



RESOURCE AND PATIENT MANAGEMENT SYSTEM

# **Patient Information Management System (PIMS)**

## **Addendum to User Manual**

Version 5.3 Patch 1010  
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Division of Information Resource Management  
Albuquerque, New Mexico

## Preface

The requirements and functionality outlined in the SRS *Patient Information Management System Version 5.3 Patch 1010* includes corrections to bugs found both before and after release of PIMS v5.3 Patch 1009 and approved enhancements.

## SECURITY

This patch uses the same security keys as described in the Patient Information Management System User Manual v5.3.

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## 1.0 Introduction

Please review these changes, and add a copy of them to any printed documents that you site may be using for PIMS v5.3. These changes will be integrated into future versions of the software and user manuals and will no longer be considered an addendum at the time of the next release. This addendum contains those patch changes that are relevant to the user. To see a list of all changes, please refer to the patch notes for each of the respective patches.

### 1.1 Summary of Changes

Patch 1010 provides corrections and enhancements to v5.3 of the Patient Information Management System. It is inclusive of modifications implemented by previous patches and contains the following functional and report changes:

In the PIMS Scheduling application, No-Show date is displayed per patient, check out date and time is included in the PCC Visit File, and waiting lists can be inactivated. In Clinic Setup the Principal Clinic and Clinic Name can no longer be the same. A logic check is done in regards to the site parameter values of ROUTING SLIP FORMAT and PRINT EXTRA RS FOR CHART.

In the PIMS ADT application, Admission Type and Source field labels have been changed from UB92 to UB-04.

The Frequent No-Show Report can now be sorted by patient and clinic code. A new report LAM, lists the number of appointments made and who made those appointments. Additional data appears on the AIU Form which includes Number in Household, Household Income and Parent Employers. More printing features have been included to output profiles for all clinics, different health summaries and print date and time on the A SHEET. Extra form feeds should no long occur.

## 2.0 Scheduling

### 2.1 No Shows

- a. SCH > AM > Patient Name or Chart Number > MA > CLINIC

When making an appointment, if the patient has had a previous No-Show you will be asked if you would like to display No-Show information for that patient.

Enter Y (YES) or N (NO) at the prompt "DISPLAY NO SHOWS?" the default is NO.

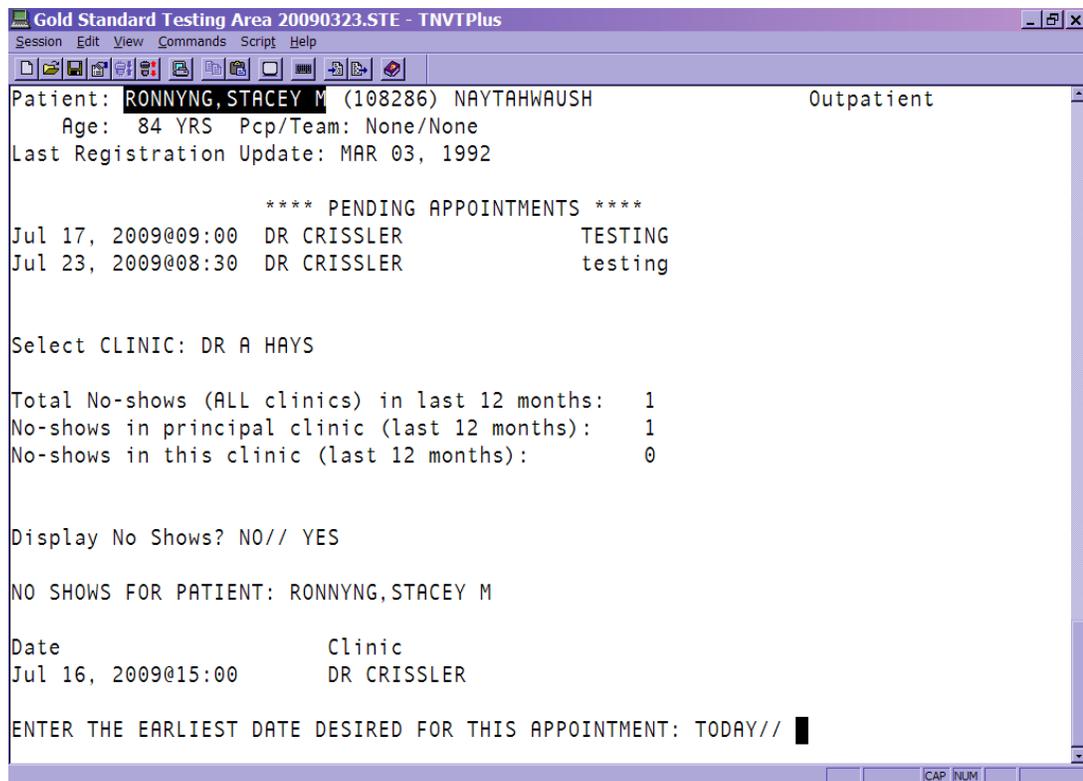


Figure 2-1: This information will only print if the patient has been a previous NO SHOW for an appointment.

### 2.2 Clinic Setup

Principal Name and Clinic Name

When setting up a clinic set up an error message will be displayed when trying to enter the same name in Clinic Name and Principal Name.

