

RESOURCE AND PATIENT MANAGEMENT SYSTEM

Patient Information Management System

(PIMS)

Addendum to User Manual

Version 5.3 Patch 1022 December 2023

Office of Information Technology
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.

2.0 Patch 1022 Changes-Scheduling

2.1 PPN

The PPN will display if a preferred name has been entered in Patient Registration. The display shows as **Demo,Patient – Preferred Name***.

Below are a few examples of how the PPN will display in the application.

2.1.1 Appointment List

The PPN displays on the Appointment List [IHS CORE > SD > AL] as follows:

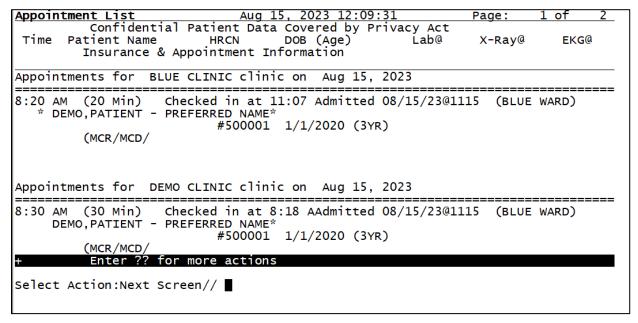


Figure 2-1: Appointment List displays PPN

2.1.2 Appointment Management

The PPN displays on the Appointment Management [IHS CORE > SD > AM] as follows:

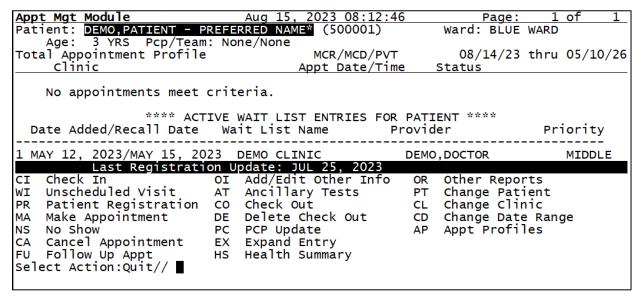


Figure 2-2: Appointment Management displays PPN

2.1.3 List Patient Check-In Status

The PPN displays on the List Patient Check-In Status [IHS CORE > SD > CHK] as follows:

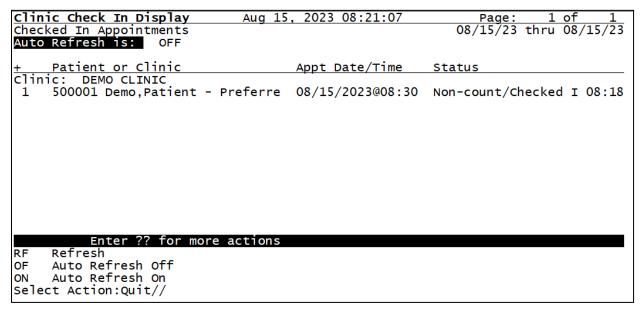


Figure 2-3: List Patient Check-In Status displays PPN

2.1.4 Waiting List

The PPN displays on the Waiting List [IHS CORE > SD > WL] as follows:

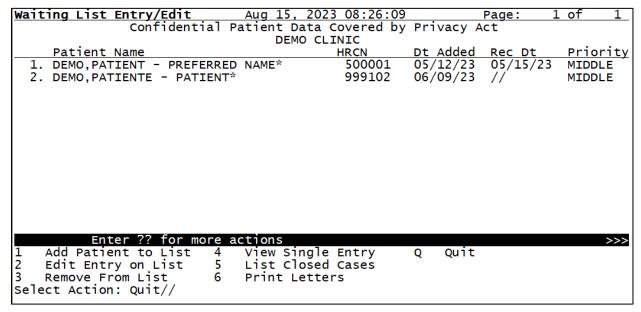


Figure 2-4: Waiting List displays PPN

3.0 Patch 1022 Changes– Admissions/Discharge/Transfer

3.1 PPN

The PPN will display if a preferred name has been entered in Patient Registration. The display shows as **Demo,Patient – Preferred Name***.

Below are a few examples of how the PPN will display in the ADT application.

