

# HEALTH INFORMATION MANAGEMENT

October 2022



# HIM

- Department of 7
  - Manager
  - Three Coders
  - One Release of Information Staff/Clerk I
  - Two Scanning Staff/Clerk II



# SCANNING STAFF

## Sarah Miller

- HIT Student at IHCC
- Has 27 years of computer experience
- Knowledge of Med Terms

## Victoria Hall

- CNA
- Came to us from Davis Center
- Has a computer engineering degree



# Types of Scanning Workflow

- Batch Scanning
  - Done in bulk
  
- Single Doc Scanning
  - Individually scanned pages



# Types of Scanning Workflow

- Batch Scanning
  - Utilized for documents that don't have a sub-title
  - We use a double person check system to make sure it is getting to the right patient chart
  - Once verified – one click of a button it goes to the patient chart



# Types of Scanning Workflow

- Single-Doc Scanning
  - Scanned in by individual document type
  - No limit on pages
  - Utilized for placing sub-titles to better describe the document
    - Could be adding a date, or a better description



# EXAMPLE

- 9/6/2022 12:37 CDT - DAV IP OP, Day Surgery, 1156859
- 8/9/2022 23:59 CDT - DAV DCMA, Clinic, 1154686
- 8/8/2022 23:59 CDT - DAV IP OP, Outpatient, 1154887
- 7/27/2022 23:59 CDT - DAV IP OP, Outpatient, 1148398
- 7/19/2022 14:45 CDT - DAV IP OP, Day Surgery, 1149819
- 5/24/2022 10:38 CDT - DAV IP OP, Day Surgery, 1135174
- 3/23/2022 23:59 CDT - DAV IP OP, Outpatient, 1111638
- 3/18/2022 23:59 CDT - DAV IP OP, Outpatient, 1136217
- 2/22/2022 8:54 CST - DAV IP OP, Day Surgery, 1127530

- Billing Authorizations 7/6/2022 14:01 CDT Miller, Sarah A - "Prior Authorization Form"
- Billing Authorizations 7/1/2022 14:02 CDT Miller, Sarah A - "Service Approval-RFA Lumbar Rt"

Result type:  
Result date:  
Result status:  
Result title:  
Performed by:  
Verified by:  
Encounter info:

Billing Authorizations  
July 01, 2022 14:02 CDT  
Auth (Verified)  
Service Approval-RFA Lumbar Rt  
Miller, Sarah A on July 07, 2022 14:04 CDT  
Miller, Sarah A on July 07, 2022 14:04 CDT  
1149819, DAV IP OP, Day Surgery, 7/19/2022 - 7/19/2022



	Form Description/Title	Form ID	Cerner Document Type	Subject/Subtitle
184	<b>Prior Authorization</b>			
185	Prior Authorization Form	060076 (10/12/21)	Billing Authorization	Prior Authorization ( <i>Type of Service</i> )
186	Service Approvals/Denial Letters		Billing Authorization	Service Approval/Denial ( <i>Type of Service</i> )
187	Advance Beneficiary Notice of Noncoverage		Miscellaneous	ABN





# COMMON TYPES OF DOCUMENTS

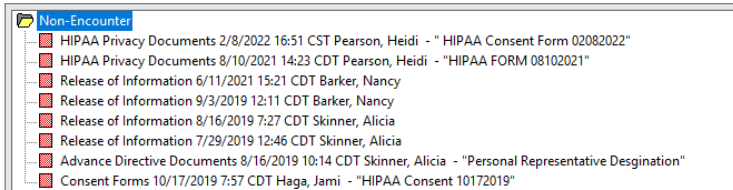
- Miscellaneous
- Physician order
- Billing authorization
- Electrocardiogram-EKG
- Ambulance note
- Anesthesia record, Post Op Note
- Outside records
- Operative reports (Dr. Floyd)
- PT, OT, ST, Cardiac Rehab
- Sleep Studies
- Anything handwritten or physically signed has to be scanned in
- Many documents need a sub-title
- All of Senior Life Solutions documents are scanned in by their support staff (secured documents)



# COMMON TYPES OF DOCUMENTS

- Global Documents
  - Float to the top
  - Quick glance to find

- Types of Global Documents
  - Release of Information sheets
  - Advanced Directives
    - Living Wills / DPOAs
  - Certain Types of Consent Forms
  - Obituaries
  - Legal Documents
  - HIPAA Documents
  - Court Ordered Documents



# Drum Roll Please...



# Matter Of Fact

- This Year Alone DCHC Has Single-Doc Scanned
- **116,496**
  - Jan 1, 2022 – Oct 10, 2022
- HIM
- Registration
- Centralized Scheduling
- Rural Health Clinic
- Senior Life Solutions



# THANK YOU

- Questions???