*SCH > SCS > SET > ClinicName >*

Gold Standard Testing Area 20090323.STE - TNVPlus

Session Edit View Commands Script Help

SET UP A CLINIC Page 1 of 4

CLINIC NAME: PRINCIPAL TESTCLINICS ABBREVIATION: TC  
 DIVISION: SELLS HOSP FACILITY: NEVER CLOSED MEMORIA

MEETS AT THIS FACILITY?: YES  
 NON-COUNT CLINIC? (Y OR N): NO  
 INCLUDE ON FILE ROOM LISTS?:  
 PRINCIPAL CLINIC: [REDACTED] TELEPHONE: 890-9999  
 PHYSICAL LOCATION:  
 CLINIC CODE: GENERAL  
 HOSPITAL SERVICE:

CLINIC OWNERS (responsible for setup)  
 HENRY,JOANN

Principal Clinic cannot be the same as Clinic

Press <PF1>H for help **Insert**

CAP NUM

Figure 2-2: Page 1 of 4 – Clinic Set Up

### 2.2.1 Clinic Set Up Removed Fields

Two fields were removed from the Clinic Setup Screen (4 of 4). They were TRIAGE CLINIC AND PYXIX LOCATION. These fields were not deleted from the database and their values can still be accessed via FileMan.

## 2.3 Inactivate Wait List

*SCH > SCS > IWL*

At the prompt enter the name of a clinic or enter “??” for a list of available. Select the clinic you When the field INACTIVE is set to YES the Waiting List will not be accessible, when the field INACTIVE is set to NO the Waiting List will be accessible.

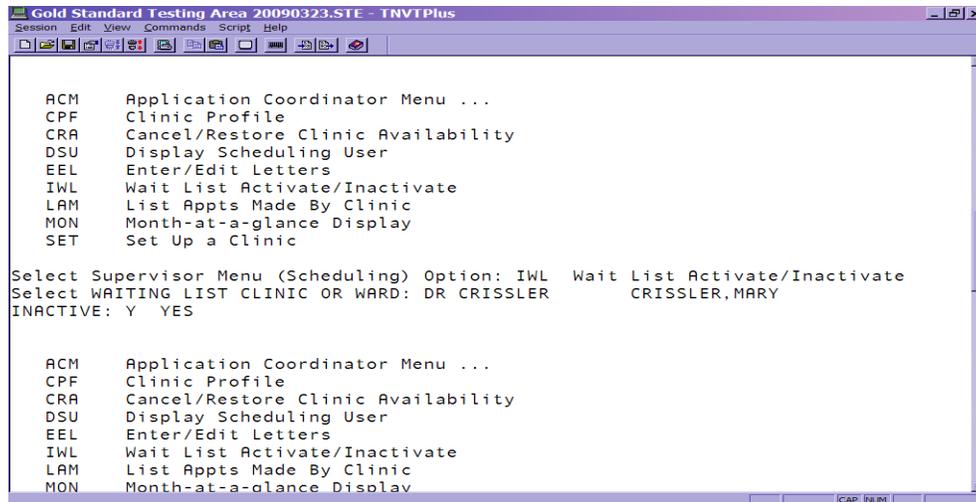


Figure 2-3: Making a Waiting List Inactive

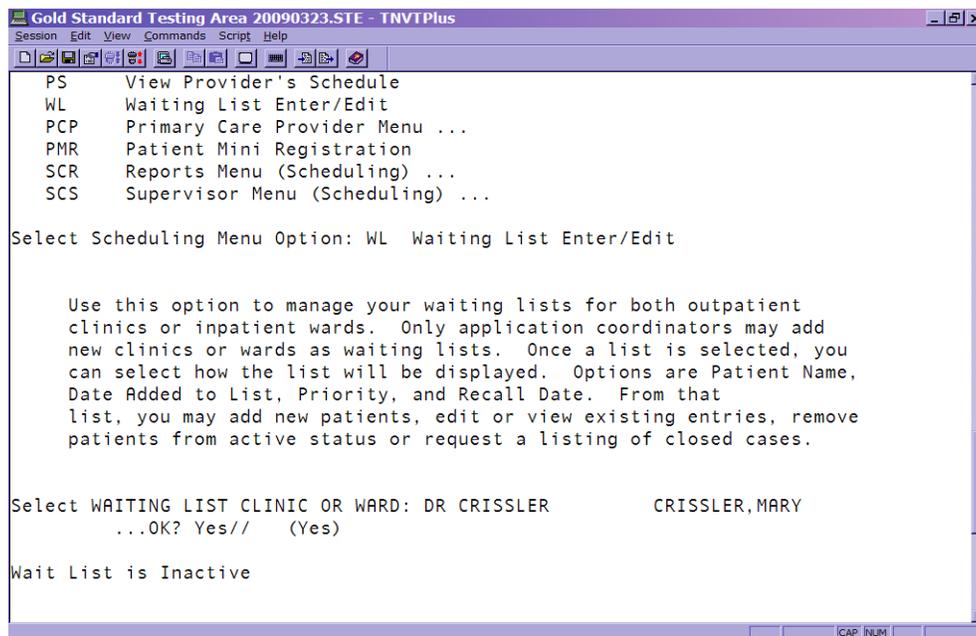


Figure 2-4: Trying to access an Inactive Waiting List

## 2.4 Routing Slip Format

*SCH > SCS > ACM > ESP >*

When ROUTING SLIP FORMAT is set to Duplicate PRINT EXTRA ROUTING SLIP FOR CHART must be set to NO. When ROUTING SLIP FORMAT is set to Short or Long, PRINT EXTRA ROUTING SLIP FOR CHART can be set to YES or NO.

