TABLE OF CONTENTS

1.0 INTRODUCTION ........................................................................................................... 1

2.0 PATCH 2 ..................................................................................................................... 3

   2.1 New Field In VIEW Option .................................................................................. 3
   2.2 Duplicate Insurer Entry ....................................................................................... 3
   2.3 Pre-Certification Date Identifier ......................................................................... 4
   2.4 Moved Fields ........................................................................................................ 6
   2.5 Modified Insurance Summary Display .............................................................. 7
   2.6 Modified Page 8 ................................................................................................... 8
   2.7 Proof of Name Change/Other Legal Documents Fields ...................................... 9
   2.8 New Fields to the Add a Patient (ADD) option .................................................. 10
   2.9 Notice of Privacy Fields ......................................................................................... 10

3.0 PATCH 1 ..................................................................................................................... 12

   3.1 New Registration Parameters ............................................................................. 12
   3.2 Emergency Contact Field Change ...................................................................... 13
   3.3 Direct Address Viewing/Editing ......................................................................... 15
   3.4 Enhanced Readability .......................................................................................... 16
   3.5 New HIPAA Related Privacy Fields .................................................................. 16
      3.5.1 New Notice .................................................................................................. 16
      3.5.2 Restricted Health Information Warnings ...................................................... 17
      3.5.3 New Fields ................................................................................................... 18
   3.6 New Restricted Health Information Report (RHI1) ........................................... 20
   3.7 Delete Medicare, Medicaid, and Railroad Coverage ......................................... 22
   3.8 Additional Report Restrictions ........................................................................... 24
   3.9 Auto Populate Fields .......................................................................................... 25
   3.10 Field Change .................................................................................................... 26

4.0 CONTACT INFORMATION ......................................................................................... 27
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 2 of Patient Registration v7.0 contains the following changes:

- The Location of Home field has been added to the View Patient’s Registration Data (VIEW) option. (Section 2.1)
- Private insurer entry now allows the entry of duplicate insurers. (Section 2.2)
- Pre-certification Date field has been added as an identifier. (Section 2.3)
- On page 1, fields 4 and 13 were moved to the left of the screen. (Section 2.4)
- The Insurance Summary display now displays coverages correctly. (Section 2.5)
- Page 8 will redisplay after the entry of additional registration data. (Section 2.6)
- You can now delete an entry in the Proof of Name Change and Other Legal Documents fields located on page 9. (Section 2.7)
- The Print SSA SSN Matching Reports (PRT) option has been modified to be site specific.
- When using the Add a Patient (ADD) option, you will now be prompted for the patient’s Race, Number in Household, and Total Household Income if the registration parameter to display the fields is set to yes (Section 2.8)
- The face sheet now displays the Notice of Privacy Practices fields. (Section 2.9)

Note: For a full list of changes in patch 2, please refer to the patch 2 notes file.

Patch 1
This document also contains Patch 1 addendum information for ease of use. Patch 1, released in May 2003, contained 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 3.1).
- There has been a change made to the Emergency Contact field (section 3.2).
- Users can view and edit the policy holder’s address directly from the Private Insurance page (section 3.3).
- Page 2 of a patient’s information has been altered to enhance its usability and readability (section 3.4).
There are several HIPAA related privacy changes, including (section 3.5):
  • New warning notices
  • There are three new HIPAA fields on page 9

• There is a new Restricted Health Information report (section 3.6).

• You will have the ability to delete coverages on the Medicare, Medicaid, and Railroad Retirement pages (section 3.7).

• The Medicaid Reports can now be restricted by plan name (section 3.8).

• The system will now allow you edit the address and home phone number in the policy holder file on the Private Insurance page (section 3.9).

• The “Message Phone” field has been renamed to the “Other Phone” field and will now allow up to 60 characters (section 3.10).

**Note:** For a full list of changes in patch 1, please refer to the patch 1 notes file.
2.0  **Patch 2**

2.1  **New Field In VIEW Option**

When using the View Patient’s Registration Data (VIEW) option, you will now see the Location of Home field.