3.1.1 Day Surgery Enter/Edit

The PPN displays on the Day Surgery Enter/Edit [IHS CORE > ADT > DS > DSE] as follows:

```
***Confidential Patient Data Covered by Privacy Act***
DEMO, PATIENT - PREFERRED NAME*
                                  HRCN: 50-00-01
PHONE:
                                                           DOB:
                                                          PROV:
                                   ELIG: DIRECT ONLY
                                                           SSN: XXX-XX-
Inpatient Status: ACTIVE INPATIENT-on WARD Admission LOS: 1 days
Admitted : AUG 15,2023@11:15 Transferred : Ward : BLUE WARD Room-Bed : BW101-B Provider : DEMO,DOCTOR Specialty : GENERAL MEDICINE
DAY SURGERY date: MAY 11,2023@09:00
Service: DAY SURGERY Provider: DEMO,DOCTOR
Future Appointments: Date Time Clinic
                        08/16/23 10:00 BLUE CLINIC
08/17/23 10:00 2013 DEMO HOSP PHARMACY
INSURANCE
NM MEDICAID
                                   NUMBER SUFF COV EL DATE SIG DATE END DATE 99991111 02 01/01/20
                                   4DU8RR9HK99 A A 05/12/23
MEDICARE
BC/BS UNITED OF WI
                                  84548458
                                                           06/14/23
                                   Coverage Type:
BI5039444
BC/BS OF KC
                                                           05/12/23
                                    Coverage Type: SELF
Enter RETURN to continue or '^' to exit:
```

Figure 3-1: Day Surgery Enter/Edit displays PPN

3.1.2 Patient Inquiry

The PPN displays on the Patient Inquiry [IHS CORE > ADT > PI] as follows:

```
Aug 16, 2023 13:27:31
                                                                           3
Patient Inquiry
         *** Confidential Patient Data Covered by Privacy Act ***
(1) Demographics -
              *** WARNING!!! RESTRICTED PATIENT RECORD ***
                                        HRCN: 500001
DEMO, PATIENT - PREFERRED NAME*
                                                              DOB: 01/01/2020
                              PHONE: 515-411-8744
                                                              SEX: FEMALE
1234 Main Street
                                                              SSN: XXX-XX-1111
YOURTOWN, OK 76777
                              ELIG: DIRECT ONLY
(CENTRAL WISCONSIN Service Unit)
PCP/TEAM: /
(2) Current Inpatient Status - Pt currently an Inpatient on BLUE WARD
Admitted : AUG 15,2023@11:15 Transferred
          : BLUE WARD
                                     Room-Bed/Ext : BW101-B /
Admitted by : CLERK, USER1
Attending : DEMO, DOCTOR
                                     Specialty : GENERAL MEDICINE
                                    Admission LOS : 1
(3) Last Day Surgery -
Surgery Date/Time: MAY 11, 2023@09:00 Released: Not entered yet LOS: n/a
        Service: DAY SURGERY
                                    Surgeon: DEMO, DOCTOR1
         Enter ?? for more actions
  Expand Entry C
                            CWAD Display
Select Action: Next Screen//
```

Figure 3-2: Patient Inquiry displays PPN

3.1.3 Current Inpatient Listings

The PPN displays on the Current Inpatient Listings [IHS CORE > ADT > RM > CIL] as follows:

Alphabetical Inpatient List Aug 16, 2023 13:36:13 Page: 10 of 24 ** Confidential Patient Data Covered by Privacy Act **					
+	Patient Admitted to BW	Chart # GM	Age Community DEMO,DOCTOR	Insurance on 07/19/23(28 days)	
33)	DEMO, PATIENT1	99_90_00	27 YR BERNALILLO	MCD /MCD /DUT	
	Admitted to EAST			on 03/02/23(167 days)	
34)	DEMO, PATIENT2	14 75 10	42 VD DACCADIBUE	AC THE	
	Admitted to BW (B		47 YR PASSADUMKER DEMO,DOCTOR2	on 07/19/23(28 days)	
35)	DEMO, PATIENT - PRE			Man (Man (Diff	
	Admitted to BW (B		3 YR BABCOCK DEMO,DOCTOR3	on 08/15/23(1 days)	
+ Enter ?? for more actions 1 View Demographics 2 View ADT Record 3 View PCC Record Select Action: Next Screen//					