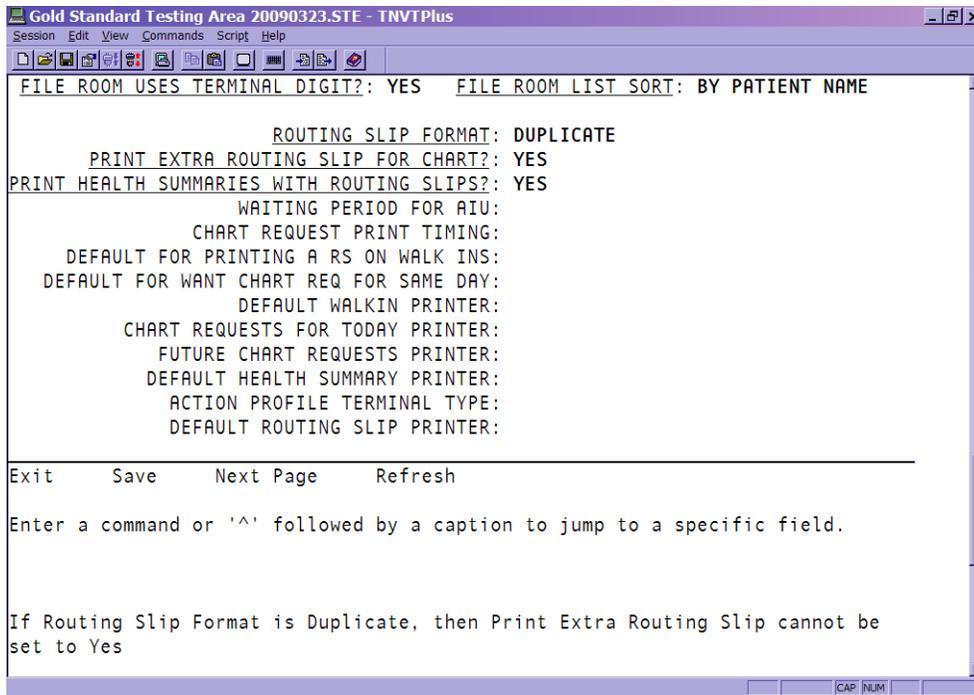


Figure 2-5: Example of Error Routing Slip Format cannot equal to Duplicate, while Print extra routing slip is Yes

## 3.0 Admission/Discharge/Transfer (ADT)

### 3.1 UB04 - UB92

ADMISSION TYPE-UB92 has been changed to ADMISSION TYPE-UB-04.  
ADMISSION SOURCE-UB92 has been changed to ADMISSION SOURCE-UB-04.  
This update does not affect the list of choices or previously entered data.

*ADT > PatientName > Select Admission Date@Time*

### 3.2 Extended Bed Control (EBC) Service Transfer

*ADT>BC>PCH and ADT>BC>TTX*

Extended Bed Control will allow editing past service or provider transfers for all admissions in the Provider Change (PCH) and the Treating Specialty Transfer (TTX) menus.

### 3.3 I Visits

Enter I Visits in ADT > IC > CODE. Access the incomplete chart by entering the patient name associated with the chart. To ADD/MODIFY PCC Data enter 2 at the prompt.

