

# Health Information Management

## Stage 1 Meaningful Use Core Set

### Demographics

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**Purpose:** The purpose of this policy is to specify Indian Health Service (IHS) policy and procedures related to Demographics.

**Policy:** It is IHS policy that facilities establish both policies and procedures that pertain to the Demographics in the Resource and Patient Management System Electronic Health Record (RPMS EHR).

**Objective:** Record demographics: preferred language, gender, race, ethnicity, date of birth, and date of death and preliminary cause of death in the event of mortality in the eligible hospital (EH) or Critical Access Hospital (CAH).

**Measure:** More than 50% of all unique patients seen by the eligible provider (EP) or admitted to the EH or CAH inpatient or emergency department (POS 21 or 23\*) have demographics recorded as structured data.

#### **Definitions:**

- **Unique Patient.** If a patient is admitted to an EH's or CAH's inpatient or emergency department (POS 21 or 23) or seen by an EP more than once during the EHR reporting period, then for purposes of measurement that patient is only counted once in the denominator for the measure. All the measures relying on the term "unique patient" relate to what is contained in the patient's medical record. Not all of this information will need to be updated or even be needed by the provider at every patient encounter. This is especially true for patients whose encounter frequency is such that they would see the same provider multiple times in the same EHR reporting period.
- **Preferred Language.** The language by which the patient prefers to communicate.

**Procedures:** The following procedures shall be followed by Patient Registration and the Health Information Management professional:

1. Set Preferred Language, Race, and Ethnicity as required (mandatory) in Patient Registration, Table Maintenance, Options (OPT). Gender and date of birth are already set as required/mandatory.
2. If patient declines to provide the information, Patient Registration shall select **Declined to Answer**.
3. Patient Registration shall update patient demographics during patient interviews or Contract Health Services (CHS) may update demographics during the referral process.
4. For in-hospital deaths, enter the date and preliminary cause of death in the Admission/Discharge/Transfer (ADT) of the Patient Information Management System (PIMS), CODE, Other Mnemonics, Mnemonic: UCD (Underlying Cause of Death). The cause of death is the preliminary cause indicated by the physician and not on the death certificate.

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5. The following discharge types must have an underlying cause of death recorded in ADT:
  - DEATH W/I 48 HRS W AUTOPSY
  - DEATH W/I 48 HRS W/O AUTOPSY
  - DEATH AFTER 48 HRS W AUTOPSY
  - DEATH AFTER 48 HRS W/O AUTOPSY
6. For deaths in the emergency room, enter the date and cause of death in the visit file of the Patient Care Component (PCC) using mnemonic UCD. The cause of death is the preliminary cause indicated by the physician and not on the death certificate.

**\*POS (Place of Service) Codes:**

- **21 – Inpatient hospital:** A facility, other than psychiatric, which primarily provides diagnostic, therapeutic (both surgical and nonsurgical), and rehabilitation services by, or under, the supervision of physicians to patients admitted for a variety of medical conditions.
- **23 – Emergency room-hospital:** A portion of a hospital where emergency diagnosis and treatment of illness or injury is provided.