![New Field](image)

---

2.2  **Duplicate Insurer Entry**

On page 4, private insurance entry has been modified to allow duplicate insurers. When entering a duplicate insurer you will be prompted to confirm that you want to continue.
### MEDICAL COVERAGE

<table>
<thead>
<tr>
<th>SEQ</th>
<th>INSURER</th>
<th>COVERAGE TYPE</th>
<th>ELIG BEGIN - ELIG END</th>
<th>SUBSCRIBER</th>
<th>POLICY NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NEW MEXICO BC/BS INC</td>
<td></td>
<td>07/22/2003</td>
<td>DEMO,PATIENT</td>
<td>333444555666</td>
</tr>
<tr>
<td>2</td>
<td>NM MEDICAID</td>
<td>AD</td>
<td>10/02/2003</td>
<td>DEMO,PATIENT</td>
<td>0987654321</td>
</tr>
<tr>
<td>3</td>
<td>MEDICARE</td>
<td>B</td>
<td>09/25/2003</td>
<td>DEMO,PATIENT</td>
<td>567894321B1</td>
</tr>
<tr>
<td>4</td>
<td>MEDICARE</td>
<td>A</td>
<td>10/02/2003</td>
<td>DEMO,PATIENT</td>
<td>567894321B1</td>
</tr>
</tbody>
</table>

*** THIS SEQUENCE REFLECTS THE LATEST PRIORITY SEQUENCE DATE ***

---

**Figure 2-2: Adding duplicate insurers**

2.3 Pre-Certification Date Identifier

Pre-certification date has been added as an identifier on page 4. You will be prompted to enter a pre-certification date when adding a new insurer or editing filed 8 in the private insurance screen.

**Adding a pre-certification date identifier through the Edit Insurer option**

1. Type E at the “Enter S(equence), A(dd) insurer, E(dit) insurer, T(oggle seq category):” prompt.

2. Type the number of the insurer that you want to edit at the “Enter the insurer number you want to edit:” prompt.
### Medical Coverage

<table>
<thead>
<tr>
<th>SEQ</th>
<th>Insurer</th>
<th>Coverage Type</th>
<th>Elig Begin - Elig End</th>
<th>Subscriber</th>
<th>Policy Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NEW MEXICO BC/BS INC</td>
<td></td>
<td>07/22/2003</td>
<td>DEMO, PATIENT</td>
<td>333444555666</td>
</tr>
<tr>
<td>2</td>
<td>NM MEDICAID</td>
<td>AD</td>
<td>10/02/2003</td>
<td>DEMO, PATIENT</td>
<td>0987654321</td>
</tr>
<tr>
<td>3</td>
<td>MEDICARE</td>
<td>B</td>
<td>09/25/2003</td>
<td>DEMO, PATIENT</td>
<td>567894321B1</td>
</tr>
<tr>
<td>4</td>
<td>MEDICARE</td>
<td>A</td>
<td>10/02/2003</td>
<td>DEMO, PATIENT</td>
<td>567894321B1</td>
</tr>
</tbody>
</table>

*** This sequence reflects the latest priority sequence date ***

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

---

### Medical Coverage

<table>
<thead>
<tr>
<th>SEQ</th>
<th>Insurer</th>
<th>Coverage Type</th>
<th>Elig Begin - Elig End</th>
<th>Subscriber</th>
<th>Policy Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MEDICARE</td>
<td>A</td>
<td>10/02/2003</td>
<td>DEMO, PATIENT</td>
<td>567894321B1</td>
</tr>
<tr>
<td>2</td>
<td>MEDICARE</td>
<td>B</td>
<td>09/25/2003</td>
<td>DEMO, PATIENT</td>
<td>567894321B1</td>
</tr>
<tr>
<td>3</td>
<td>NM NEW MEXICO MEDICAID</td>
<td>AD</td>
<td>10/02/2003</td>
<td>DEMO, PATIENT</td>
<td>0987654321</td>
</tr>
<tr>
<td>4</td>
<td>DELTA DENTAL OF NEW MEXI DENTAL</td>
<td>DENTAL</td>
<td>07/17/2003</td>
<td>DEMO, PATIENT</td>
<td>222445555</td>
</tr>
<tr>
<td>5</td>
<td>NEW MEXICO BC/BS INC</td>
<td></td>
<td>07/22/2003</td>
<td>DEMO, PATIENT</td>
<td>333444555666</td>
</tr>
<tr>
<td>6</td>
<td>AETNA</td>
<td>AETNA</td>
<td>09/04/2003</td>
<td>DEMO, PATIENT</td>
<td>5432167890</td>
</tr>
<tr>
<td>7</td>
<td>NEW MEXICO BC/BS INC</td>
<td></td>
<td>12/01/2003 11/30/2004</td>
<td>DEMO, PATIENT</td>
<td>000123456</td>
</tr>
</tbody>
</table>

Enter the insurer number you want to edit. : **7**

---

*Figure 2-3: Entering a pre-certification date (steps 1-2)*
3. Type E at the “Enter Action (<E>dit Data,<A>dd Member,<D>elete Member,<V>iew/ Edit PH Addr):” prompt.

