

Patient Registration

Part 1 (AG)

Introduction

- Patient Registration (AG), is a menu-driven application for the Indian Health Service RPMS application
- Patient Registration provides for:
 - Entry of new patients
 - Editing of existing patient records
 - Entry of third parties to bill for patient care
 - Ability to print several reports

Objectives

- Navigate the registration interface
- Register a new patient
- Enter alternate resources
 - Private, Medicare, Medicaid
 - Coordinate Benefits
- Edit an existing patient
- Overview of IHS eligibility letter
- Overview of reports menu

Reference Materials

- AG User Manuals
 - Patient Registration (7.1*11)
- Feedback Page
- RPMS Training Schedule
- FTP Patient Registration

PATIENT REGISTRATION MENU OPTION

PRTG Menu Options

2011 DEMO HOSPITAL

Patient Registration

*** NOTE: IF YOU EDIT A PATIENT AND SEE THEIR NAME IN REVERSE VIDEO ***
*** WITH '(RHI)' BLINKING NEXT TO IT, IT MEANS THEY HAVE RESTRICTED ***
*** HEALTH INFORMATION ***

ADD	ADD a new patient
EPT	EDIT a patient's file
FAC	Print a FACE SHEET
NON	Enter NON-MANDATORY new patient information
NAM	CORRECT the patient's NAME
CHR	EDIT the patient's CHART NUMBER.
INA	INACTIVATE/ACTIVATE a patient's file
RPT	REGISTRATION REPORTS ...
DEL	DELETE a patient's Health Record Number
REV	Review and edit DECEASED or INACTIVE patient files
EMB	Print an EMBOSSSED CARD
SCA	SCAN the patient files ...
THR	Third Party Billing Reports ...
IND	Print tub-file INDEX cards ...
LBL	LABELS menu ...
PAG	Edit one of the Patient's PAGEs ...
FIE	print Face sheet, Index card, Embossed card
MSP	Medicare Secondary Payer Menu ...
PHR	Update patient's Personal Health Record Access
ACA	Print IHS Eligibility Letter
ACAV	Verify IHS Eligibility Letter

Select Patient Registration Option:

Main Menu Options

	Function	When to Use
ADD (7)	Add a new patient	Register a new patient who has never been entered into the system
EPT (37)	Edit existing patient information	Edit demographic, tribal, or billing information of a patient already in the system
FAC (107)	Print a Face Sheet	Print a Face Sheet for each patient at the time of registration or edit
NON (61)	Enter non-mandatory new patient information	Complete the registration of a patient registered through the Quick Entry Option

Main Menu Options

	Function	When to Use
NAM* (81)	Correct a patient's name	Update a patient's name and/or store maiden names and aliases
CHR* (83)	Edit the patient's chart number	Change patient chart number
INA* (90)	Inactivate/activate a patient's file	Inactivate or reactivate a patient file
RPT (117)	Registration reports	Choose to view or print a report from a variety of options
VIEW (157)	View patient's registration data	View patient data when there is not access to the patient database

Main Menu Options

	Function	When to Use
DEL* (84)	Delete a patient's Heath Record Number	Delete a patient file incorrectly entered (wrong facility)
REV (87)	Review and edit deceased/inactive patient files	Edit deceased/inactive files without reactivating
EMB (108)	Print an embossed card	Print card any time a patient's name, SSN, community, HRN, or DOB is changed
SCA (158)	Scan the patient files	Scan to find a patient's file (including inactive or deceased)

Main Menu Options

	Function	When to Use
THR (164)	Third Party Billing reports	View or print third party billing reports (4 options)
IND (110)	Print tub-file index cards	Print card any time a patient's name, insurance address, emergency contact, or phone information is changed (when used at facility)
LBL (170)	Labels menu	List and print address and/or chart labels
PAG (88)	Edit one of the patient's pages	Update information on one page (i.e. family address on several patients)

Main Menu Options

	Function	When to Use
FIE (115)	Print Face Sheet, index card, and embossed card	Print Face Sheet, index card, and embossed card of patient
MSP (96)	Medicare Secondary Payer menu	Interview patient for MSP data, add MSP signature, or print completed/bank MSP form

Main Menu NEW Options

	Function	When to Use
PHR	Update patient's personal health record access	Document if the patient is accessing their personal health record
ACA	Print IHS Eligibility Letter	Print IHS Eligibility letter for patients
ACAV	Verify IHS Eligibility Letter	Verify the IHS Eligibility letter using a unique identifier

REGISTER NEW PATIENT

OVERVIEW OF NEW REGISTRATION DATA (PAGES 1-3)

ENTERING PATIENT INSURANCE (PAGE 4)

Page 4: Summary Coverage

- Private Insurance
- Medicare
 - Part A, B, D
 - Railroad Retirement
- Medicaid
- Guarantor
- Workman's Comp
- Third Party Liability

COORDINATING BENEFITS

Sequencing Patient Insurance

Enter S(equence), A(dd) insurer, E(dit) insurer, T(oggle seq category)
V(iew) Historical Sequence Dates L(ist inactive eligibilities): T

Select one of the following:

M	MEDICAL COVERAGE
D	DENTAL COVERAGE
O	OPTOMETRY COVERAGE
R	PHARMACY COVERAGE
P	MENTAL HEALTH COVERAGE
T	THIRD PARTY LIABILITY COVERAGE
W	WORKMAN'S COMP COVERAGE
U	SUMMARY PAGE

Enter response:

