RESOURCE AND PATIENT MANAGEMENT SYSTEM

Patient Registration
(AG)

Patch 1 Addendum

Version 7.0
Patch 1
May 2003

Information Technology Support Center
Division of Information Resources
Albuquerque, New Mexico
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AG v7.0 Patch 1 Addendum i Table of Contents  
May 2003
1.0 Introduction

Please review these changes and add a copy of them to any printed documentation your site may be using for Patient Registration v7.0. These changes will be integrated into future versions of the software and user manual and will no longer be considered an addendum at the time of the next release.

Patch 1 of Patient Registration v7.0 contains the following changes:

- Two new registration parameters (23 and 24) were added. The parameters control the new “Race:, Number in Household:, and Total Household Income:” fields (section 2.1).
- There has been a change made to the Emergency Contact field (section 2.2).
- Users can view and edit the policy holder’s address directly from the Private Insurance page (section 2.3).
- Page 2 of a patient’s information has been altered to enhance its usability and readability (section 2.4).
- There are several HIPAA related privacy changes, including (section 2.5):
  - New warning notices
  - There are three new HIPAA fields on page 9
- There is a new Restricted Health Information report (section 2.6).
- You will have the ability to delete coverages on the Medicare, Medicaid, and Railroad Retirement pages (section 2.7).
- The Medicaid Reports can now be restricted by plan name (section 2.8).
- The system will now allow you edit the address and home phone number in the policy holder file on the Private Insurance page (section 2.9).
- The “Message Phone” field has been renamed to the “Other Phone” field and will now allow up to 60 characters (section 2.10).
2.0 Patch 1

2.1 New Registration Parameters

Two new registration parameters were added. The parameters control the new “Race:, Number in Household:, and Total Household Income:” fields. These parameters must be set during the patch installation process, as post init functions.

The first parameter, “Disp Race,# Hshld, Hshld Inc:” allows you to decide if you want to display and edit the “Race, # in Household and Total Household Income” fields on Page 2 of the registration editor. If you answer NO, then the fields will not display on Page 2.

The second parameter, “Prnt Race,# Hshld, Hshld Inc:” allows you to decide if you want to print the information on the patient’s face sheet. If you answer NO, then the “Race, # In Household, and Total Household Income” fields in addition to data contained in those fields will NOT print on the face sheet.

1. To access these new prompts, type MSTR at the “Select IHS Kernel Option:” prompt.

2. Type OPT at the “Select Patient registration Option:” prompt.

3. Type the name of your facility at the “Select Registration Parameters Site Name:” prompt.

```
Select IHS Kernel Option: MSTR  Patient registration

******************************************************************************
*                                                                     *
*      INDIAN HEALTH SERVICE                                      *
*    PATIENT REGISTRATION SYSTEM                                   *
*    VERSION 7.0, MAR 28, 2003                                      *
*                                                                *
******************************************************************************

DULCE HEALTH CENTER

*** NOTE: IF YOU EDIT A PATIENT AND SEE THEIR NAME IN REVERSE VIDEO ***
*** WITH '(RHI)' BLINKING NEXT TO IT, IT MEANS THEY HAVE RESTRICTED ***
*** HEALTH INFORMATION ***

PTRG Patient Registration ...
AGX Registration data- prepare for export ...
OPT Set Registration OPTIONS
SIT Reset Default Facility
TM Table Maintenance Menu ...
1600 1600 REQUEST
SAMP PATIENT File Random Sampler ...
SSN SSN Reports Menu ...
```
Select Patient registration Option: OPT  Set Registration OPTIONS

PATIENT REGISTRATION
DULCE HEALTH CENTER

Set Registration OPTIONS

*** NOTE:  IF YOU EDIT A PATIENT AND SEE THEIR NAME IN REVERSE VIDEO ***
*** WITH '(RHI)' BLINKING NEXT TO IT, IT MEANS THEY HAVE RESTRICTED ***
*** HEALTH INFORMATION ***

