



RESOURCE AND PATIENT MANAGEMENT SYSTEM

# **Patient Care Component Data Entry II Supervisory and Management Training**

## **Announcement and Agenda**

FY 2016

Office of Information Technology  
and  
Remote Sites

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## 1.0 General Information

### 1.1 Course Description

Introduce and review various PCC supervisor and management tools to the Data Entry Supervisor/Manager/Lead to administer the daily operations of PCC Data Entry and/or provider data entry into the Electronic Health Record (EHR). The emphasis is for staff within their facility to produce quality and timely data for use by health care administrators, health care providers, and third party resources.

### 1.2 Prerequisites

Be familiar and have an understanding with the PCC Data Entry process and/or EHR provider entry and ICD coding. Recommend PCC managers, supervisors, leads and health information managers attend PCC Data Entry I to gain familiarity of the process if have not previously attended this training.

### 1.3 Intended Audience

This course will benefit PCC managers, supervisors, leads, and health information management personnel (medical records personnel); and information systems personnel who are responsible for managing quality and timeliness of data.

### 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/>. Click the PCC-Data Entry II link.

- Welcome PowerPoint presentation
- VRR PowerPoint Presentation

#### 1.4.2 From the Internet

- ICD Guidelines  
[http://www.cdc.gov/nchs/data/icd/10cmguidelines\\_2016\\_final.pdf](http://www.cdc.gov/nchs/data/icd/10cmguidelines_2016_final.pdf)
- ICD-10 Diagnosis and Procedure  
<http://www.icd10data.com/>

- Performance Improvement Toolbox  
[http://www.ihs.gov/crs/index.cfm?module=crs\\_performance\\_improvement\\_toolbox](http://www.ihs.gov/crs/index.cfm?module=crs_performance_improvement_toolbox)
- Clinical Cheat Sheet for PCC Users  
[https://www.ihs.gov/crs/includes/themes/newihstheme/display\\_objects/documents/toolbox/ClinicalCheatSheetPCC.pdf](https://www.ihs.gov/crs/includes/themes/newihstheme/display_objects/documents/toolbox/ClinicalCheatSheetPCC.pdf)
- Clinical Cheat Sheet for EHR Users  
[https://www.ihs.gov/crs/includes/themes/newihstheme/display\\_objects/documents/toolbox/ClinicalCheatSheetEHR.pdf](https://www.ihs.gov/crs/includes/themes/newihstheme/display_objects/documents/toolbox/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_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_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_CLINIC&option=list&num=81&newquery=1)  
[http://www.ihs.gov/SCB/index.cfm?module=W\\_EDUCATION&option=list&num=34&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](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](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](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](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](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](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](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](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](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](http://www.ihs.gov/RPMS/PackageDocs/BI/bi_085u.pdf)

## 2.0 Learning Objectives

Upon completion of this course, participants will:

- understand all aspects of the PCC Supervisor's menu,
- review specific site parameters for use on a local computer that impacts the data entry process in PCC and the Coding Queue,
- produce and review all PCC error reports and take corrective action,
- review various IHS Standard Tables used in PCC/EHR,
- review ICD coding for specific data entry staff regarding quality and quantity,
- review the EHR/PCC Coding Audit Menu, and
- review various PCC Management reports based on specific Administrative questions.

### **3.0 Instructors and Facilitator**

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## 4.0 Detailed Agenda

### 4.1 Day 1

Topic	Duration
<b>Welcome</b> <ul style="list-style-type: none"> <li>Introduction of Instructor and Attendees</li> <li>Review of class objectives, agenda, and training materials, class hours, breaks, and lunch</li> </ul>	30 minutes
<b>Review the Data Entry Supervisory Options and Utilities:</b> <ul style="list-style-type: none"> <li>Review menu options on Supervisor Menu</li> <li>PCC database clean-up/review – View Visit Report</li> </ul> <b>Customize Your PCC Data Entry</b> <ul style="list-style-type: none"> <li>Data Entry Site Parameters</li> <li>Switch data entry mnemonics on/off</li> </ul>	60 minutes
<b>Break</b>	15 minutes
<b>PCC Supervisor Options and Utilities (cont.):</b> <ul style="list-style-type: none"> <li>Review PCC Master Control File</li> <li>PCC Local Table Maintenance</li> <li>Review IHS Standard Tables (Clinic, Affiliation, Discipline)</li> </ul>	75 minutes
<b>Lunch</b>	60 minutes
<b>PCC Supervisor Options and Utilities (cont.):</b> <b>Quality Improvement</b> <ul style="list-style-type: none"> <li>Track Quantity</li> <li>Track Quality</li> <li>General Forms Tracking Reports</li> </ul>	60 minutes
<b>EHR/PCC Coding Audit</b> <ul style="list-style-type: none"> <li>Review PCC/EHR Coding Audit Site Parameter</li> <li>Track/Count Unreviewed Visits</li> <li>Tally of Reviewed/Completed Visits by Auditor</li> <li>Add New Chart Deficiency Reasons</li> </ul>	60 minutes
<b>Break</b>	15 minutes
<b>PCC Operation Guidelines/Qualifications</b> <b>PCC Management Reports</b> <b>Questions &amp; Answers</b> <b>Closing/Completion of Evaluation On-line</b>	105 minutes