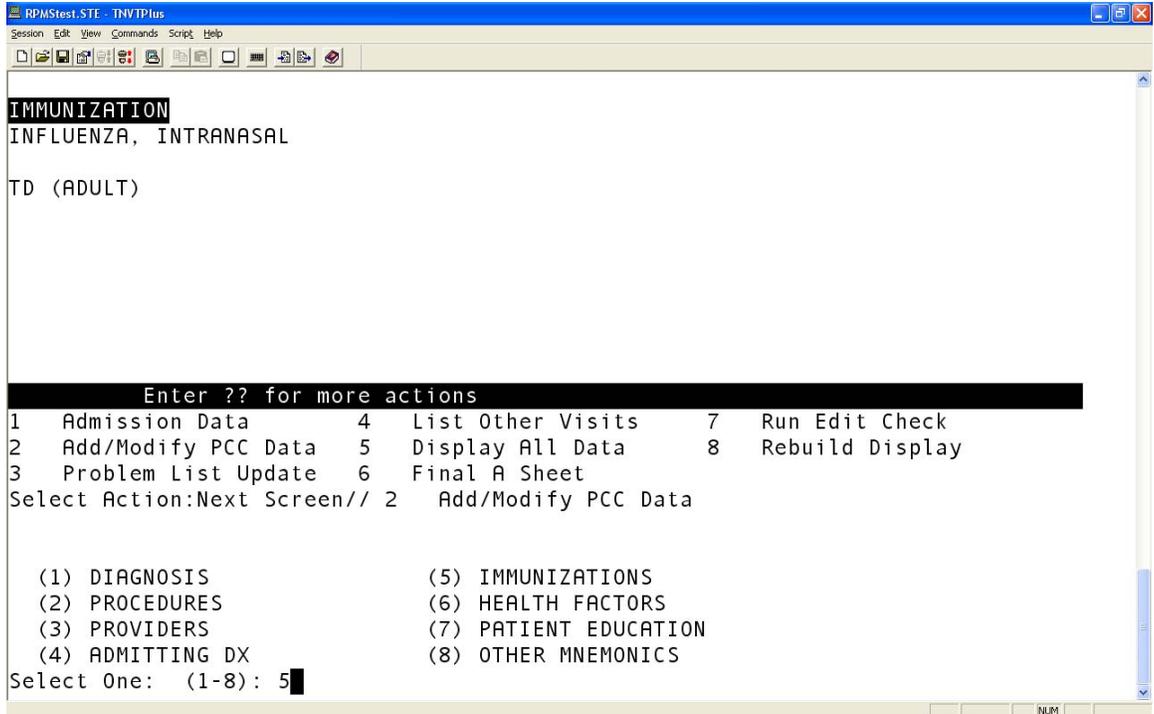


Figure 3-1: Select option 5

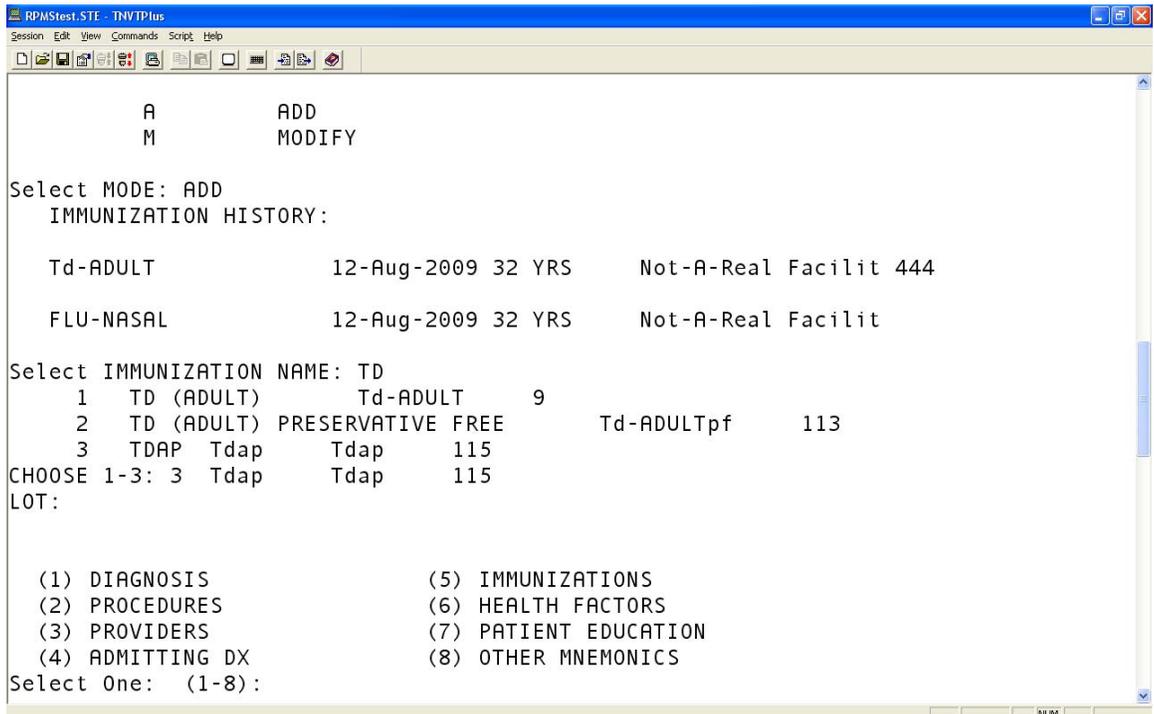


Figure 3-2: Enter Add at the prompt and hit enter. Enter the IMMUNIZATION name and LOT. Hit enter to return back to the patient record.

### 3.4 Deleting Discharge Date

If a patient has been discharged in the database and is still in the hospital, the date of discharge will need to be deleted. When the date of discharge is deleted the Incomplete Chart Record (V HOSPITAL ENTRY) will also be deleted. When the actual discharge date is entered the Incomplete Chart Record will be available.

If a DAY SURGERY needs to be deleted, the DAY SURGERY VISIT will also be deleted.

## 4.0 Sensitive Patient Tracking (SPT)

### 4.1 Purge Access logs

The application will allow users to purge access logs of non-sensitive records. The users will be prompted for a begin date and end date.

