
 - b. Add the “Case Transfer” item and complete custom questions to identify the new worker.
 - D. Move the file location to the new worker.
 - E. Check the carrier code to ensure appropriate code is in the system.
- (4) Forward hospital folder to the newly assigned worker.

LEKTRIEVER

- (1) Receive cases from S/PFSW I for transfer from Intake PFSW to Verification Unit, and do the following:
- A. Access the IPFS CTS in Affinity.
 - a. Identify the patient record by MRUN.
 - b. Add the “Case Transfer” item, and complete custom questions to identify the new worker/case location.
 - B. Move the file location to the new case location.
 - C. Change worker file number in LEADER.

References:	
Approved by: Katherine Salcido (Assistant Hospital Administrator III)	Date: 12/27/2010
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