



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Patient Care Component Data Entry Training

Announcement and Agenda

March 2015

Office of Information Technology
and
Remote Sites

Table of Contents

1.0	General Information	1
1.1	Course Description	1
1.2	Prerequisites.....	1
1.3	Intended Audience.....	1
1.4	Course Material and References	1
1.4.1	AT the IHS RPMS FPT Site.....	1
1.4.2	At the IHS RPMS Website	Error! Bookmark not defined.
2.0	Learning Objectives	4
3.0	Instructors and Facilitator	5
4.0	Detailed Agenda	6
4.1	Day 1	6
4.2	Day 2	7
4.3	Day Three.....	7

1.0 General Information

1.1 Course Description

Prepare the Data Entry Technician to abstract and enter medical data from various source documents, such as: the PCC Ambulatory Encounter record, Emergency Room record, Public Health Nursing, and Group Preventive Service, etc., and append data to existing visits created by the Electronic Health Record (EHR) using the PCC/EHR Coding Queue into the Patient Care Component, utilizing data entry mnemonics. The medical data will result in a tool useful to health care providers and administrators. The class consists of lecture with overheads, video, demonstration of the tool, and hands-on exercises utilizing individual computer terminals for each student and a simulated patient database.

1.2 Prerequisites

Basic knowledge of ICD codes, medical terminology, anatomy and physiology, and computer keyboard skills.

1.3 Intended Audience

This course will benefit: entry level/novice PCC data entry technicians or those in need of a refresher course; for those responsible for managing PCC data, such as: PCC managers, supervisors, leads, and health information management personnel (medical records personnel); and information systems personnel. The class is not intended for experienced PCC data entry technicians.

1.4 Course Material and References

1.4.1 At the IHS RPMS FTP Site

The following materials may be downloaded from the RPMS training FTP site at <ftp://ftp.ihs.gov/pubs/rpms-training/PCC-DataEntryI/>

- Introduction PowerPoint
- RPMS Briefing PowerPoint Presentation
- PCC Briefing PowerPoint Presentation
- RPMS Conventions PowerPoint Presentation
- ICD Lookup PowerPoint Presentation
- ICD File Update Log
- Data Dictionaries PowerPoint Presentation
- Coding Q PowerPoint

- GPRA Performance Requires a Team Effort PowerPoint
- Affiliation List
- Workflow HIM
- Workflow DE
- Workflow PCC Batch Slip
- Workflow PCC Deficiency
- Workflow Tally MC
- IHS 802
- HIS 803
- PCC DE I Presentation
- PCC DE II Presentation
- PCC DE II PowerPoint Presentation

1.4.2 From the Internet

- ICD Guidelines
www.cdc.gov/nchs/data/icd/icd10cm_guidelines_2015.pdf
- Performance Improvement Toolbox
http://www.ihs.gov/crs/index.cfm?module=crs_performance_improvement_toolbox
- Clinical Cheat Sheet for PCC Users
<http://www.ihs.gov/crs/documents/ClinicalCheatSheetPCC.pdf>
- Clinical Cheat Sheet for EHR Users
<http://www.ihs.gov/crs/documents/ClinicalCheatSheetEHR.pdf>
- Provider Class and Standard Code Set
http://www.ihs.gov/SCB/index.cfm?module=W_AFFILIATION&option=list&num=23&newquery=1
http://www.ihs.gov/SCB/index.cfm?module=W_PROVIDER_DISC&option=list&num=50&newquery=1
http://www.ihs.gov/SCB/index.cfm?module=W_CLINIC&option=list&num=81&newquery=1
http://www.ihs.gov/SCB/index.cfm?module=W_EDUCATION&option=list&num=34&newquery=1
- IHS PCC Suite (BJPC) Data Entry User Manual v2.0
http://www.ihs.gov/RPMS/PackageDocs/APCD/bjpc020u_apcd.pdf

- IHS PCC Suite (BJPC) Data Entry Mnemonics
http://www.ihs.gov/RPMS/PackageDocs/BJPC/bjpc0200.08u_apcd_o.pdf
- IHS PCC Suite (BJPC) Data Entry Supervisor's Manual v2.0
http://www.ihs.gov/RPMS/PackageDocs/BJPC/bjpc0200.07u_apcd_su.pdf
- IHS PCC Suite (BJPC) Management Reports User Manual v2.0
http://www.ihs.gov/RPMS/PackageDocs/BJPC/bjpc0200.09u_apch.pdf
- IHS PCC Suite (BJPC) Designated Specialty Provider Management System User Manual v2.0
http://www.ihs.gov/RPMS/PackageDocs/BJPC/bjpc0200.07u_bdp.pdf
- IHS PCC Suite (BJPC) Taxonomy System User Manual v2.0
http://www.ihs.gov/RPMS/PackageDocs/ATX/bjpc020u_atx.pdf
- IHS PCC Suite (BJPC) Health Summary User Manual v2.0
http://www.ihs.gov/RPMS/PackageDocs/BJPC/bjpc0200.08u_apch.pdf
- RPMS Health Factor and Exam Codes (AUM) Documentation Guide v7.1
http://www.ihs.gov/RPMS/PackageDocs/BJPC/bjpc0200.07o_aum.pdf
- IHS Standard Code Book Patient Education Protocol (Do not print)
http://www.ihs.gov/SCB/index.cfm?module=W_EDUCATION&option=list&num=34&newquery=1
- Immunization Module (BI) User Manual v8.3
http://www.ihs.gov/RPMS/PackageDocs/BI/bi_085u.pdf