**SPT > PPAT > Y > *Begin Date* > *End Date***

Listed below is an example of this functionality:

```

*****
*          INDIAN HEALTH SERVICE          *
*   SENSITIVE PATIENT TRACKING MODULE   *
*                VERSION 5.3            *
*****

                                NOT-A-REAL FACILITY

DUA   Display User Access to Patient Record
EAR   Enter/Edit Access Restrictions
EPL   Enter/Edit Patient Security Level
LSP   List Sensitive Patients
PAU   Display All Patients Accessed by a User
PLOG  Purge Record of User Access from Security Log
PPAT  Purge Non-sensitive Patients from Security Log
UAR   User Access Report
USP   Update Security Parameters
XSO   Sensitive Patient Tutorial

Select Sensitive Patient Tracking Option: PPAT  Purge Non-sensitive Patients from
Security Log

      Use this option to purge patients from the DG SECURITY LOG
      file if the patient's security level is non-sensitive.

Are you sure you want to purge all non-sensitive patients? No// Y (Yes)
Begin Date: 0101 (JAN 01, 2009)
End Date: T (AUG 18, 2009)

Do you want to print patients as they are purged? No// Y (Yes)

DEVICE: HOME// <ENTER>      VIRTUAL      Right Margin: 80// <ENTER>

Purge Non-sensitive Patients from Security Log started AUG 18, 2009@14:30.

```

```
...HADGAS, GLADYS M (100282)  
...LAA, DARLENE R (102209)  
...LAA, DEONAKA LEE (103152)  
...MONNALL, DELPHINE V (106459)  
...LAA, BETTE A (111092)
```

```
Purge completed AUG 18, 2009@14:30. Number of records purged: 5  
Press ENTER to continue: <ENTER>
```

## 5.0 Report Changes

### 5.1 PIMS Reports

#### 5.1.1 Frequent no-shows

The Frequent No-Show Report was not providing the sort by Patient and by Clinic code. It has now been corrected.

**SCH > SCR > NSR > 2 > DIVISION(S) > CLINIC(S) > DATE RANGE > Number of No-Shows that defines FREQUENT > CATEGORY > Include OTHER INFO?**

The category types include: F (facility), P (principal clinic), C (clinic), N (patient), O (clinic code).

Gold Standard Testing Area 20090323.STE - TNVPlus

Session Edit View Commands Script Help

Frequent No-Shows Jul 28, 2009 14:53:37 Page: 1 of 2

Confidential Patient Data Covered by Privacy Act  
For appointments between Jan 01, 2009 and Jul 28, 2009  
Patients with at least 1 no-shows within any clinic

Patient	HRCN	Last No-show	#No-shows:	Clinic	Princ Cln	Facil
Patient Name: BAANKAN, ANGEL D TESTCLINIC2		6/22/09@08:00	1	0	1	
Patient Name: BAANKAN, GALEN J TESTCLINIC2		6/22/09@08:30	1	0	1	
Patient Name: BAANKAN, JAMES D TESTCLINIC2		6/22/09@09:00	1	0	1	
Patient Name: JOLYN, MEREDITH E DR CRISSLER		7/14/09@09:15	1	1	1	
Patient Name: LINCH, JEFFERY DR CRISSLER		7/14/09@12:37	1	1	1	

+ Enter ?? for more actions

Select Action: Next Screen//

Figure 5-1: Example of a Frequent No-Show Report by category of Patient Name.

**Frequent No-Shows** Jul 28, 2009 15:07:13 Page: 1 of 2

Confidential Patient Data Covered by Privacy Act  
For appointments between Jan 01, 2009 and Jul 28, 2009  
Patients with at least 1 no-shows within any clinic

Patient	HRCN	Last No-show	#No-shows	Clinic	Princ Cln	Facil
Principal Clinic: PRINCIPAL TESTCLINICS (Count back 365 days)						
DR A HAYS (Count back 365 days)						
MAEDAR, ALVINA C	105806	6/1/09@09:30	1	2	2	2
MOALLAR, FRANCES	101831	6/4/09@13:00	1	2	2	2
DR CRISSLER (Count back 365 days)						
JOLYN, MEREDITH E	107344	7/14/09@09:15	1	1	1	1
LINCH, JEFFERY	109916	7/14/09@12:37	1	1	1	1
MAEDAR, ALVINA C	105806	6/8/09@10:00	1	2	2	2
MOALLAR, FRANCES	101831	6/2/09@10:00	1	2	2	2
RONNYNG, STACEY M	108286	7/16/09@15:00	1	1	1	1
Principal Clinic: UNAFFILIATED CLINICS (Count back 365 days)						

+ Enter ?? for more actions

Select Action:Next Screen//

Figure 5-2: Example of a Frequent No-Show Report by category of Clinic Code.

### 5.1.2 List Appointments Made by Clinic (LAM)

A new report has been added to the PIMS Scheduling application. The report provides a Listing of Appointments Made by Users during a Date Range or a Listing of the Number of Appointments Made by a User by clinic during date range.

**SCH > SCS > LAM > Report Type > DIVISION(S) > CLINIC(S) > DATE RANGE**

The report types include: 1 (List Appointments), 2 (List Users with Counts).