4. Type 8 at the “Select the Desired Fields:” prompt.

5. Type the pre-certification number at the “Pre-Certification #:” prompt. If you are entering a new number, type Y at the “Are you adding ‘’ as a new Pre-Certification?” prompt.

6. Type the pre-certification date at the “Pre-Cert Date:” prompt.

```
[8] Pre-Certification #: 987541223
  Are you adding '987541223' as a new PRE-CERTIFICATION? No// Y (Yes)
  Pre-cert Date.: T (DEC 02, 2003)
```

2.4 Moved Fields

On page 1, fields 4 and 13 have been moved to the left of the screen.
2.5 Modified Insurance Summary Display

To correct a display problem in patch 1 and to modify the file holding this data, code logic was modified and more fields were added to insure more accurate display and storing of information.

With patch 2, when you accesses a patient that has been previously sequenced, you will see a message (Figure 2-6:) in reverse video and blinking to inform you that you need to re-sequence the insurers for the same sequence date and the new fields in the category prioritizing global will be populated.
2.6 Modified Page 8

After re-sequencing, you will see a display similar to Figure 2-7:. Any new sequencing after installing patch 2 will not need any special attention.

Once you have entered any additional registration information on page 8, page 8 will be redisplayed (instead of being sent automatically to page 9) and you will be prompted
again to enter any additional registration information. This gives you an additional 
opportunity to enter additional information without leaving page 8.

## 2.7 Proof of Name Change/Other Legal Documents Fields

You can now delete an entry in the Proof of Name Change and Other Legal Documents fields located on page 9. Select the field where you would like to delete an entry, select the entry, and then type @ at the appropriate prompt to delete the entry.

**Deleting a proof of name change entry**

1. From page 9, type 3 at the “Change Which Item?” prompt.

2. Type E at the “Do you wish to E(dit) or A(dd) a new Proof of Name Change ?::” prompt.

3. Type the date of the name change at the “Select Patient Name Changes Date Changed:” prompt. If the system finds a partial match, type Y at the “OK?” prompt.

4. Type @ at the “Patient's Name Changed To:” prompt to delete the name change.

5. Type Y at the “Sure you want to delete:” prompt.

<table>
<thead>
<tr>
<th>IHS REGISTRATION EDITOR (page 9)</th>
<th>QUICK ATTENTION HEALTH CENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEMO, PATIENT (RHI)</td>
<td>(upd: DEC 02, 2003) HRN: 990088 PEND. VERIF</td>
</tr>
<tr>
<td>CHS Eligibility &amp; Document Summary</td>
<td></td>
</tr>
<tr>
<td>1. REASON FOR PENDING :</td>
<td></td>
</tr>
<tr>
<td>2. STATUS OF MEDICAL RECORD :</td>
<td></td>
</tr>
<tr>
<td>3. PROOF OF NAME CHANGE :</td>
<td>COURT ORDER</td>
</tr>
<tr>
<td>4. PRIVACY ACT :</td>
<td></td>
</tr>
<tr>
<td>5. OTHER LEGAL DOCUMENTS :</td>
<td></td>
</tr>
<tr>
<td>6. IMPORTANT MESSAGE FROM MEDICARE :</td>
<td></td>
</tr>
<tr>
<td>7. RELEASE OF INFORMATION :</td>
<td></td>
</tr>
<tr>
<td>8. ASSIGNMENT OF BENEFITS :</td>
<td></td>
</tr>
<tr>
<td>9. REFERRED TO BEN. COORDINATOR :</td>
<td></td>
</tr>
<tr>
<td>10. NOTICE OF PRIVACY PRACTICES (NPP) REC'D BY PATIENT : YES DATE: 07/17/2003</td>
<td></td>
</tr>
<tr>
<td>11. ACKNOWLEDGEMENT OF RECEIPT OF NPP SIGNED : YES</td>
<td></td>
</tr>
<tr>
<td>12. RESTRICTED HEALTH INFORMATION : APPROVED</td>
<td></td>
</tr>
<tr>
<td>CHANGE which item? (1-12) NONE// : 3</td>
<td></td>
</tr>
<tr>
<td>DT CHANGED CHANGED TO PROOF</td>
<td></td>
</tr>
<tr>
<td>Dec 02, 2003@10:17:33 DEMO</td>
<td>COURT ORDER</td>
</tr>
<tr>
<td>Do you wish to E(dit) or A(dd) a new Proof of Name Change ?:  E</td>
<td></td>
</tr>
<tr>
<td>Select PATIENT NAME CHANGES DATE CHANGED: T DEC 02, 2003</td>
<td></td>
</tr>
<tr>
<td>partial match to: DEC 02, 2003@10:17:33 DEMO COURT ORDER</td>
<td></td>
</tr>
</tbody>
</table>
2.8 New Fields to the Add a Patient (ADD) option

When using the Add a Patient (ADD) option, you will now be prompted for the patient’s Race, Number in Household, and Total Household Income if the registration parameter to display the fields is set to yes (section 3.1).

