

THE INDIAN HEALTH SERVICE

Patient Flags



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Superior Health Information Management
Now and for the Future

Training Objectives

- Compare and Contrast the Use of Patient Flags.
- Examine Policy and Guidelines for Patient Flags.
- Identify HIM Roles and Responsibilities for Management of Patient Flags.
- Create a Patient Flag.
- Generate Reports for Managing Patient Flags.

What are Flags?

- Patient record flags is a mechanism in which an alert can be assigned to patients who have certain high risk clinical needs or behavior problems.
- This alert can be configured to ***pop up*** during the patient look-up process.

Why use Patient Record flags

- Informing clinical staff of patient's clinical needs can improve the quality of patient care and safety.
- Behavior problems:
 - Improve staff safety.
 - Identify behavior and characteristics that may pose a threat.

Types of Flags

- Patient flags are divided in two Categories:
 - Category I (National):
 - These can not be locally edited
 - Behavior Flags
 - Category II (Local):
 - Locally established by facilities and can not be shared

Caution

- Limit use to high risk clinical situations and unusual clinical risks that threaten health care safety and quality.
- Limit to information essential for the delivery of safe and appropriate health care.

Implementation of Patient Flags

- Sites need an implementation plan:
 - How a request for ***flagging*** a patient's record will be processed.
 - Who is going to approve the flag?
 - Who will be responsible for reviewing, updating, and creating new flags?
 - Who will be placing, removing, and training staff on how to use flags?

Flag Setup

- Key assignment:
 - DGPF LOCAL FLAG EDIT:
 - This key is used to control access to the Record Flag Management option. A user having this key can add new local flags and edit local flags.
 - DGPF PRF ACCESS:
 - This key controls the Patient Record Flag menu. Holder of this key will be able to display record flag detail and patient assignment detail, and generate reports.

Keys Continues

- Keys:
 - DGPF PRF CONFIG:
 - This key controls access to the PRF System Configuration.
 - DGPF RECORD FLAG ASSIGNMENT:
 - This key controls access to the list manager and record flag assignment menu. Holder of this key can assign, edit, and change ownership local flags.

Assign Menu

- Site manager needs to add this menu to the IHS core:
DGPF RECORD FLAGS MAIN MENU

Creating Local Record Flags

- Follow Site policy for creating local flags.
- Coordinate flag creation with a multidisciplinary group:
 - Medical Staff
 - CAC
 - HIM
- Recommend HIM be the owner of Patient Flag package.

Patient Flag Main Menu

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RM    Record Flag Reports Menu ...
FA    Record Flag Assignment
FM    Record Flag Management
IRM   PAF System Configuration
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Select Patient Record Flags Main Menu Option:

FM follow the steps:

AF Add New Record Flag

Only add Cat II Flag - may have to change category
CC

Enter the Record Flag Name: TEST

Enter the Status of the Flag: ACTIVE// ACTIVE

Enter the Type of the Flag: ??

- Choose from:
 - BEHAVIORAL
 - CLINICAL
 - OTHER
 - RESEARCH

FM follow the steps: cont.

1. Enter the Review Frequency Days:
 - Per facility policy
2. Enter the Notification Days:
 - Per facility policy
3. Enter the Review Mail Group:
 - DGPF BEHAVIORAL FLAG REVIEW
 - Mail group created locally per need
 - Last prompt you can save the new flag

FA follow the steps:

- SP: Select Patient:
- AF: Assign Flag:
- Assignment Narrative: optional - shows up to the system user when accessing the patient record.
- Approved By: select from system users

Flag Assignment to patient

RECORD FLAG ASSIGNMENT Apr 01, 2008 13:31:25 Page: 1 of 1

Patient: DEMO,PATIENT DOB: 01/01/61

Flag	Assigned	Approved By	Review Date	Active	Local
1 HIGH RISK PREGNANCY	11/19/07	PROVIDER,DEMO1	08/15/08	YES	YES
2 DIABETIC	01/07/08	PROVIDER,DEMO2	N/A	NO	YES
3 CRITICAL LAB DUE	01/22/08	PROVIDER,DEMO3	04/21/08	YES	YES

Enter ?? For more actions

SP Select Patient

EF Edit Flag Assignment

DA Display Assignment Details

CO Change Assignment Ownership

AF Assign Flag

Select Action:Quit//

Patient Flag Review

- Patient Flags should be reviewed to ensure that they are still appropriate and still valid.
- The MailMan group assigned to the flag will get a MailMan message that a flag is due for review.
- You can also run a report to get a list of flags needing review.

Running reports

FAR Flag assignment report:

- Display or print all of the patient assignments for Category I and/or Category II Flags.
- Information includes patient name, chart number, date assigned, review date, and any notifications.

Screen Capture

PATIENT RECORD FLAGS

ASSIGNMENTS DUE FOR REVIEW REPORT

----- Printed: Oct 07, 2009@

CATEGORY: Category II (Local)

DATE RANGE: 03/21/09 TO 04/25/10

FLAG NAME: MINOR WITH SENSITIVE INFO

PATIENT NAME	CHART #	ASSIGNED	REVIEW DT	NOTIFICATION SENT
-----	-----	-----	-----	-----
DEMO, PATIENT	11-76-61	10/07/09	02/04/10	NO

ADR

ADR Assignments Due For Review Report:

- Display or print all Category I or Category II Flag Assignments due for review.
- Information provided includes patient name, chart number, when it was assigned, review date, and if a notification was sent.

Sample of report

PATIENT RECORD FLAGS

ASSIGNMENTS DUE FOR REVIEW REPORT

----- Printed: Oct 07, 2009@

CATEGORY: Category II (Local)

DATE RANGE: 03/21/09 TO 04/25/10

FLAG NAME: MINOR WITH SENSITIVE INFO

PATIENT NAME	CHART #	ASSIGNED	REVIEW DT	NOTIFICATION SENT
-----	-----	-----	-----	-----
DEMO,PATIENT	11-76-61	10/07/09	02/04/10	NO

Total Review Assignment for Flag: 1

Note: " * " indicates that review date is past due

Policy and Procedure

- Review Sample Policy
- PIMC experience with Infection Control Patient Flag-a warning!



Questions and Discussion