

THE INDIAN HEALTH SERVICE

TIU Parameters



Superior Health Information Management
Now and for the Future

Learning Objectives

- Discuss basic TIU setup
- Demonstrate how to set co-signature
- Discuss setup of tasks associated with over due signatures and upload setup
- Discuss how to managing TIU chart deficiencies
- Discuss multi-division TIU setups

Implementation Considerations

- Document Definitions Hierarchy
 - Naming Convention
 - Interdisciplinary notes?
 - Tier I and Tier II notes?
 - Employee health note?
- Business rules for certain User Classes
- Signature Block and title considerations
- Purging specifications (dictations)
- Transcription and upload considerations

Implementation Considerations - Continues

- Printing consideration
 - Batch Printing
 - Allow printing outside of Medical Record Dept.
- Personal Template creation
- Creation of an approval process for TIU note and template creation (highly recommend a formation of a forms committee)

TIU Setup

- For multiple divisional sites, all setups must be for each division
- However, note titles, user class, business rules and templates are shared between the divisions

TIU TASKMAN TASK

TIU Nightly Task

What does this task do

- It performs several maintenance functions and send alerts on overdue signatures
- If a Discharge summary note (D/C Summary tab) has no D/C date, it will find a discharge date under the patient movement file and updates the D/C note (file 8925) with that date
- It deletes documents in the TIU Upload buffer (file 8925.2) older than 30 days

TIU Nightly Task (cont.)

- Generates alerts for past due signatures, cosigners and additional signers

GRACE PERIOD FOR SIGNATURE:

START OF ADD SGNR ALERT PERIOD:

END OF ADD SGNR ALERT PERIOD:

LENGTH OF SIGNER ALERT PERIOD:

NOTE: Although the following parameters are set at the division level, the TIU NIGHTLY TASK which determines when OVERDUE alerts are sent recognizes the parameters set for one division only: the division of the person who scheduled the Nightly Task

Example

Edit Option Schedule

Option Name: TIU NIGHTLY TASK

Menu Text: Text Integration Utility Nightly

TASK ID: 4677299

QUEUED TO RUN AT WHAT TIME: APR 9,2016@10:00

DEVICE FOR QUEUED JOB OUTPUT:

QUEUED TO RUN ON VOLUME SET: WRA

RESCHEDULING FREQUENCY: 1D

TASK PARAMETERS:

SPECIAL QUEUEING:

Exit Save Next Page Refresh

Enter a command or '^' followed by a caption to jump to a specific field.

COMMAND: XXXXXXXXXX

Press <PF1>H for help

Insert

BASIC TIU PARAMETER

TIU Setup Menus

Option	Option Name	Description
Basic TIU Parameters	TIU BASIC PARAMETER EDIT	This option allows you to enter the basic general parameters that govern the behavior of the Text Integration Utilities.
Modify Upload Parameters	TIU UPLOAD PARAMETER EDIT	This option allows the definition and modification of parameters for the batch upload of documents into VISTA.
Document Parameter Edit	TIU DOCUMENT PARAMETER EDIT	This option lets you enter the parameters which apply to specific documents (i.e., Titles), or groups of documents (i.e., Classes or Document Classes).
Division – Progress Notes Print Parameters	TIU PRINT PN DIV PARAM	These parameters are used by the [TIU PRINT PN BATCH INTERACTIVE] and [TIU PRINT PN BATCH SCHEDULED] options. If the site desires a header other than what is returned \$\$SITE^VASITE the .02 field of the 1 st entry in this file will be used. For example, Waco-Temple-Merlin can have the institution of their progress notes as “CENTRAL TEXAS HCF.”
Progress Notes Batch Print Locations	TIU PRINT PN LOC PARAMS	Option for entering hospital locations used fro [TIU PRINT ON OUTPUT LOC] and [TIU PRINT PN WARD] options. If location are not entered in this file they will not be selectable from these options.