Select REGISTRATION PARAMETERS SITE NAME: DULCE HEALTH CENTER IHS 202810
ALBUQUERQUE  JICARILLA  10

...OK? Yes// [RET] (Yes)

SITE NAME: DULCE HEALTH CENTER//
Ask for TRIBAL BLOOD QUANTUM: YES//
Ask TRIBAL ENROLLMENT NUMBER: YES//
Ask for OTHER NAMES: YES//
Ask for MEDICAID DATA: YES//
Ask for PRIVATE INSURANCE DATA: YES//
Ask DIRECTIONS TO PAT.'S HOME: YES//
Ask for NEXT OF KIN: YES//
Ask for OTHER TRIBES: YES//
Ask for ADDITIONAL REG. INFO.: YES//
Add extra IDENTIFIERS to SCAN: YES//
DECEASED PATIENTS in look-ups: NO//
Limited DOB editing: NO//
Print ADDITIONAL INFO: YES//
Prnt how many ADDIT INFO lines: L3//
Disp RACE,# HSHLD,HSHLD INC: NO//
Prnt RACE,# HSHLD,HSHLD INC: NO//

Figure 2-1: Selecting the new prompts

2.2 Emergency Contact Field Change

The Emergency Contact field has changed. On page 3 of the Add/Edit Patient options, if the Emergency Contact’s address and phone number are the same as the patient’s, you can now type SAME at the “EC Address- Street” field and the system will automatically populate the address and phone number fields.

- If the Emergency Contact’s information is the same as the patient’s, type the EC’s name in line 1, then type SAME in line 4.
IHS REGISTRATION EDITOR (page 3) DULCE HEALTH CENTER

TORRES,J (updated:MAR 25, 2003) HRN#:345678 (CHS & DIRECT)

--- Emergency Contact/Next of Kin

1. EMERGENCY CONTACT : TORRES, JANE
2. EC PHONE : 520-555-5555
3. EC RELATIONSHIP :
4. EC ADDRESS-STREET : 123 Main Street
5. EC ADDRESS-CITY : Anchorage
6. EC ADDRESS-STATE : Alaska
7. EC ADDRESS-ZIP : 87107

--- Next of Kin Data

8. NEXT OF KIN :
9. NOK PHONE :
10. NOK RELATIONSHIP :
11. NOK ADDRESS-STREET :
12. NOK ADDRESS-CITY :
13. NOK ADDRESS-STATE :
14. NOK ADDRESS-ZIP :

CHANGE which item? (1-14) NONE// : 4

Type SAME, at the “EC Address-Street:” prompt and the system will auto populate the fields with the Patient’s address information.

Figure 2-2: Typing same for the EC address
2.3 Direct Address Viewing/Editing

On the Private Insurance page, an additional action is available through the menu options at the bottom of the screen. You can view and edit the policyholder’s address directly from the Private Insurance page (it does update the policy holder file, so changes here change all of the related policy holder address references).

1. To edit/view the policy holder’s address, type V at the “ENTER ACTION (<E>dit Data,<A>dd Member,<D>elete Member,<V>iew/Edit PH Addr):” prompt.

2. Then type the line you would like to edit at the “CHANGE which item? (1-5):” prompt.

---

| Policy Holder.: TORRES,J | Grp Name: the group
| Policy or SSN.: 000000000 | Group No: 123456
| Effective Date: 3/26/2003 | Coverage:
| Expire Date...: 3/26/2003 |

---

| Policy Members----PC-----Member #------HRN-----Rel----------From/Thru-------

---

ENTER ACTION (<E>dit Data,<A>dd Member,<D>elete Member,<V>iew/Edit PH Addr): V

---

POLICY HOLDER : TORRES,J

1. HOLDER'S ADDRESS - STREET :
2. HOLDER'S ADDRESS - CITY :
3. HOLDER'S ADDRESS - STATE :
4. HOLDER'S ADDRESS - ZIP :
5. HOLDER'S TELEPHONE NUMBER :

---

CHANGE which item? (1-5) NONE// :

---

Figure 2-3: Editing through the Private insurance page
2.4 Enhanced Readability

On Page 2 of a patient’s information, some separator lines have been added to help make the page more readable. Also, the Blood Quantum and Tribe Quantum fields have been moved to the same line only if the “Race, Number in Household and Total Household Income” fields display on the same page.

