



Training

Referred Care Information System (RCIS)



Introduction to RCIS

Purpose

Is to give you basic information needed to enter RCIS data efficiently and effectively in order to track patient care, high-quality referred care and maintain active and closed referrals for all fiscal years.

Review

- Site parameters overview
- Vendor file overview
- Utilize RCIS in conjunction with the CHS package and PCC
- Add, Enter, modify, display a referral record and close referrals
- Print letters and Report Menus
- How to link a referral to a Order For Health Services/PO

RCIS Modules

Overview

- Access Data Entry Module
- Access Print Report Module
- Access RCIS Management Module
- Access RCIS Special Print Module

Site Parameters

Overview

RCIS site parameters

- Access the Site Parameters option
 - the Referral Year Parameter
 - the CHS Interface Parameter
 - the PCC Interface Parameter
 - the RCIS Activation Date Parameter

Session - TNVTPlus

Session Edit View Commands Script Help

UPDATE REFERRED CARE INFORMATION SYSTEM (RCIS) PARAMETERS

REFERRAL YEAR: 09 STATE: NEW MEXICO
 ACTIVATE CHS LINK? YES ACTIVATE PCC LINK? YES
 PROMPT FOR MGED CARE COM ACTION? YES PROMPT FOR LOCAL CATEGORIES? ASK
 PROMPT FOR ICD/CPT CODES? NO SSN LETTER DISPLAY:
 ENTER YOUR SITE'S 'OTHER' LOCATION: PINE POINT HEALTH STATION
 CASE MGR: BUGGS,BUNNY CHS SUPERVISOR: MARTINEZ,BERTHA
 BUSINESS OFFICE SUPERVISOR: TOYA,AL
 Referral Facility Address (return):
 REFERRAL CONTACT NAME: MICKEY MOUSE
 REFERRAL CONTACT PHONE: (505)248-4244 THIRD PARTY SIGNATURE:
 RCIS ACTIVATION DATE: DEC 3,2004 BENEFITS COORDINATOR:
 Mailman/Alert Parameter (return): UNIVERSAL OR SITE SPEC. LOOKUP: S
 PRIORITY ON ALL REFERRALS? YES MCC ACTION HS DISPLAY: YES
 PRIORITY HELP TEXT (return): SITE-SPECIFIC LETTER TEXT (return):
 SEC REF AUTO POPULATE POV: YES Prompt to print Consult Letter: NO

COMMAND: Press <PF1>H for help **Insert**

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Add a Vendor

Overview

The Provider/Vendor Data option allows you to add a new contract health provider or vendor. This option is in RCIS and CHS.

- Provider/Vendor data (VEN)

Adding A Referral

Overview

Add a new referral.

Review

The following referral types:

- Complete Referral Form
- Mini Referral Form
- Referral Initiated By Outside Facility
- Abbreviated Entry For Clinicians Referral

Editing Referral Options

Overview

Modify a referral record for Current Fiscal Year

Review

The following:

- Referral Records for the Current Fiscal Year
- Referral Records for All Fiscal Years
- Add/Edit CHS Data within a Referral Record

Display Referral Records

Overview

Display a Referral Record and view patient referral record information

Upon completion of the referral, you should be able to view the following patient referral record information:

- Referral Number
- Requesting Provider
- Primary Vendor
- Status of Referral
- Purpose of Referral
- Verify CHS Information

Print RCIS Letter Types

This menu option houses all the editing and printing of the RCIS Letter types. There are five (5) letter options available from this menu. Each of these menu options will produce a hard copy computer generated referral letter and/or routing slips.

- Standard IHS Referral Letter for CHS Approval Status
- Standard IHS Referral Letter
- Routing Slip

Report Menus

- Administrative Reports (ADM)
- Case Management Reports (CM)
- Utilization Reports (UTIL)
- RCIS General Retrieval (GEN) option

Document Generation

Overview

Create an initial document, known as Order of Delivered Services/PO. Link it to a referral.

CHS/MIS generates and processes the following CHS forms:

- IHS-43 - Purchase Order for Hospital Services
- IHS-57 - Purchase Order for Dental Services
- IHS-64 - Purchase Order for Other than Hospital Inpatient or Dental Services
- IHS-T-843 - Purchase Delivery Order for Health Services
(Combined purchase order, also referred to as the Universal CHS Purchase Order)



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