

4. Data Entry

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4.1 Overview of Data Entry

Data entry, usually located in the Health Information Management (HIM) department, is the function of taking all the information documented and coded from the PCC, PCC+, superbill, or other form, and entering that coding information into the RPMS system. This would include information such as:

- CPT Coding
- ICD-9-CM Coding
- HCPCS Coding
- Vital Statistics, such as weight, height, blood pressure
- ADA Coding
- Health Factors
- Allergies
- Patient Education
- Problems
- Other related coding information

This position is the crucial link for conveying the information from a hard copy bill or form to the RPMS system for billing purposes.

At most Indian Health facilities or clinics, the coder or provider has already coded some of the information on the form or has checked off a pre-coded box, such as evaluation and management visits, diagnosis codes, or procedures. Even with the participation of the provider, the data entry person stills needs to code the vital statistics, mnemonics, health factors, and other data into the system.

At other facilities or clinics, the coding and data entry positions are combined, where the coding and data entry functions are completed by the same individual. Some facilities also utilized this person for linking lab, x-ray, and pharmacy services performed either on the same day of the visit or a separate day, and/or working on error file corrections.

4.2 Data Entry Guidelines

- Data entry is done through a batch function, such as all visits in one given day by clinic.
- If the provider narrative is not clearly stated, return it to the nurse, provider, or coder for clarification before entering the data into the system.
- If the data entry person is also performing the coding function, a good check and balance process would be to code the visit first and then enter the data into the system.
- Become familiar with the clinic and clinic codes. A list of the IHS clinic codes are available at this website:

http://www.ihs.gov/cio/scb/index.cfm?module=CLINIC_CODES&option=list&num=6&newquery=1

- If something coded seems totally incorrect, return it to the provider, nurse, or coder for clarification.
- Use a hard-copy reference guide of health factors, mnemonics, and HCPCS codes to assure that this information and these codes are entered correctly.
- In addition to entering clinical data, staff may perform other activities or duties in the HIM department.
- The data entry person may rotate through various clinics.

4.3 Mnemonics

The RPMS Patient Care Component (PCC) uses mnemonics to specify a particular type of data. Using mnemonics

- Allows the data entry operator to enter data from a variety of PCC forms, and to do so in whatever order of entry that is easiest or most efficient.
- Eliminates the requirement to “space through” fields on a form that contain no data.

PCC mnemonics are 2-to-4 character abbreviations that tell the computer that a particular type of data is about to be entered. The abbreviations are usually recognizable for the data items that they represent.

In PCC:

- Help screens are available for the mnemonics by entering a question mark and pressing the Return or Enter key.
- A complete list of mnemonics can be viewed by typing two question marks and pressing the Return or Enter key.
- If you enter a mnemonic in error, you can often exit the mnemonic by using the Up Arrow (^) and then pressing the Enter key.

For the list of all mnemonics, see the *RPMS Patient Care Component (PCC) Data Entry (APCD) Operator's Manual*, which is available at this web site:

<http://www.ihs.gov/cio/rpms/index.cfm?module=home&option=documents>

4.4 Health Factors

Health factor codes are primarily assigned to capture specific data from a clinic visit that would not be captured from the CPT, ICD-9, or HCPCS codes. Health factors are captured to reflect data referenced in the Government Performance and Results Act (GPRA) studies and reports. These codes can be subject to change, depending on what data is monitored.

Health factors are listed by Category (C00x) and specific Health Factor (HF) numbers (F0xx). Originally, the Health Factor list included five categories; however, this number is projected to increase.

For most current list of Health Factors codes, go to this web site:

http://www.ihs.gov/cio/scb/index.cfm?module=HEALTH_FACTORS&option=list&num=62&newquery=1

4.5 Patient Education Codes

To comply with the GPRA requirements of education and follow up, specific education codes have been developed for nursing, providers, and pharmacists to document the educational process during a clinic visit.

For the most current list of Patient Education codes, go to this web site:

http://www.ihs.gov/cio/scb/index.cfm?module=EDUCATION_TOPICS&option=list&num=10&newquery=1