Figure 2-4: Relocated fields

2.5 New HIPAA Related Privacy Fields

2.5.1 New Notice

When you log into Patient Registration, you will see a notice on the screen as shown in bold in Figure 2-5.
2.5.2 Restricted Health Information Warnings

If you select a patient that has Approved Restricted Health Information, you will see a warning as shown in Figure 2-6.

If you choose a patient with an approved RHI, you will see the patient’s name in reverse video with the notation (RHI) blinking next to it (Figure 2-7).
2.5.3 New Fields

Page 9 has three new HIPAA related fields. These new fields are 10, 11, and 12 (see Figure 2-8).

New Field #10

1. If you select field #10, type YES or NO at the “Was NPP Rec’d by Patient?:” prompt. NPP is an acronym for Notice of Privacy Practices form.

2. Type the date you gave the patient the NPP form at the “Date:” prompt.
WAS NPP REC'D BY PATIENT ?: **YES**  
DATE: 

*Figure 2-9: Using new field #10*

**New Field #11**

1. If you select field #11, type YES or NO at the “Acknowledgment Signed?” prompt.

2. If you type NO, you will need to specify why the patient was not able to sign the acknowledgement form at the “Reason:” prompt.

ACKNOWLEDGEMENT SIGNED ?: **NO**  
REASON: 

*Figure 2-10: Using new field #11*

**New Field #12**

If you select field #12, and the patient has a history in the Restricted Health Information file, you will see an entry for each Restricted Health Info reason that has been entered with the patient’s name, current status of the reason, and the date it was entered into the system as seen in Figure 2-11.

<table>
<thead>
<tr>
<th>#</th>
<th>Patient Name</th>
<th>Current Status</th>
<th>Entered on</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DEMO,P. KEEP INFO FROM MY RELATIVES</td>
<td>A</td>
<td>04/25/2003</td>
</tr>
<tr>
<td>2</td>
<td>DEMO,P. DON'T WANT LAWYERS TO SEE MY INFO - THIS IS A TEST TO SEE HOW THE REPORT LOOKS**</td>
<td>A</td>
<td>04/24/2003</td>
</tr>
</tbody>
</table>

Select 1 - 2 ( Press ENTER to add a new record or "^" to exit ) :

*Figure 2-11: Using new field #12*

You can then choose to enter a new reason if necessary as shown in Figure 2-12.

RESTRICTED HEALTH INFORMATION: My sister works in Radiology and I don't want her to see my records.  
STATUS CODE: p PENDING  
PENDING DATE: 5/1/03 (MAY 01, 2003)  

*Figure 2-12: Entering a new reason*

When you return to page 9, the field will be updated with the most current approved info in the Patient’s Restricted Health Information file. If there are no approved reasons, the most current reason entered into the file will display.
2.6 New Restricted Health Information Report (RHI1)

The new Restricted Health Information report is located in the Patient Registration Reports menu under RHI1. This report will ask you for a beginning and ending date and will print a report of the reasons for Restricted Health Information sorted by the date the record was entered and the user that entered the reason.

1. To run the RHI report, type RPT at the “Select Patient Registration Option:” prompt located in the Patient Registration main menu.

2. Type RHI1 at the “Select Registration Reports Option:” prompt.
Figure 2-13: Running the RHI1 report (steps 1-2)

3. Type the beginning date at the “Please Enter a Beginning Date of Entry:” prompt.

4. Type the ending date at the “Please Enter an Ending Date of Entry:” prompt.

5. Type the name of a print device or you can choose to display the report onscreen by typing HOME at the “Output Device:” prompt.

