

Department: Business Information  
Systems

Policy No: BIS 13

13. Dictionary 700 = Resident

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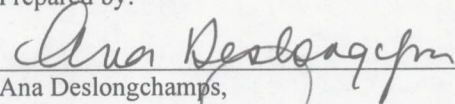
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO  
MEDICAL PRACTICE INCOME PLAN POLICY AND PROCEDURE

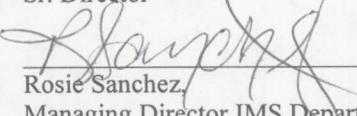
Revised Date: 01/07/2020

Effective Date: 01/31/2020

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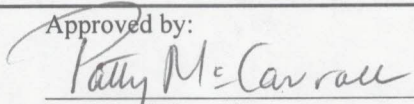
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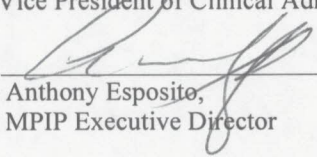
  
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MPIP Executive Director

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Department: **BIS-Business Information Services**

TITLE: **GE Centricity Business (CB) Dictionary 700 = Resident**

Policy#: **BIS 13**

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**Policy:** The purpose of this policy is to document the guidelines to maintain dictionaries in the GEGB practice management system.

**Procedure:**

- 1) The Information Management Systems Department and MPIP are jointly responsible for the maintenance of the Resident Dictionary (D700) in the GEGB practice management system. The access to dictionary editing is limited to the campus analyst security profile. This dictionary can be edited directly by the campus analyst.
2. Requests for dictionary updates are posted in the MPIP SharePoint site under the Dictionary Request section, Dictionary Updates.
- 2) Add/Update requests may be submitted by clinical staff, and the campus analyst will evaluate each request for accuracy prior to making any changes to dictionary content.
- 3) Retrieve the name in D700 to prevent duplicated entries. If it is new, access the S-drive, MPIP System, EP Analyst, Residents, excel spreadsheet and use the next available number.
- 4) When adding new resident these fields need to be populated. The fields in **BOLD** need to be supplied by the clinic staff.

- **Name:** (Last name, First name)
- **Number:** obtain number from excel spreadsheet, if new provider
- **Mnemonic:**
- **Division:**
- **NPI number:**
- **EMR User ID:**
- **Parent Enterprise Providers**