Gold Standard Testing Area 20090323.STE - TNVTPlus

Session Edit View Commands Script Help

APPTS MADE BY USERS Jul 28, 2009 15:14:36 Page: 1 of 3

Jan 01, 2009 to Jul 28, 2009

Appt Date	Chart #	Age	Who Made Appt	Date Appt Made
<b>DR FETT</b>				
Jul 14, 2009@09:30	654356	49 YRS	HENRY, JOANN	Jul 14, 2009@11:08
Jul 27, 2009@15:00	102492	42 YRS	HENRY, JOANN	Jul 27, 2009@15:57
Jul 28, 2009@08:00	107344	61 YRS	HENRY, JOANN	Jul 27, 2009@15:57
Jul 28, 2009@08:15	654356	49 YRS	HENRY, JOANN	Jul 27, 2009@15:58
Jul 28, 2009@08:30	110472	34 YRS	HENRY, JOANN	Jul 27, 2009@15:58
<b>DR A HAYS</b>				
Jun 01, 2009@09:00	101831	36 YRS	HENRY, JOANN	Jun 15, 2009@13:58
Jun 01, 2009@09:30	105806	39 YRS	HENRY, JOANN	Jun 15, 2009@14:03
Jun 04, 2009@13:00	101831	36 YRS	HENRY, JOANN	Jun 15, 2009@14:00
Jun 04, 2009@13:30	105806	39 YRS	HENRY, JOANN	Jun 15, 2009@14:04
Jun 18, 2009@13:00	109916	20 YRS	HENRY, JOANN	Jun 18, 2009@17:01
Jun 18, 2009@17:03	100320	108 YRS	HENRY, JOANN	Jun 18, 2009@17:03
Jul 14, 2009@09:00	102492	42 YRS	HENRY, JOANN	Jul 14, 2009@11:06
Jul 14, 2009@11:00	111134	54 YRS	HENRY, JOANN	Jul 14, 2009@12:59
Jul 16, 2009@15:30	104682	25 YRS	HENRY, JOANN	Jul 16, 2009@16:50
Jul 28, 2009@09:00	111134	54 YRS	HENRY, JOANN	Jul 14, 2009@13:02

+ Enter ?? for more actions

Select Action:Next Screen//

Figure 5-3: Example of a Appts Made By Users Report (Report Type=1).

Gold Standard Testing Area 20090323.STE - TNVTPlus

Session Edit View Commands Script Help

NUMBER OF APPTS MADE BY USERS Jul 28, 2009 15:15:21 Page: 1 of 2

Jan 01, 2009 to Jul 28, 2009

Clinic Name	User Name	# of Appts	% of Total
DR A HAYS		10	
	HENRY, JOANN	10	100%
DR CRISSLER		15	
	HENRY, JOANN	15	100%
DR FETT		5	
	HENRY, JOANN	5	100%
DR H HAYS		1	
	HENRY, JOANN	1	100%
DR ORKIN		1	
	HENRY, JOANN	1	100%
PED		3	
	HENRY, JOANN	3	100%

+ Enter ?? for more actions

Select Action:Next Screen//

Figure 5-4: Example of a Number of Appts Made By Users Report (Report Type=2).

### 5.1.3 Address Insurance Update (AIU)

#### 5.1.3.1 Number in Household and income

The AIU Form that can be accessed through the PIMS Scheduling application has been updated. The AIU form that is printed and provided to patients now includes Number in Household and Household Income information.

**SCH > SCR > AIU > *PatientName***

The screenshot shows a window titled "Gold Standard Testing Area 20090323.STE - TNVTPlus" with a menu bar (Session, Edit, View, Commands, Script, Help) and a toolbar. The main content area displays the following text:

```

WHITE EARTH HEALTH CENTER
Confidential Patient Data Covered by Privacy Act
*** PATIENT ADDRESS AND INSURANCE UPDATE ***
*** PLEASE MAKE CORRECTIONS TO ANY INCORRECT INFORMATION ***

NAADHEM, ISABEL                HRCN: 109928  DOB: 04/26/1980  AGE: 29 YRS
SSN: 582617574

RT 1 BOX 9                      Home: 555-555-2851
BALL CLUB, MN 56591            Birth Place: MN

Employer: BUREAU OF LAND MANAGEMENT   Work Phone: 555-383-9942
Spouse's Employer: ANDERSON CABINETS   Work Phone:

Father's Name: NAADHEM, JAMIE          Birthplace: RED LAKE, MN
Father's Employer:
Mother's Name: NURCRUSS, RONALD E      Birthplace: RED LAKE, MN
Mother's Employer:

Number in Household: 4                Household Income: 38940

Emergency Contact: NAALEND, JAMES
Relationship: HUSBAND                  Phone No.: 555-555-3343
Mailing Address: RT 1 BOX 9
  
```

Figure 5-6: Example: First page of the Address/Insurance Update form.

#### 5.1.3.2 Parent Employment Information

The AIU Form that can be accessed through the PIMS Scheduling application has been updated. The AIU form that is printed and provided to patients now includes Parent Employment information.

**SCH > SCR > AIU > *PatientName***



```

Telephone: 218/983-3221          Principal Clinic: PRINCIPAL TCLINICS
Non-Count: NO                   File Room List: YES
Clinic Meets: MO,TU,WE,TH,FR    Sched Holidays: NO
Appt. Display: Begins at 8 AM   Appt. Length: 15 min.
Increments: 15-MIN             Variable Length: YES
Overbooks/Day: 99              Future Booking: 90 days max.
Auto-Rebook: Start at 1 AM      Max. Auto-Rebook: 14 days
No-Shows: 99 allowed           Wait Period:
                                Pull Prev X-rays: NO

Appointment List Statement:

Special Instructions: None

Clinic's Letters -
+ Enter ?? for more
Select Action: Next Screen//

```

## 5.1.6 Health Summary Reports

### 5.1.6.1 Extra Form Feeds

Extra form feeds have been removed when printing health summary and routing slips.

