



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Referred Care Information System

Announcement and Agenda

FY 2013

Office of Information Technology (OIT)
Albuquerque, New Mexico

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1.0 General Information

1.1 Purpose of Training

The course encompasses one day of instruction and includes demonstration, participant exercises and time for questions. The Referred Care Information System (RCIS) is a group of computer programs that automate the clinical and administrative management of all referred care, including in-house referrals, referrals to other IHS facilities, and referrals to outside contract providers. Information entered into the system provides timely and accurate referral data on individuals and groups of patients for the key clinical and administrative managers at care delivery sites, IHS Areas, and IHS Headquarters. By tracking this information, RCIS helps ensure that referred care services are appropriate, effective, of high quality, and provided at fair and reasonable prices.

1.2 Prerequisites

None

1.3 Intended Audience

This training is intended for any IHS, Tribal, and Urban personnel to use the functions of the Referred Care Information System as a beginner or intermediate user.

1.4 Course Material and References

1.4.1 At the IHS RCIS FTP Site

The following materials may be downloaded from the RPMS Training FTP site at <ftp://ftp.ihs.gov/pubs/RPMS-Training/RCIS/>:

- Course Agenda (this document)
- PowerPoint Presentation
- Training Manual 2008
- Referral Form
- RCIS EHR PowerPoint Presentation

1.4.2 At the IHS RCIS Website

- RCIS Users Manual
(http://www.ihs.gov/RPMS/PackageDocs/BMC/bmc_040u.pdf)

- BMC0400.7o – Patch Addendum
(http://www.ihs.gov/RPMS/PackageDocs/BMC/bmc_0400.07o.pdf)

If a web link fails to open the document, browse to:
http://www.ihs.gov/RPMS/index.cfm?module=Applications&option=View&AC_ID=0 and select the **Referred Care Information System (BMC)** option to locate the newest version.

1.4.3 At the IRS Website

- IRS Form W-9
(<http://www.irs.gov/pub/irs-pdf/fw9.pdf>)

2.0 Learning Objectives

1. Set site parameters to best meet local facility needs.
2. Enter, modify, and close referrals.
3. Create customized referral letters to send to referred providers.
4. Design care-specific templates to facilitate referral initiation.
5. Generate pre-defined and custom reports for managing referrals process.
6. Review of the Referred Care component in the EHR application.

3.0 Detailed Agenda

3.1 Day 1

Topic	Duration
Welcome: <ul style="list-style-type: none"> • Introductions • Review Agenda and Training Materials 	30 min.
RCIS Overview: <ul style="list-style-type: none"> • Access the Data Entry module • Access Print Reports module • Access RCIS Management module • Access RCIS Special Print module 	15 min.
Setting Up Site Parameters <ul style="list-style-type: none"> • Accessing the Site Parameters Option 	30 min.
Break	15 min.
Adding a New Referral <ul style="list-style-type: none"> • Beginning the Add Referral Process (ADD) • Complete Referral Form • Completing the Referral Form • Mini Referral Form • Referral Initiated by Outside Facility • Abbreviated Entry for Clinicians Referral 	60 min.
Editing Referral Options <ul style="list-style-type: none"> • Modify Referral for Current Fiscal Year & All Fiscal years • Add/Edit CHS Data (ECHS) 	30 min.
Lunch	60 min.
Display Referral Records <ul style="list-style-type: none"> • Display Referral Records (DSP) 	15 min.
Secondary Referrals (SEC) <ul style="list-style-type: none"> • Add Secondary Referral (ASEC) • Edit Secondary Referral (ESEC) • Display Secondary Providers for a Specific Patient (SPIQ) • Delete Secondary Referral Data (DSEC) 	60 min.
Table Maintenance Options <ul style="list-style-type: none"> • Using the RCIS Management Module • Table and Template Updates • Add/Edit Routine Referral Template Form (AERR) • Delete Routine Referral Template Form (DRR) 	30 min.
Break	15 min.
Print RCIS Letter Types (LTRS) <ul style="list-style-type: none"> • Print Referral Letters (CHS Approval Status) (PCHS) • Print Referral Letter (All Types of Letters) (PRF) • Print Routing Slips (PRS) 	30 min.

Topic	Duration
Printing Reports <ul style="list-style-type: none">• Administrative Reports• Case Management Reports• Utilization Reports• The RCIS General Retrieval option	60 min.
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