2.0 Learning Objectives

- Understand the Patient Care Component (PCC) and the critical role of the Data Entry Technician.
- Extract relevant patient data from, but not limited to the PCC Ambulatory encounter record for entry into PCC, which includes: visit creation, correcting, and changing data.
- Understand the PCC primary data entry and EHR/PCC Coding Audit Menus with proficiency.
- Use the EHR/PCC Coding Audit/Queue to create visits/append/modify data.
- Understand the use of various data entry mnemonics for entry of data.
- Understand the RPMS ICD coding system and how to obtain a diagnostic/procedure code and steps to take when an ICD look-up fails.
- Understand the basic Visit file structure of the PCC software.

3.0 Instructors and Facilitator

Diana Lopez, RHIT, CPC

dmlopezcmi@aol.com

4.0 Detailed Agenda

4.1 Day 1

Topic	Duration
Welcome <ul style="list-style-type: none"> • Introduction of Instructor and Attendees • Review of class objectives, agenda, and training materials, class hours, breaks, and lunch 	30 minutes
RPMS and PCC Overview: <ul style="list-style-type: none"> • Review of RPMS and PCC structure and function • Role of the Data Entry Technician 	60 minutes
Break	15 minutes
RPMS Key-board/Terminal Operations - Hands-on <ul style="list-style-type: none"> • Sign On • Accessing Help Messages • Special Keys • Default Values • Entry of Date & Time • Partial Entry Lookup • Sign Off 	30 minutes
ICD Coding System <ul style="list-style-type: none"> • Assign Diagnoses and Procedure codes to a provider narrative 	45 minutes
Lunch	60 minutes
Getting Started with Data Entry PCC File structure General instructions Overview of data entry menu options Data Entry mnemonics <ul style="list-style-type: none"> • Concept of mnemonics • Required PCC data items • Most frequently used data mnemonics/new mnemonics • Utility mnemonics • Historical mnemonics – entry and edit 	150 minutes
Break	15 minutes
Entry of PCC ambulatory encounter forms using EHRC <ul style="list-style-type: none"> • Demonstrate Using EHR/PCC Coding Audit menu option – create append/correct data (One-stop-shop) • Student entry of form (hands-on) 	60 minutes
Questions and Adjourn	15 minutes

4.2 Day 2

Topic	Duration
Review of Day One – Demo and Hands-On <ul style="list-style-type: none"> • Student entry of forms using various data mnemonics – continue (hands-on) • Review/entry of data for the Clinical Reporting Systems (CRS/GPRA) • Objectives – “cheat sheet” • Review document Inactive Health Factor and Exam Codes/Recommended conversions for data entry • Display/review count of forms “you” have processed PCC Health Summary <ul style="list-style-type: none"> • Purpose – Comprehensive Health Care • Demonstrations • Types of health summaries – standard and custom • Relationship of data to health summary components • View/navigate health summary while in a visit (hands-on) 	90 minutes
Break	15 minutes
Entry of PCC Ambulatory Encounter Forms (continue)	75 minutes
Lunch	60 minutes
Independent Exercises and Review – Hands-On	150 minutes
Break	15 minutes
Independent Exercises and Review – Hands-On (continue)	60 minutes
Questions and Adjourn	15 minutes

4.3 Day Three

Topic	Duration
Problem List and Note Update – Hands-on Demonstration and Description of Problem Lists and Notes Problem List Mnemonics Entry of Problems and Notes Independent Student Exercises/Review	105 minutes
Break	15 minutes
Independent Student Exercises/Review – Hand-on (continue)	30 minutes
Forms Control <ul style="list-style-type: none"> • Flow of Data Entry Operations • Forms Control Tools • Operations statistics 	30 minutes
Lunch	60 minutes

Topic	Duration
Student Entry of Data from Other Forms – Hands-on <ul style="list-style-type: none">• Emergency Room• Public health Nursing• Group Preventive Service – Entry/Print/Re-print• Consultants Reports	120 minutes
Break	15 minutes
Entry of Other Service Categories from the Encounter Form Hands-on <ul style="list-style-type: none">• Chart Review• Telecommunications• Not Found (CHN/PHN)• Observation• Day Surgery	60 minutes
Review, Questions, and Course Evaluation	45 minutes