**SCH > SCR > HSC > Date > Division(s) > Clinic(s) > By Patient Name > Yes > Health Summary Type > Device**

### 5.1.6.2 Printing a different Health Summary

Users have the option to choose different health summaries when running the Health Summaries by clinic report.

**SCH > SCR > HSC > Date > Division(s) > Clinic (s) > Sort > *Health Summary Type***

```

Select Reports Menu (Scheduling) Option: HSC Health Summaries by Clinic
Print Health Summaries for Which Date: T-1 (JUL 28, 2009)
Select division: WHITE EARTH HEALTH CENTER// <ENTER>
Select another division: SELLS HOSP
Select another division: <ENTER>
Select clinic: ALL// <ENTER>

```

Select one of the following:

```

C          BY CLINIC NAME
P          BY PRINCIPAL CLINIC
T          BY TERMINAL DIGIT
N          BY PATIENT NAME

```

```

HEALTH SUMMARIES SORT ORDER: P// <ENTER> BY PRINCIPAL CLINIC
Do you want to also print other forms? YES// NO
Select Health Summary: ??

```

Choose from:

```

ADULT REGULAR
AUDIOLOGY
BEHAVIORAL HEALTH
CHR
DENTAL
DIABETES STANDARD
DMS DIABETES LAB REPORT
DMS DIABETIC FLOWSHEET
DMS LAB REPORT
IMMUNIZATION
PATIENT MERGE (COMPLETE)
PEDIATRIC
PRENATAL
PROBLEM LIST
SAMPLE
VPR LABS
VPR MINI
VPR REMINDERS
VPR VISITS

```

Select Health Summary:

### 5.1.7 Date/Time on A SHEET

The A SHEET is a report that is accessible through the PIMS ADT application. The Print Date and Time now appears on the A SHEET when it is printed or reprinted.

There are multiple ways to print an A SHEET, following are three examples:

- a. **ADT > IC > CODE > Select patient > Select a visit > 6**
- b. **ADT > IC > ICF > 4**
- c. **ADT > RM > AFM > 4**

The Print Date Time field is under Item 52 on the A Sheet, bottom line at left.

```

Select Incomplete Chart Menu Option: ICF Incomplete Chart Forms
Choose Form To Print: (1-5): 4 (Final A Sheet/Bill Prep Worksheet)
Select Patient: JOLYN,MEREDITH E F 08-09-1947 XXX-XX-6403 WE 107344
Select Report to Print: 2// 1 (A Sheet Only)
Print How Many Copies: (1-10): 1// <ENTER>
DEVICE: HOME// <ENTER> VIRTUAL

CLINICAL RECORD BRIEF **Confidential Patient Data Covered by Privacy Act**
-----
1 IHS Unit No. 2 Soc Sec No 10 Classif. 11 Facility 12 Facility Code
10-73-44 741-79-6403 INDIAN/ALAS NOT-A-REAL F 113510
-----
3 Last Name, First, Middle 13 Age 14 Religion 15 Hr Admit 16 Admit Code
JOLYN,MEREDITH E 61 FP 17 1822 1 DIRECT
-----
4 Birthdate 5 Sex 6 Tribe 17&18 Admit Srvc & Code 19 Admit Date
08/09/1947 F AKU504 FP 17 JUL 16, 2009
-----
8 Community Code Admtg Ward Admtg Provider 20 Discharge Date
106-15-27 SOUTH HENRY,JOANN
-----
9 Present Address 22 Length of Stay
RT 1 BOX 409 AURORA, MN 56591
-----
23 Next of Kin Telephone Address Relationship
24 Person to Notify
JOLYN,UDELL J. , MOTHER
-----
25 Admitting Diagnosis Insurance Coverage
CHEST PAIN
-----
26 ICD9 27 POA 28 Established DX
-----
29 ICD 30 DX 31 Op & Selec Procedures 32 Infect Date Phys Code
34 Discharge Type 35 Facility Transferred To
-----
37 & 38 Discharge Service and Code 39 # Consults
-----
40 Injury Date 41 Alleged Injury Cause 42&43 E-Codes & Place of Occurrence
-----
47 Underlying Cause of Death & Code
-----
Date 50 Attending Physician 50a Phys. Code 51 51 Admit/Coded By
Jul 29, 2009 HENRY,JOANN JH
-----
52 Date & Time Printed
Jul 29, 2009 12:20:51 pm

```

## 5.2 ADT Reports

### 5.2.1 Form Feeds

Extra form feeds have been removed from the print function for ADT reports.

Note: that if you try to print a Health Summary from the menu option HSR, if your Clinic parameter has been set to NO then your printer will print a blank sheet as it opens the printer device before it can determine the parameters that have been set.

## 5.3 SPT Reports

### 5.3.1 Sort by User's Service

There is a new report that provides a listing of users' SERVICE entry.