Figure 3-3: Current Inpatient Listings display PPN

3.1.4 Print Patient Wristband

The PPN displays on the Print Patient Wristband [IHS CORE > ADT > BC > ADM] as follows:

```
DEMO,PATIENT - PREFERRED NAME*
01/01/2020
3 YR F
#500001 TST
232101500001
```

Figure 3-4: Print Patient Wristband displays PPN

3.2 Patient Inquiry–SSN

The Patient Inquiry Demographics section has been updated to show ONLY the last 4 digits of the patient's SSN in RPMS. The display shows as XXX-XX-1234.

Last 4 digits of SSN displays on the Patient Inquiry [IHS CORE > ADT > PI] as follows:

```
Patient Inquiry
                            Aug 16, 2023 13:44:07
                                                                   1 of
         *** Confidential Patient Data Covered by Privacy Act ***

 Demographics -

              *** WARNING!!! RESTRICTED PATIENT RECORD ***
                                        HRCN: 500001
DEMO, PATIENT - PREFERRED NAME*
                                                             DOB: 01/01/2020
1234 Main Street
                             PHONE: 515-411-8744
                                                             SEX: FEMALE
YOURTOWN, OK 76777
                             ELIG: DIRECT ONLY
                                                             SSN: XXX-XX-1111
(CENTRAL WISCONSIN Service Unit)
PCP/TEAM: /
(2) Current Inpatient Status - Pt currently an Inpatient on BLUE WARD
Admitted : AUG 15,2023@11:15 Transferred :
                                                  : BW101-B /
Ward
           : BLUE WARD
                                     Room-Bed/Ext
Admitted by : CLERK, USER1
                                     Specialty
                                                    : GENERAL MEDICINE
Attending : DEMO, DOCTOR
                                     Admission LOS : 1
(3) Last Day Surgery -
Surgery Date/Time: MAY 11, 2023@09:00 Released: Not entered yet
                                                               LOS: n/a
                                    Surgeon: DEMO, DOCTOR2
        Service: DAY SURGERY
        Enter ?? for more actions
  Expand Entry C
                           CWAD Display
                                                      Quit
Select Action: Next Screen//
```

Figure 3-5: Patient Inquiry displays Last 4 Digits of SSN Only

3.3 Admission Source Update

User will only see active Admission Source codes for selection during Admit Patient. Admission sources will no longer show as (DISCONTINUED) (IHS CORE > ADT > BC > ADM).

Admit PATIENT: DEMO, PATIENT - PREFERRED NAME*
Status : ACTIVE INPATIENT-on WARD

Admitted : AUG 15,2023@11:15 Transferred :
Ward : BLUE WARD Room-Bed/Ext : BW101-B /
Provider : DEMO, DOCTOR Specialty : GENERAL MEDICINE
Attending : DEMO, DOCTOR
Attending : DEMO, DOCTOR Admitted by :CLERK, USER1

Admission LOS: 1

<C>ontinue, <M>ore, or <Q>uit? CONTINUE//

Figure 3-6: Admission Source displays Active sources only

BORN INSIDE THIS HOSPITAL	5
BORN OUTSIDE OF THIS HOSPITAL	6
CLINIC OR PHYSICIAN'S OFFICE	2
COURT/LAW ENFORCEMENT	8
INFORMATION NOT AVAILABLE	9
NON-HEALTH CARE FACILITY POINT	1
TRANSFER FROM A DIFFERENT HOSP	4
TRANSFER FROM A DISASTER ALT C	G
TRANSFER FROM A HOSPICE FACILI	F
TRANSFER FROM AMBULATORY SURGE	E
TRANSFER FROM ANOTHER FACILITY	6
MDANIODDD DDOM TNDAMTDNM TNI OAM	T.