TIU Parameter Menu

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

TPM1 – Basic TIU Parameter

Select INSTITUTION: 2014 DEMO HOSPITAL
ENABLE ELECTRONIC SIGNATURE: YES//
ENABLE NOTIFICATIONS DATE: JAN 24,2005//
GRACE PERIOD FOR SIGNATURE: 3//
FUTURE APPOINTMENT RANGE: 30//
CHARACTERS PER LINE: 80//
OPTIMIZE LIST BUILDING FOR: security//
SUPPRESS REVIEW NOTES PROMPT: YES//
DEFAULT PRIMARY PROVIDER: NONE, DON'T PROMPT//
BLANK CHARACTER STRING: @@@//
START OF ADD SGNR ALERT PERIOD: 12M//
END OF ADD SGNR ALERT PERIOD: 7D//
LENGTH OF SIGNER ALERT PERIOD:

MODIFY UPLOAD PARAMETER

Upload Parameters

System Parameters

```
Select INSTITUTION:      TUBA CITY HO
ASCII UPLOAD SOURCE: host file server// << host file
server/remote

UPLOAD HEADER FORMAT: captioned// <<Captioned/delimited string
RECORD HEADER SIGNAL: HDR//
BEGIN REPORT TEXT SIGNAL: $TXT//
END OF MESSAGE SIGNAL: $END//
RUN UPLOAD FILER IN FOREGROUND: YES// << Yes for testing only

Now Select upload error alert recipients:

Select ALERT RECIPIENT: HAGER,MARY G//
```

Upload Parameters Documents

DOCUMENT DEFINITION: **TEST DICTATED NOTE**

ABBREVIATION: **TDN**//

LAYGO ALLOWED: **YES**//

UPLOAD TARGET FILE: **TIU DOCUMENT**//

Select TARGET TEXT FIELD: **REPORT TEXT**//

UPLOAD LOOK-UP METHOD: **D LOOKUP^TIUPUTPN**//

UPLOAD POST-FILING CODE: **D**

FOLLOWUP^TIUPUTPN(TIUREC("#"))

Caption

- The caption contains the fields required for uploading. The caption needs the following fields.

```
CAPTION: CLINIC CODE//  << Name
        ITEM NAME: CLINIC CODE//
        FIELD NUMBER: 1203//      << from TIU document
                                   definition file
        LOOKUP LOCAL VARIABLE NAME: TIUCLNC//
                                   Name used in program
        TRANSFORM CODE:           <<If needed for dates, etc

        EXAMPLE ENTRY: 80//
        CLINICIAN MUST DICTATE: YES//
        REQUIRED FIELD?: YES//
```

Captions for progress notes

CAPTION: CLINIC NAME//
ITEM NAME: CLINIC NAME//
FIELD NUMBER: 1205//
LOOKUP LOCAL VARIABLE NAME:
TIULOC//
TRANSFORM CODE:
EXAMPLE ENTRY: ADULT WALKIN//
CLINICIAN MUST DICTATE: YES//
REQUIRED FIELD?: YES//

CAPTION: DICTATED BY//
ITEM NAME: DICTATING
PROVIDER//
FIELD NUMBER: 1202//
LOOKUP LOCAL VARIABLE NAME:
TIUAUTH//
TRANSFORM CODE: S
X=\$\$INAME^TIULS(X) Replace
EXAMPLE ENTRY: DOOGEY P.
HOWSER, M.D. Replace
CLINICIAN MUST DICTATE: YES//
REQUIRED FIELD?: YES//

Captions for Progress Notes

CAPTION: DICTATION DATE//
ITEM NAME: DATE DICTATED//
FIELD NUMBER: 1307//
LOOKUP LOCAL VARIABLE NAME:
TIUDDT//
TRANSFORM CODE:
EXAMPLE ENTRY: 06/28/2002//
CLINICIAN MUST DICTATE: YES//
REQUIRED FIELD?: YES//

CAPTION: EXPECTED COSIGNER//
ITEM NAME: EXPECTED COSIGNER//
FIELD NUMBER: 1208//
LOOKUP LOCAL VARIABLE NAME:
TRANSFORM CODE:
EXAMPLE ENTRY: WELBY,MARCUS//
CLINICIAN MUST DICTATE: NO//
REQUIRED FIELD?: NO//

Captions for Progress Notes

CAPTION: HRCN//
ITEM NAME: HRCN//
FIELD NUMBER: .02//
LOOKUP LOCAL VARIABLE NAME:
TIUSSN//
TRANSFORM CODE: S
X=+\$\$STRIP^XLFSTR(X,"-") Replace
EXAMPLE ENTRY: 01-23-45//
CLINICIAN MUST DICTATE: YES//
REQUIRED FIELD?: YES//