At the “Race:” prompt you can enter any of the following responses:

- American Indian Or Alaska Native
- Asian Or Pacific Islander
- Black, not of Hispanic origin
- Hispanic, black
- Hispanic, white
- Unknown
- White, not of Hispanic origin

For example:

RACE: ??

Choose from:
AMERICAN INDIAN OR ALASKA NATIVE 3
AMERICAN INDIAN OR ALASKA NATIVE 3
ASIAN OR PACIFIC ISLANDER 5
BLACK, NOT OF HISPANIC ORIGIN 4
HISPANIC, BLACK 2
HISPANIC, WHITE 1
UNKNOWN 7
WHITE, NOT OF HISPANIC ORIGIN 6

RACE:
NUMBER IN HOUSEHOLD: 2
TOTAL HOUSEHOLD INCOME: 10000

2.9 Notice of Privacy Fields

Notice of Privacy fields have been added to the patient’s face sheet.

*** CONFIDENTIAL PATIENT INFORMATION ***
QUICK ATTENTION HEALTH CENTER
AMBULATORY CARE RECORD BRIEF
-------------------------------
DEC 01, 2003@10:27 Page: 1
===============================================================================
PATIENT: DEMO, PATIENT (RHI) PATIENT: DEMO, PATIENT CHART #: 990088
===============================================================================
COMPUTER FILE EST: JUL 17, 2003 (EG) LAST EDIT: DEC 01, 2003 (TJ)
-----------------------------------------------------------------------------
OTHER NAME(S): DEMO, PATIENT
SSN: 222-44-5555 SSN STATUS UNKNOWN
CLASS: INDIAN/ALASKA NATIVE SEX: MALE
COMMUNITY: ACOMA BIRTHDAY: MAR 06, 1949
    COUNTY: CIBOLA AGE: 54 YRS
HOME ADDRESS:
    PO BOX 123
    ACOMA, NEW MEXICO 87110
PHONE NUMBERS ---
    HOME: 111-2222 WORK: 222-3333
    OTHER PHONE: CELL: 470-3505
    RACE: HISPANIC, WHITE
NUMBER IN HOUSEHOLD: 4 TOTAL HOUSEHOLD INCOME: 34000
-----------------------------------------------------------------------------
NOTICE OF PRIVACY PRACTICES REC'D BY PATIENT: YES DATE: JUL 17, 2003
ACKNOWLEDGEMENT OF RECEIPT OF NPP SIGNED: YES
-----------------------------------------------------------------------------
TRIBE: APACHE, MESCALERO TRIBE, NM INDIAN QUANTUM: FULL

Figure 2-10: Viewing the new Notice of Privacy fields

Added fields to face sheet
3.0 Patch 1

3.1 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 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//