The user will need to be entered first using EAR before that user will display when running the User Access Reports (UAR). You will be unable to select yourself.

```
Select ADT Menu Option: SPT Sensitive Patient Tracking

*****
*          INDIAN HEALTH SERVICE          *
* SENSITIVE PATIENT TRACKING MODULE      *
*          VERSION 5.3                    *
*****

NOT-A-REAL FACILITY

DUA  Display User Access to Patient Record
EAR  Enter/Edit Access Restrictions
EPL  Enter/Edit Patient Security Level
LSP  List Sensitive Patients
PAU  Display All Patients Accessed by a User
PLOG Purge Record of User Access from Security Log
PPAT Purge Non-sensitive Patients from Security Log
UAR  User Access Report
USP  Update Security Parameters
XSO  Sensitive Patient Tutorial

Select Sensitive Patient Tracking Option: EAR Enter/Edit Access Restrictions

Use this option to restrict a user from accessing specific
patient records. Restrictions can be lifted, either for a
specific period of time or permanently. This option is to
to be used when a patient requests that particular staff or
providers are not to view his/her record at all.
```

```

User's Access Restrictions   Sep 29, 2009 08:05:27   Page:   1 of   1
User:      CRESPIN-RICHARDS,KIM
           Last Signed on MAY 22, 2009@14:54:33

Patient Name           Chart #   Restriction Status
           NO RESTRICTED RECORDS FOUND

Enter ?? for more actions
1  Add Restricted Record           3  Lift Restriction
2  View Restricted Record         4  Resume Restriction
Select Action: Quit// 1  Add Restricted Record

Select RESTRICTED RECORD PATIENT NAME: LAA,BETTE

User's Access Restrictions   Sep 29, 2009 08:05:51   Page:   1 of   1
User:      CRESPIN-RICHARDS,KIM
           Last Signed on MAY 22, 2009@14:54:33

Patient Name           Chart #   Restriction Status
1  LAA,BETTE A         111092  RESTRICTED ACCESS

Enter ?? for more actions
1  Add Restricted Record           3  Lift Restriction
2  View Restricted Record         4  Resume Restriction
Select Action: Quit//  QUIT

Select USER: HENRY ??
Answer with NEW PERSON NAME, or INITIAL, or SSN, or VERIFY CODE, or
NICK NAME, or SERVICE/SECTION, or DEA#, or VA#, or CODE, or
IHS LOCAL CODE, or IHS ADC INDEX, or ALIAS, or NPI
Do you want the entire NEW PERSON List? N (No)

Select an active user.  Cannot select yourself.

Select USER:  <ENTER>

DUA  Display User Access to Patient Record
EAR  Enter/Edit Access Restrictions
EPL  Enter/Edit Patient Security Level

```

```
LSP List Sensitive Patients
PAU Display All Patients Accessed by a User
PLOG Purge Record of User Access from Security Log
PPAT Purge Non-sensitive Patients from Security Log
UAR User Access Report
USP Update Security Parameters
XSO Sensitive Patient Tutorial
```

Select Sensitive Patient Tracking Option: **UAR** User Access Report

Select one of the following:

```
M MAIL CODE
S SERVICE SECTION
```

Sort By : M// **MAIL CODE**

DEVICE: HOME// **<ENTER>** VIRTUAL Right Margin: 80// **<ENTER>**

Sensitive Patient Tracking - Users Access by MAIL CODE Date: Sep 29, 2009

Patient Name	Mail Code	Service/Section
CRESPIN-RICHARDS,KIM	N/A	N/A
REBIEJO,WANDA	N/A	BUSINESS OFFICE
VIGIL-GOMEZ,THELMA	N/A	BUSINESS OFFICE
WILLIAMS,MARK	N/A	MENTAL HEALTH

```
DUA Display User Access to Patient Record
EAR Enter/Edit Access Restrictions
EPL Enter/Edit Patient Security Level
LSP List Sensitive Patients
PAU Display All Patients Accessed by a User
PLOG Purge Record of User Access from Security Log
PPAT Purge Non-sensitive Patients from Security Log
UAR User Access Report
USP Update Security Parameters
XSO Sensitive Patient Tutorial
```

Select Sensitive Patient Tracking Option: **UAR** User Access Report

Select one of the following:

```
M MAIL CODE
S SERVICE SECTION
```

Sort By : M// **SERVICE SECTION**

Service/Section: **BUSINESS OFFICE** BUS

DEVICE: HOME// **<ENTER>** VIRTUAL Right Margin: 80// **<ENTER>**

Sensitive Patient Tracking - Users Access by SERVICE SECTION Date: Sep 29, 2009

Patient Name	Service Section	Mail Code
REBIEJO,WANDA	BUSINESS OFFICE	N/A
VIGIL-GOMEZ,THELMA	BUSINESS OFFICE	N/A

```
DUA   Display User Access to Patient Record
EAR   Enter/Edit Access Restrictions
EPL   Enter/Edit Patient Security Level
LSP   List Sensitive Patients
PAU   Display All Patients Accessed by a User
PLOG  Purge Record of User Access from Security Log
PPAT  Purge Non-sensitive Patients from Security Log
UAR   User Access Report
USP   Update Security Parameters
XSO   Sensitive Patient Tutorial
```

Select Sensitive Patient Tracking Option: <ENTER>

## 6.0 Contact Information

If you have any questions or comments regarding this distribution, please contact the OIT Help Desk (IHS).

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

**Fax:** (505) 248-4363

**Web:** <http://www.ihs.gov/GeneralWeb/HelpCenter/Helpdesk/index.cfm>

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