MSP menu option

Select Patient Registration Option: MSP
Medicare Secondary Payer Menu

ASK	Interview patient for MSP data
ASIG	ADD Signature on File for MSP
COMP	Print Completed MSP form
FORM	Print BLANK MSP form

OVERVIEW OF PATIENT REGISTRATION DATA (PAGES 5-10)

IHS ELIGIBILITY LETTER

IHS Eligibility Letter

- Document eligibility for IHS services
 - Hardship exemption
 - Internal Revenue Service
- Only eligible patients can receive letter
 - Eligibility status (Page 1)
- Protected document
 - Verification procedures

IHS Eligibility Letter

Select PATIENT NAME: DEMO, PATIENT ONE

M 01-01-1980 XXX-XX-9999 DH 9991

DEVICE: HOME// VT Right Margin: 80//

<Date>

RE: <First Middle Last Name>

<Address line 1>

<City, State Zip>

Dear Federal or State Marketplace,

We have received a request to verify eligibility for Indian Health Service (IHS) coverage for <First Middle Last Name>.

Upon review of our local facility data, we confirm that this individual is an Indian eligible for services through an Indian health care provider as defined by 42 CFR 447.50 or is eligible for services through the Indian Health Service in accordance with 25 USC 1680c(a), (b), or (d)(3). Eligibility for such services under 42 CFR Part 136 has been verified at the <Facility Name> within the Indian Health Service <Area Prefix/Region> Area.

If you have any questions, please contact us at: <Facility Phone Number>

Sincerely,

<Signing User, Title>

<Facility Name>

<Area Prefix/Region> Area

UNIQUE IDENTIFIERS:

DOB: <Date of Birth>

SSN: <Last 4 of SSN>

<Unique Identifier>

Verify IHS Eligibility Letter

PATIENT REGISTRATION
DEMO HOSPITAL
Verify IHS Eligibility Letter

Verify the authenticity of a printed IHS Eligibility Letter by entering the unique identifier code given to you by the representative of the entity requesting verification.

** NOTE: The codes printed on the IHS Eligibility Letters are unique to **
** a facility and can only be verified at the site it was printed from. **

ENTER THE UNIQUE IDENTIFIER CODE (MINIMUM 21 DIGITS):
ENTER THE UNIQUE IDENTIFIER CODE (MINIMUM 21 DIGITS): 9UG089QXK2TW2772QJX387

	LETTER	RPMS	RESULTS
	-----	-----	-----
RECORD NUMBER:	22	... 22	PASSED
USER:	ADM,S	... ADMIN,SYSTEM	PASSED
DATE/TIME:	Sep 24, 2013	... Sep 24, 2013@09:34:11	PASSED
PT NAME:	DEM,P	... DEMO,PATIENT ONE	PASSED
PT DOB:	Jan 01, 1980	... Jan 01, 1980	PASSED
PT SSN:	XXX-XX-9991	... XXX-XX-9991	PASSED

Press Enter to continue.:

REPORTS

Menu Report Options

PATIENT REGISTRATION
2013 DEMO HOSPITAL
REGISTRATION REPORTS

*** NOTE: IF YOU EDIT A PATIENT AND SEE THEIR NAME IN REVERSE VIDEO ***
*** WITH '(RHI)' BLINKING NEXT TO IT, IT MEANS THEY HAVE RESTRICTED ***
*** HEALTH INFORMATION ***

ALP print REGISTERED PATIENTS ALPHABETICALLY
CHR print REGISTERED PATIENTS by CHART NUMBER
ENT print all patients in ENTIRE DATA BASE
COM Print list of COMMISSIONED OFFICERS & DEPENDENTS
INV print INVALID DATA ENTRIES - PATIENT FILES
DAI REGISTRATION DAILY ACTIVITY REPORTS
LOC print LOCATON OF PATIENT'S HOME
MCR Print list of MEDICARE/RAILROAD RET. holders.
MCRA Print List of Medicare Part A Enrollees
MCRB Print List of Medicare Part B Enrollees
MCR* Print List of Medicare Part A & B Enrollees
MCRD Print List of Medicare Part D Enrollees
MM Print List of Medicare/Medicaid Enrollees
ADD print ADDITIONAL REGISTRATION INFORMATION
MCD Print lists of MEDICAID ACCOUNTS ...
TEM Print patients with TEMPORARY CHART NUMBERS
BLO BLOOD QUANTUM Statistical Reports ...
OVE Print list of patients - 65 yrs and older
YNG Print List of Patients - 18 yrs and younger
DOB List patients in DATE-OF-BIRTH order
VET VETERANS
PVT Print List of Private Insurance Enrollees
SSN SSN Reports Menu ...
RH11 HIPAA-Restricted Health Info by Dt entered,user
BCC BLANK COMMUNITY/CITY REPORT
STD Check format of Names
ERP Print Field Audit Report
PDP LISTING OF POTENTIAL DUPLICATE PATIENTS
BCP Print Benefits Coordinator Productivity Report
BCPC Benefits Coordinator Productivity by Coordinator
AGE Patient Age Report
EML Print a Listing of Patient Email Addresses
FAUD FULL PATIENT FILE AUDIT

Resources

- IHS RPMS homepage
<https://www.ihs.gov/RPMS/>
- IHS FTP Patient Registration
<ftp://ftp.ihs.gov/pubs/rpms-training/PatientRegistration/>
- Patient Registration User Manual (AG):
https://www.ihs.gov/RPMS/PackageDocs/AG/ag_071u.pdf

QUESTIONS?