

**Indian Health Service**  
**Office of Information Technology Presents:**  
**Resource and Patient Management System**  
**Community Health Representative Patient Care Component**  
**Coding/Data Entry**

**Instructor**

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**Class Description**

This course is intended for those individuals who work for or supervise a Community Health Representative (CHR) Program. Participants are provided a brief history and purpose of CHR PCC documentation. Instruction on proper documentation and use of the 535 Comprehensive, 535-1 Abbreviated, and 962 Group form. Health Problem Codes (HPC) and Service Codes (SC) descriptions will be reviewed and information provided to accurately combine them to reflect the services/activities delivered. Instruction on proper use and data entry for the 535 Comprehensive, 535-1 Abbreviated, and 962 Group form.

The data entry portion provides hands on data entry instruction for the CHR PCC (BCH) package using the Comprehensive, Abbreviated and Group form and will include an overview of Reports.

**Objectives**

- Understand CHR PCC Reporting System and the role it plays in funding
- Understand the 3 different forms and proper use
- Learn to accurately combine HPC and SC to reflect services provided
- Understand the impact of coding all services provided
- Understand the importance of accuracy when entering data
- Learn to enter data and pull reports
- Understand CHR package and report terminology

**Intended Audience**

CHR PCC is a unique package within the RPMS and this course is designed for CHR Program Administrators, Supervisors, and staff responsible for data entry, whether it is a CHR or another specified staff member.

## **DAY ONE**

<b>Welcome/Introductions</b>	<b>30 min</b>
Introductions	
Course Expectations	
Pre-test	
<b>RPMS/Laboratory Package Review</b>	<b>30 min</b>
<b>How to Access CHR PCC Manuals/Forms</b>	<b>15 min</b>
535 Comprehensive	
535-1 Abbreviated	
962 Group	
<b>Proper Use of Forms</b>	<b>20 min</b>
Importance of Accuracy	
Required Data Elements	
Unregistered Patient	
<b>Break</b>	<b>15 min</b>
<b>535- Comprehensive Form- Step by Step Instructions</b>	<b>90 min</b>
Header	
Subjective Information	
Objective Information	
Assessment- POV	
Quality Narratives	
Plans/ Treatments/ Education/ Medications Section	
Activity Location	
Referrals	
Travel Time	
Number Served	
Measurements/ Test	
Patient Information	
<b>Lunch</b>	<b>60 min</b>
<b>Health Problem Code (HPC) definitions/Proper Use</b>	<b>120 min</b>
<b>Break</b>	<b>15 min</b>
<b>Service Codes (SC) Definitions/Proper Use</b>	<b>75 min</b>
<b>Review and Questions</b>	<b>30 min</b>
Cleanup Work Station	

## **DAY TWO**

<b>Putting it All Together</b>	<b>90 min</b>
Combine HPC and SC	
Choose Appropriate Form	
Reinforce Importance of Referrals	
<b>Break</b>	<b>15 min</b>
<b>Suggesting Standard Protocol for a Home Visit</b>	<b>75 min</b>
Using a Template for Documenting	
<b>Lunch</b>	<b>60 min</b>
<b>Suggested Services to Provide During Transportation</b>	<b>15 min</b>
Using a Template for Documenting	
<b>Putting it Into Practice</b>	<b>75 min</b>
Class (Group) Coding Exercises	
Written Documenting Exercises	
535 Comprehensive	
535-1 Abbreviated	
962 Group	
<b>Break</b>	<b>15 min</b>
<b>Coding Section Conclusion</b>	<b>105 min</b>
Review	
Post-Test and Review	
Course Evaluations	
Cleanup Work Stations	

## **DAY THREE**

<b>Introduction to the CHR Data Entry Package</b>	<b>60 min</b>
3 Levels of Data Entry	
Required Fields	
IT Requirements for Access to Package	
How CHR PCC Generates Data	
Data Entry Rules and Principals	
<b>Logging into the Training Data Base- Demo/Hands-On</b>	<b>30 min</b>
<b>Break</b>	<b>15 min</b>
<b>Data Entry 535-1 Form- Demo/Hands-On</b>	<b>45 min</b>
Add a patient	
Add Activities	
Add a Group	
<b>Data Entry Elements- Demo/Hands-On</b>	<b>45 min</b>
Edit a Record	
Delete a Record	
Display a Health Summary	
Browse a Visit	
Last Visit	
Enter Unregistered Patient	
Change Forms	
Change Date	
Change Provider	
<b>Lunch</b>	<b>60 min</b>
<b>Data Entry 535 From- Demo/Hands-On</b>	<b>45 min</b>
Add a patient	
Add Activities	
Add a Group	
<b>Data Entry 962 Form- Demo/Hands-On</b>	<b>45 min</b>
<b>Break</b>	<b>15 min</b>
<b>Practice- Hands-On</b>	<b>90 min</b>
<b>Review and Questions</b>	<b>30 min</b>
Cleanup Work Station	

## **DAY FOUR**

### **Review**

**60 min**

### **Data Entry Skills Assessment Testing**

**90 min**

Add Records

Change Dates

Change Forms

Pull Report to Verify Input

Edit Information if Necessary

### **Break**

**15 min**

### **RPMS Reports Overview**

**45 min**

Reports

Review Accuracy of Data Entry Skills Assessment Test

### **Lunch**

**60 min**

### **Data Entry/Reports Section Class Conclusion**

**120 min**

Review

Post-test and Review

Course evaluations