Figure 2-14: Running the RHI report (steps 3-4)

6. Figure 2-15 displays an example of the RHI1 report.
2.7 Delete Medicare, Medicaid, and Railroad Coverage

This feature restores an option that was lost in Patient Registration v6.0 patch 17. Authorized users will have the ability to delete coverages on the Medicare, Medicaid, and Railroad Retirement pages (through the edit options). This option is locked with the AGZMGR security key.

Deleting Medical Coverage

1. To delete a patient’s existing Medicaid, Medicare, and Railroad coverage, type E at the “Enter S(equence), A(dd), E(dit), T(oggle seq category):” prompt.

2. If the patient has more than one insurer/coverage listed, you will be asked to specify which one you wish to delete at the “Enter the insurer number you want to edit:” prompt.
*** PATIENT HAS NO CATEGORIES SET UP ***

1  MEDICARE  
   TORRES,J  
   444333555A  
   01/01/2001 03/26/2003

2  MUTUAL OF OMAHA  
   TORRES,J  
   258645789  
   01/01/2001 03/26/2003

Enter S(quence), A(dd) insurer, E(dit) insurer, T(oggle seq category) : E

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TORRES,J  
(upd:MAR 26, 2003) HRN#:345678  (CHS & DIRECT)

MEDICAL COVERAGE

<table>
<thead>
<tr>
<th>SEQ</th>
<th>INSURER</th>
<th>COVERAGE TYPE</th>
<th>ELIG BEGIN - ELIG END</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MEDICARE</td>
<td>444333555A</td>
<td>01/01/2001 03/26/2003</td>
</tr>
<tr>
<td>2</td>
<td>MUTUAL OF OMAHA</td>
<td>258645789</td>
<td>01/01/2001 03/26/2003</td>
</tr>
</tbody>
</table>

Enter the insurer number you want to edit. : 1

---

3. Type D at the “(Edit = "E"  Add = "A"  Delete = "D") Type E, A, or D:” prompt.

4. Type Y at the “Are you sure you want to Delete the Complete record? (Y/N)” prompt.

5. The system will display The COMPLETE eligibility record has been deleted.

---

Figure 2-16: Deleting coverage (steps 1 and 2)
2.8 Additional Report Restrictions

The Medicaid Reports (PTRG--> RPT--> MCD) can now be restricted by plan name. There are four reports, but they all act the same. There is one additional prompt that appears (Figure 2-20) that asks you what plan you wish to print for. This is a one/many/all prompt, with a default of ALL. If you want to print a list of Medicaid accounts that do not have a plan specified, you can type NONE at the first plan prompt—(the NONE option cannot be run with other plans, however). The selection of plans, even multiple ones, does not affect the way the report is sorted. This new function allows you to limit Medicaid reports to one or more Medicaid plans.

How to Use

There are three steps to printing a Medicaid report.

Step 1: Type ALP, COU, COM, or NUM at the “Select Print Lists of Medicaid Accounts Option:” prompt, depending on the criteria you wish to sort your report by.
**Step 2:** Type A, O, T, or C at the “Select desired accounts:” prompt, depending on what type of accounts you want to include in your report/list.

If you typed A or C, your report will begin printing. If you typed O or T, enter the start and end dates for the coverage date range at the appropriate prompts.

**Step 3:** Type the Select PLAN NAME (or NONE for entries without a plan name):

### 2.9 Auto Populate Fields

On the Private Insurance page, the system will now allow you edit the address and home phone number in the policy holder file.
2.10 Field Change

The Message Phone field (Field #18 on page 1) has been changed to the “Other Phone” field. This field now allows the user to enter up to 60 alpha-numeric characters. For example, if a patient has a message phone and a cell phone, you can now enter Msg: (204) 872-8144 ext-4444, Cell: (505) 296-2222 in this field.
3.0 Contact Information

If you have any questions or comments regarding this distribution, please contact the ITSC Help Desk by:

**Phone:**   (505) 248-4371 or
             (888) 830-7280

**Fax:**    (505) 248-4199


**Email:** [ITSCHelp@mail.ihs.gov](mailto:ITSCHelp@mail.ihs.gov)