CAPTION: TITLE//
ITEM NAME: TITLE OF NOTE//
FIELD NUMBER: .01//
LOOKUP LOCAL VARIABLE NAME:
TIUTITLE//
TRANSFORM CODE:
EXAMPLE ENTRY: PHYSICAL
THERAPY FOLLOWUP NOTE Replace
CLINICIAN MUST DICTATE: YES//
REQUIRED FIELD?: YES//

Captions for progress notes

CAPTION: VISIT DATE//
ITEM NAME: VISIT DATE//
FIELD NUMBER: .07//
LOOKUP LOCAL VARIABLE NAME:
TIUVDT//
TRANSFORM CODE:
EXAMPLE ENTRY: 06/28/2002//
CLINICIAN MUST DICTATE: YES//
REQUIRED FIELD?: YES//

CAPTION: URGENCY//
ITEM NAME: STAT OR ROUTINE//
FIELD NUMBER: .09//
LOOKUP LOCAL VARIABLE NAME:
TRANSFORM CODE:
EXAMPLE ENTRY: PRIORITY//
CLINICIAN MUST DICTATE: YES//
REQUIRED FIELD?: NO//

Final Header

The header for the TEST DICTATED NOTE TITLE is now defined as:

HDR: TEST DICTATED NOTE
HRCN: 01-23-45
DICTATION DATE: 06/28/2002
DICTATED BY: DOOGEY P. HOWSER, M.D.
URGENCY: PRIORITY
VISIT DATE: 06/28/2002
TITLE: PHYSICAL THERAPY FOLLOWUP NOTE
EXPECTED COSIGNER: WELBY,MARCUS
CLINIC NAME: ADULT WALKIN
CLINIC CODE: 80
\$TXT
TEST DICTATED NOTE Text
\$END

*** File should be ASCII with width no greater than 80 columns.

*** Use "@@@" for "BLANKS" (word or phrase in dictation that isn't understood).

Uploading

- Uploading can be done in several ways.
- The transcription service can VPN into the hospital site and upload the documents using Kermit or
- The service can put the documents into a public folder and they can be uploaded automatically
- The document **MUST** be ASCII only, no escape or embedded characters.
- Service **MUST** save the document as pure .TXT, not as word or any other word processing document.

CIA Parameters

- CIA has created several parameters to do uploading.
 - 1 CIAOTIUD ARCHIVE FOLDER
Network path for Archive folder
 - 2 CIAOTIUD DICTATION NOTE TITLES
TIU Dictation Note Titles
 - 3 CIAOTIUD MAXIMUM LINES
Maximum lines for uploaded document
 - 4 CIAOTIUD PROBLEM FOLDER
Network path for Problem folder
 - 5 CIAOTIUD SOURCE FOLDER
Network path for Source Folder

CIA Parameters (cont.)

- The network path parameters all need to contain the exact network path to the public directories where the notes will be store
- Don't forget to put the ending slash on the path

Examples:

C:\Test\Source\

Taskman Job

- Once the parameters are setup and transcription is sending documents, a taskman job can be setup to run.
- CIAOTIU BATCH NOTE UPLOAD, Set this up to run every hour.
- When testing, from programmer mode, you can do D ^CIAOTIUD to run this option.

Filing Errors

- Alerts – An alert will be sent to those setup to get a filing error.

FILING ERROR: HRCN: 247651 TEST DICTATED NOTE Record could not be found or created

- Error can be handled and reprocessed using the alert in RPMS OR
- The TIU Main Menu MRT menu has an option to handle filing errors.

Filing Errors

Select OPTION NAME: TIU MAIN MENU MRT Text Integration
Utilities (MRT)

--- MRT Menu ---

- 1 Individual Patient Document
- 2 Multiple Patient Documents
- 3 Review Upload Filing Events << Filing errors
- 4 Print Document Menu ...
- 5 Released/Unverified Report
- 6 Search for Selected Documents

Filing Errors

Select one of the following:

F	Filing Errors
M	Missing Field Errors
S	Successes
A	All Events

Select Event Type: FILING ERRORS//

Select Resolution Status: UNRESOLVED// ?