Figure 3-7: Active Admission Sources

3.4 A Sheet displays MBI

A Sheet displays the patient's MBI for all Medicare patients (IHS CORE > ADT > BC > ADM):

CLINICAL DECORD RRIEF **Confidential Ratio	+ Data Cavanad by Duivasy Act	5-45			
CLINICAL RECORD BRIEF **Confidential Patient Data Covered by Privacy Act**					
1 IHS Unit No. 2 Soc Sec No 10 Classif. 50-00-01 COAST GUAR	11 Facility 12 Facility RD DEMO HOSP 232101	/ Code			
3 Last Name, First, Middle 13 Age 14 ReDEMO,PATIENT 3	ligion 15 Hr Admit 16 Admi 1115 1 Di	it Code IRECT			
4 Birthdate 5 Sex 6 Tribe 17&18 A 01/01/2020 F BAD243	Admit Srvc & Code 19 Admit Da GM 03 AUG 15,	ate 2023			
8 Community Code Admtg Ward Admtg 113-72-55 BLUE WARD DEMO,[Provider 20 Discharg DOCTOR	ge Date			
9 Present Address 1234 Main Street YOURTOWN, OK 76777	22 Length o	of Stay			
23 Next of Kin Telephone Address	s Relatio	onship			
24 Person to Notify					
25 Admitting Diagnosis Insurance Coverage					
	BI: 4DU8RR9HK99 VT INS: BC/BS OF KC #				

Figure 3-8: A Sheet displays MBI

4.0 Patch 1022 Changes-Sensitive Patient Tracking

4.1 PPN

The PPN will display if a preferred name has been entered in Patient Registration. The display shows as **Demo,Patient – Preferred Name***.

Below are a few examples of how the PPN will display in the SEC application.

4.1.1 List Sensitive Patients

The PPN displays on the List Sensitive Patients [IHS CORE > SEC > LSP] as follows:

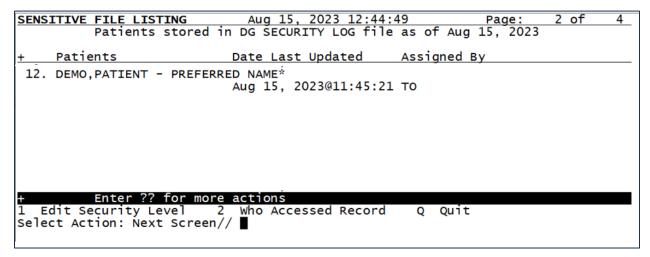


Figure 4-1: List Sensitive Patients displays PPN

4.1.2 Display User Access to Patient Record

The PPN displays on the Display User Access to Patient Record. [IHS CORE > SEC > DUA] as follows:

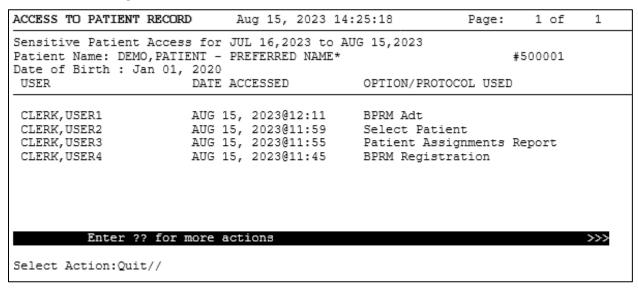


Figure 4-2: Display User Access to Patient Record displays PPN

4.1.3 Enter/Edit Access Restrictions

The PPN displays on the Enter/Edit Access Restrictions. [IHS CORE > SEC > EAR] as follows:

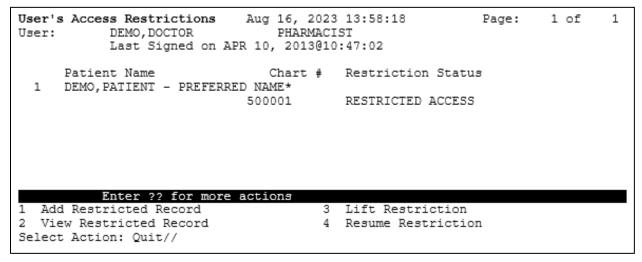


Figure 4-3: Enter/Edit Access Restrictions displays PPN

4.1.4 Display All Patients Accessed by a User

The PPN displays on the Display All Patients Accessed by a User. [IHS CORE > SEC > PAU] as follows:

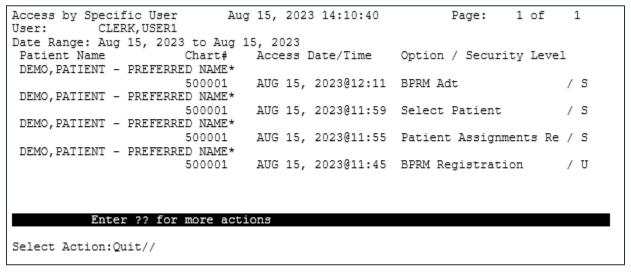


Figure 4-4: Display All Patients Accessed by a User displays PPN

5.0 Patch 1022 Changes-Patient Record Flags

5.1 PPN

The PPN will display if a preferred name has been entered in Patient Registration. The display shows as **Demo,Patient – Preferred Name***.

Below are a few examples of how PPN will display in the FLG application.

5.1.1 Flag Assignment Report

The PPN displays on the Flag Assignment Report [IHS CORE > FLG > RM > FAR] as follows:

```
PATIENT RECORD FLAGS
FLAG ASSIGNMENT REPORT
CATEGORY: Category II (Local)
DATE RANGE: 08/05/23 TO 08/15/23
FLAG NAME: FOLLOW UP NEEDED

PATIENT NAME
CHART # ASSIGNED REVIEW DT STATUS OWNING SITE

DEMO, PATIENT - PREFERRED NAME*
500001
08/15/23 N/A ACTIVE 2021 DEMO HOSPITA

Total Assignments for Flag: 1
Total Assignments for Category II: 1
Enter RETURN to continue or '^' to exit:
```

Figure 5-1: Flag Assignment Report displays PPN

5.1.2 Patient Assignment Report

The PPN displays on the Patient Assignment Report [IHS CORE > FLG > RM > PAR] as follows:

```
PATIENT RECORD FLAGS
PATIENT ASSIGNMENTS REPORT
Report Selected: Both (ACTIVE & INACTIVE)

Printed: Aug 16, 2023@14:08

Patient: DEMD, PATIENT - PREFERRED NAME* 500001

FLAG NAME CATEGORY APPROVED BY ENTERED REVIEW DT STATUS OWNING SITE

1 FOLLOW UP NEEDE II DEMD, DOCTOR 08/15/23 N/A INACTIVE 2021 DEMD H
2 LAB NEEDED II DEMD, DOCTOR 08/15/23 N/A ACTIVE 2021 DEMD H
3 INFECTIOUS DISE II DEMD, DOCTOR 08/16/23 N/A ACTIVE 2021 DEMD H

<End of Report>

Press RETURN to continue...
```

Figure 5-2: Patient Assignment Report displays PPN

5.1.3 Assignments Approved By Report

The PPN displays on the Assignment Approved By Report [IHS CORE > FLG > RM > BAR] as follows:

```
PATIENT RECORD FLAGS
                ASSIGNMENTS APPROVED BY REPORT
                                                         Page: 1
                                         Printed: Aug 15, 2023@11:58
Date Range: 08/05/23 to 08/15/23
Approved By: DEMO, DOCTOR
Flag Name: LAB NEEDED - Category II (Local)
PATIENT
              CHART #
                        ACTION
                                        ACTION DT REVIEW DT STATUS
=======
                                                  =======
                                                           =======
DEMO, PATIENT - PREFERRED NAME*
               50-00-01 NEW ASSIGNMENT
                                        08/15/23
                                                  N/A ACTIVE
<End of Report>
Press RETURN to continue...
```

Figure 5-3: Assignment Approved by Report displays PPN

5.1.4 Record Flag Assignment

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

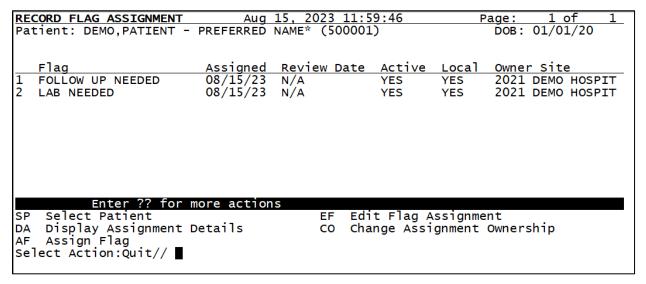


Figure 5-4: Record Flag Assignment displays PPN

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

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