Two new parameters

Figure 3-1: Selecting the new prompts

3.2 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.
Type SAME, at the “EC Address-Street:” prompt and the system will auto populate the fields with the Patient’s address information.
### 3.3 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.

```
<table>
<thead>
<tr>
<th>IHS REGISTRATION EDITOR</th>
<th>Private Insurance</th>
<th>DULCE HEALTH CENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>TORRES, J</td>
<td>(upd: MAR 26, 2003) HRN#: 345678 (CHS &amp; DIRECT)</td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>1) Policy Holder.: TORRES, J</td>
<td>5) Grp Name: the group</td>
<td></td>
</tr>
<tr>
<td>2) Policy or SSN.: 000000000</td>
<td>6) Group No: 123456</td>
<td></td>
</tr>
<tr>
<td>3) Effective Date: 3/26/2003</td>
<td>7) Coverage:</td>
<td></td>
</tr>
<tr>
<td>4) Expire Date...: 3/26/2003</td>
<td>8) Coverage:</td>
<td></td>
</tr>
<tr>
<td>-INSURER-----------------</td>
<td>---------HOLDER'S EMPLOYER INFO---------</td>
<td></td>
</tr>
<tr>
<td>BC OF IOWA</td>
<td>8) Pre-Cert No...:</td>
<td></td>
</tr>
<tr>
<td>636 GRAND AVE</td>
<td>10) Prim Care Prov:</td>
<td></td>
</tr>
<tr>
<td>DES MOINES, IA 50307</td>
<td>11) Status..: UNKNOWN</td>
<td></td>
</tr>
<tr>
<td>(515)-245-4500</td>
<td>12) Employer:</td>
<td></td>
</tr>
<tr>
<td>Ins. Type: P</td>
<td>13) Employer:</td>
<td></td>
</tr>
<tr>
<td>11) Sex.: MALE</td>
<td>14) Employer:</td>
<td></td>
</tr>
<tr>
<td>12) DOB.: 12/12/1912</td>
<td>15) TORRES, J halt</td>
<td></td>
</tr>
<tr>
<td>---Policy Members-----PC-----Member #-----HRN-----Rel--------From/Thru-------</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 3-3: Editing through the Private insurance page*
3.4 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.

---

3.5 New HIPAA Related Privacy Fields

3.5.1 New Notice

When you log into Patient Registration, you will see a notice on the screen as shown in bold in Figure 3-5.

---
3.5.2 Restricted Health Information Warnings

If you select a patient that has Approved Restricted Health Information, you will see a warning as shown in Figure 3-6.

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 3-7).
If RHI is blinking, the patient record contains restricted health information.

### 3.5.3 New Fields

Page 9 has three new HIPAA related fields. These new fields are 10, 11, and 12 (see Figure 3-8).

If RHI is blinking, the patient record contains restricted health information.
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: 

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: 

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 3-11.

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

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

You can then choose to enter a new reason if necessary as shown in Figure 3-12.

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)
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.

3.6 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.

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**PATIENT REGISTRATION**
**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 ***

ADD    ADD a new patient
EPT    EDIT a patient's file
FAC    Print a FACE SHEET
NON    Enter NON-MANDATORY new patient information
NAM    CORRECT the patient's NAME
CHR    EDIT the patient's CHART NUMBER.
INA    INACTIVATE/ACTIVATE a patient's file
RPT    REGISTRATION REPORTS ...
VIEW   View patient's registration data
DEL    DELETE a patient's Health Record Number
REV    Review and edit DECEASED or INACTIVE patient files
EMB    Print an EMBOSSED CARD
SCA    SCAN the patient files ...
THR    Third Party Billing Reports ...
IND    Print tub-file INDEX cards ...
LBL    LABELS menu ...
PAG    Edit one of the Patient's PAGES ...
FIE    print Face sheet, Index card, Embossed card

Select Patient Registration Option: RPT REGISTRATION REPORTS

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**PATIENT REGISTRATION**
**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 ***
ALP print REGISTERED PATIENTS ALPHABETICALLY
CHR print REGISTERED PATIENTS by CHART NUMBER
ENT print all patients in ENTIRE DATA BASE
COM Print list of COMMISSIONED OFFICERS & DEPENDENTS
INV print INVALID DATA ENTRIES - PATIENT FILES
DAI REGISTRATION DAILY ACTIVITY REPORTS
LOC print LOCATON OF PATIENT'S HOME
MCR Print list of MEDICARE/RAILROAD RET. holders.
MCRA Print List of Medicare Part A Enrollees
MCRB Print List of Medicare Part B Enrollees
ADD print ADDITIONAL REGISTRATION INFORMATION
MCD Print lists of MEDICAID ACCOUNTS ...
TEM Print patients with TEMPORARY CHART NUMBERS
BLO BLOOD QUANTUM Statistical Reports ...
OVE Print list of patients - 65 yrs and older
DOB List patients in DATE-OF-BIRTH order
VET VETERANS
PVT PRIVATE INSURANCE
SSN SSN Reports Menu ...
RHI1 HIPAA-Restricted Health Info by Dt entered,user
BCC BLANK COMMUNITY/CITY REPORT
STD Check format of Names

Press 'RETURN' to continue, '^' to stop: [RET]

Select REGISTRATION REPORTS Option: RHI1 HIPAA-Restricted Health Info by Dt entered,user

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.

6. Figure 3-15 displays an example of the RHI1 report.
3.7 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(quence), 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.
Figure 3-16: Deleting coverage (steps 1 and 2)

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.
3.8 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 3-20) 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):

3.9 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.
3.10 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.
4.0  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