



RESOURCE AND PATIENT MANAGEMENT SYSTEM

# **Patient Information Management System**

(PIMS)

## **Addendum to User Manual**

Version 5.3 Patch 1022  
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Division of Information Resource Management

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## Preface

This addendum provides user information about the Patient Information Management System (PIMS) which includes Admission, Discharge, and Transfer (ADT), Scheduling (SD), Sensitive Patient Tracking (SEC), and Patient Record Flags (FLG) applications that are part of Resource and Patient Management System (RPMS). Included in this manual is the information providing instructional guidance to a broad range of users within IHS medical facilities in changes made to the PIMS application software.

## 1.0 Introduction

Please review these changes and add a copy of them to any printed documentation your 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.

The addendum only provides guidance on changes made in the patch that are relevant to the user. To see a list of all changes made in a patch, please refer to the patch notes for each of the respective patches.

The PIMS User Manual is divided into four applications: Scheduling (SD), Admission, Discharge, and Transfer (ADT), Sensitive Patient Tracking (SEC) and Patient Record Flags (FLG).

- **Scheduling (SD)**

Important features of the SD application include clinic setup, appointment management and file room reports for pulling paper charts. Some of the reports available are clinic availability statistics, workload analysis, appointment listings and patient letters.

- **Admission/Discharge/Transfer (ADT)**

The ADT application provides a comprehensive range of software dedicated to the support of administrative functions related to patient admission, discharge, transfer, census, incomplete chart tracking, and day surgery. The application provides for efficient and accurate collection, maintenance, and output of data, thus enhancing your health care facility's ability to provide quality care to its patients.

- **Sensitive Patient Tracking (SEC)**

Important features of the SEC application include tracking and monitoring patients that have been tagged as Sensitive or where Restricted Access is necessary.

- **Patient Record Flags (FLG)**

The FLG application provides users with the ability to create, assign, inactivate, edit, produce reports, and view patient record flag alerts. FLGs are divided into Category I (national) and Category II (local) flags.

Other related materials are the PIMS technical manual, the PIMS installation guide, and the PIMS release notes. The technical manual is provided to assist the site manager in maintenance of the software. The installation guide provides assistance in installation of the package and the release notes describe any modifications and enhancements to the software that are new to the version.

## 1.1 Health and Human Services (HHS) Social Security Number (SSN) Reduction and Elimination

The HHS Information Systems Security and Privacy Policy (IS2P), published in July 2014, which establishes the Department's policy for the collection and use of SSNs. A memorandum includes the criteria for determining when collections and uses of the SSNs at HHS is authorized, process for reviewing and approving these collections and uses of SSNs, processes for establishing SSN inventories, and steps to take to reduce and eliminate unnecessary use of SSNs.

## 1.2 Summary of Changes

This patch contains changes to support the SSN Fraud Prevention Act of 2017 and the SSN Reduction Act.

P1022 provides enhancements and software fixes to v5.3 of the PIMS. Specifically, this patch adds the following functionality:

- Patient Preferred Name (PPN) display for entire application suite\*
- Change full SSN to last 4 digits in ADT Patient Inquiry
- A sheet will display Medicare Beneficiary Identifier (MBI) instead of HICN
- Admission Source Update to display only active options in ADT

\* This application uses the "AUPN DISPLAY PPN" parameter functionality and is defaulted to OFF until PPN is available across the enterprise.

**Note:** While this parameter is turned off, the PPN will not display in this application. This allows the PPN display to be turned on all at once without requiring a coordinated release of all applications. Once all applications support the display of the PPN, instructions will be sent out on how to enable this parameter system-wide.































### 5.1.4 Record Flag Assignment

The PPN displays on the Record Flag Assignment [IHS CORE > FLG > FA] as follows:

RECORD FLAG ASSIGNMENT		Aug 15, 2023 11:59:46		Page: 1 of 1	
Patient: DEMO,PATIENT - PREFERRED NAME* (500001)			DOB: 01/01/20		
Flag	Assigned	Review Date	Active	Local	Owner Site
1 FOLLOW UP NEEDED	08/15/23	N/A	YES	YES	2021 DEMO HOSPIT
2 LAB NEEDED	08/15/23	N/A	YES	YES	2021 DEMO HOSPIT
<b>Enter ?? for more actions</b>					
SP	Select Patient	EF	Edit Flag Assignment		
DA	Display Assignment Details	CO	Change Assignment Ownership		
AF	Assign Flag				
Select Action:Quit// █					

Figure 5-4: Record Flag Assignment displays PPN

## Acronym List

Acronym	Term Meaning
ADT	Admission, Discharge, and Transfer
FLG	Patient Record Flags
HHS	Health and Human Services
HICN	Health Insurance Claim Number
IHS	Indian Health Service
ISP2	Information Systems Security and Privacy Policy
PIMS	Patient Information Management System
PPN	Patient Preferred Name
RPMS	Resource and Patient Management System
SD	Scheduling
SEC	Sensitive Patient Tracking
SSN	Social Security Number

## Contact Information

If you have any questions or comments regarding this distribution, please contact the IHS IT Service Desk.

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