Department: Business Information Systems

Policy No: BIS 15
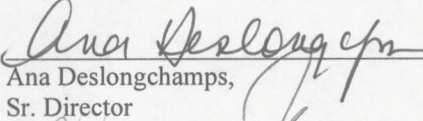
15. Dictionary 301 = Scheduling Departments
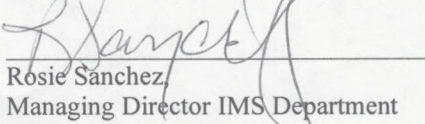
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
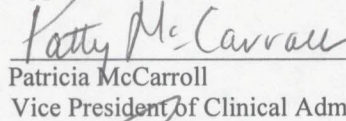**MEDICAL PRACTICE INCOME PLAN POLICY AND PROCEDURE**

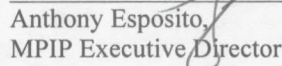Revised Date: 01/07/2020   Effective Date: 01/31/2020

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Department: **BIS-Business Information Services**

TITLE: **GE Centricity Business (CB) Dictionary 301 = Scheduling Departments**

Policy#: **BIS 15**

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

Procedure:

1)   The Information Management Systems Department and MPIP are jointly responsible for the maintenance of the Scheduling Departments Dictionary (D301) in the GECB 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, Scheduling Department Request.

3.   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.

4.   Scheduling department numbers will be assigned by the campus analyst.

5.   When adding a new SCHEDULING DEPARTMENT these fields need to be populated. The fields in **BOLD** need to be supplied by the person requesting the addition.

- **Department Name**:   E/Department and clinic name
- Mnemonic: E(first 5 letters of dept/clinic name
- Number: Scheduling department number
- **Super Department**   Enter department name
- **Providers in this department:**   Provider numbers
- Default location: 3-TTUHSC EL PASO
- Override days to extend masters?:   Y
- **Number of days to extend masters:**   Days to extend masters
- **Corresponding billing area:**   Can be multiple billing areas
- Scheduling department type: GE Scheduling