Enter a code from the list.

Select one of the following:

U	Unresolved Errors
R	Resolved Errors
B	Both Unresolved and Resolved

29

Select Resolution Status: UNRESOLVED//

Start Event Date [Time]: T-30// (SEP 20, 2004)

Ending Event Date [Time]: NOW//

DOCUMENT PARAMETER EDIT

Document Definition Parameter

- Setup can be done for a document class or individual document titles
- Setup is hierarchical
- Set print parameters
- Set Co-signer
- Turn notification for addenda
- Once a document definition is added to this option, ALL FIELD MUST BE COMPLETED.

Progress Note Setup

Select DOCUMENT DEFINITION: PROGRESS NOTES
DOCUMENT DEFINITION: PROGRESS NOTES// PROGRESS NOTES
REQUIRE RELEASE: NO//
REQUIRE MAS VERIFICATION: UPLOAD ONLY//
REQUIRE AUTHOR TO SIGN: YES//
ROUTINE PRINT EVENT(S):
STAT PRINT EVENT(S):
MANUAL PRINT AFTER ENTRY: YES//
ALLOW CHART PRINT OUTSIDE MAS: YES//
ALLOW >1 RECORDS PER VISIT: YES//
ENABLE IRT INTERFACE:
SUPPRESS DX/CPT ON ENTRY:
FORCE RESPONSE TO EXPOSURES:
ASK DX/CPT ON ALL OPT VISITS:
SEND ALERTS ON ADDENDA: NO//
ORDER ID ENTRIES BY TITLE: NO//
SEND ALERTS ON NEW ID ENTRY: NO//
SEND COSIGNATURE ALERT: After Author has SIGNED//
EDITOR SET-UP CODE:

Select USERS REQUIRING COSIGNATURE: PHYSICAL THERAPY AID
RESIDENT PHYSICIAN
STUDENT

Now enter the DIVISIONAL parameters:

Select DIVISION: 2014 DEMO SUB-FACILITY//
CHART COPY PRINTER:
STAT CHART COPY PRINTER:
Select DIVISION:

If document is to be uploaded, specify Filing Alert Recipients:

Select FILING ALERT RECIPIENT: BREWER,TAMMY L//

Fileman File

- TIU Document Parameter
 - Obtain a list of documents that have been added to this file
 - Useful for troubleshooting why document may not requesting co-signers or requiring signature, or printing etc.
 - Inquire to this file only. All edits must be perform under the TPM 3 Document Parameter Edit menu option

Example

DOCUMENT DEFINITION: PROGRESS NOTES REQUIRE RELEASE: NO
REQUIRE MAS VERIFICATION: UPLOAD ONLY
REQUIRE AUTHOR TO SIGN: YES MANUAL PRINT AFTER ENTRY: YES
ALLOW CHART PRINT OUTSIDE MAS: YES ALLOW >1 RECORDS PER VISIT: YES
SEND ALERTS ON ADDENDA: NO ORDER ID ENTRIES BY TITLE: NO
SEND ALERTS ON NEW ID ENTRY: NO
SEND COSIGNATURE ALERT: After Author has SIGNED
DIVISION: 2014 DEMO HOSPITAL CHART COPY PRINTER: NULL DEVICE
STAT CHART COPY PRINTER: NULL DEVICE
DIVISION: 2014 DEMO SUB-FACILITY
FILING ERROR ALERT RECIPIENTS: GEORGE,SUSAN H
FILING ERROR ALERT RECIPIENTS: MOORE,CATHERINE
FILING ERROR ALERT RECIPIENTS: JOHNSON,KATIE E
FILING ERROR ALERT RECIPIENTS: BREWER,TAMMY L
USERS REQUIRING COSIGNATURE: STUDENT
USERS REQUIRING COSIGNATURE: PHYSICAL THERAPY AID
USERS REQUIRING COSIGNATURE: MEDICAL STUDENT
USERS REQUIRING COSIGNATURE: NURSE CLINICAL SPECIALIST
USERS REQUIRING COSIGNATURE: RESIDENT PHYSICIAN
USERS REQUIRING COSIGNATURE: PHARMACY STUDENT



Questions