

THE INDIAN HEALTH SERVICE

TIU Configuration



Superior Health Information Management
Now and for the Future

Learning Objectives

- Review functionality of Text Integration Utilities (TIU) application
- Identify the various menus associated with TIU and which activities may be performed under the menus
- Define “User Class,” “Document Class,” and “Business Rules”
- Examine how the documents respond in the Electronic Health Record (EHR) Graphical User Interface (GUI) through performing the Note Titles Script

Menus

The TIU menu contains three submenus:

- CLN TIU Menu for Clinicians ...
- HIS TIU Menu for Medical Records ...
- PAR TIU Parameters ...

Menus – Medical Records

```
Cache TRM:3580
File Edit Help
*          INDIAN HEALTH SERVICE          *
*          TIU MEDICAL RECORDS MENU      *
*          VERSION 1.0, NOV 10,2004      *
*****
          SOUTHCENTRAL FOUNDATION

IPD      Individual Patient Document
LAD      List of Active Document Titles
MPD      Multiple Patient Documents
PDM      Print Documents Menu ...
SIG      Awaiting Signature Listing
SSD      Search for Selected Documents
STR      Statistical Reports ...
TMM      TIU Maintenance Menu ...
UPL      TIU Upload Menu ...
VUA      View a User's Alerts

You have 11 PENDING ALERTS
          Enter "VA VIEW ALERTS          to review alerts

Select TIU Menu for Medical Records Option: █
```

TIU Maintenance Menu

- Used for TIU setup
- User Class setup
- Business Rule setup

TIU Configuration Menu

- DDM Document Definitions (Manager)
- TAT TIU Alert Tools
- TPM TIU Parameters Menu
- TTM TIU Template Management Functions
- UCM User Class Management Menu

TIU Setup

- Setup to be done before system is used
- TIU stores notes and other text-only documents
- TIU Maintenance Menu for managing document definitions, user classes, business rules, and system parameters

TIU Setup (cont.)

- TPM1 Basic TIU Parameters
- TPM2 Modify Upload Parameters
- TPM3 Document Parameter Edit
- TPM4 Progress Notes Batch Print Locations
- TPM5 Division – Progress Notes Print Parameters

Document Setup

- Review Basic TIU Parameters
- Review Document Parameters
- Review Document Classes
- Review Business Rules

Caution...

- TIU functions according to a hierarchy.
- When making changes in TIU, ensure that you are at the correct level.
- Attributes are inherited from the parent level.
- Changes must be carefully planned.

TIU Hierarchy

Edit Document Definitions

Sep 23, 2009 11:18:13

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BASICS

	Name	Type
1	CLINICAL DOCUMENTS	CL
2	PROGRESS NOTES	CL
3	ADVANCE DIRECTIVE	DC
4	ADVANCE DIRECTIVE	TL
5	ADVERSE REACTION/ALLERGY	DC
6	ADVERSE REACTION/ALLERGY	TL
7	+CRISIS NOTE	DC
8	+CLINICAL WARNING	DC

Purpose of TIU Titles

- The primary purpose of Note Titles is to accurately label information for effective documentation and later retrieval.

Create Note Titles

- Must be done in Resource and Patient Management System (RPMS)
- Use naming conventions
- Keep titles short to display properly
- Approximately 45 keystrokes or less works best
- Single words work best
- Each word in the title becomes listed as a key word.

User Classes

- Assign all EHR users to a user class
- Class is used in parameters to assign function to users

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File Edit Help

Current User Classes Jun 10, 2004 14:29:29 Page: 1 of 1

HAGER, MARY G 4 Classes

	User Class	Title	Effective	Expires
1	Chief, MIS		02/09/04	
2	Clinical Coordinator	NO	01/07/04	
3	Physician		05/02/04	
4	Provider		02/01/04	

+ Next Screen - Prev Screen ?? More Actions

Add Remove Quit

Edit Change View

Select Action: Quit//

TIU Business Rules

- TIU business rules are not intuitive.
- If you think you need to make Business Rule changes, talk with your Area Clinical Application Coordinator (CAC) before you attempt any changes.
- If you do not know what you are doing, do not make changes.
- “Leave Them Alone!” –Mary Hager
- Editing these rules is for Advanced TIU.

Printing Notes

- Different ways to print Notes
- Delineate Business Process and Workflow
- Select the proper printer

TIU Parameters

AUT	Note Autosave Interval
CLN	Auto Cleanup Upon User Termination
CLS	Personal Template Access by User Class
DEF	Default Template for Document Type
FLD	Template Field Editor User Classes
OBJ	Allowed Personal Template Objects
PER	Personal Template Access
REM	Reminder Dialogs Allowed as Templates
VER	Verify Note Title