

Department: Business Information
Systems

Policy No: BIS 8

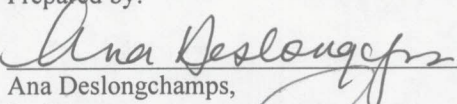
8. Dictionary 123 = Referring
Physician

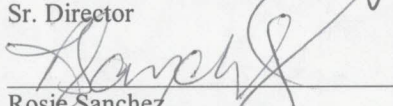
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
MEDICAL PRACTICE INCOME PLAN POLICY AND PROCEDURE

Revised Date: 01/07/2020

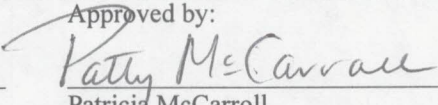
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Department: **BIS-Business Information Services**

TITLE: **GE Centricity Business (CB) Dictionary 123 = Referring Physician**

Policy#: **BIS 8**

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 Referring Physician Dictionary (D123) 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, Referring Provider Dictionary 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) Before adding the REFERRING, D123 must be retrieved to prevent duplicated entries.
- 5) When adding a new REFERRING, these following fields need to be populated. The fields in **BOLD** need to be supplied by the person requesting the referring physician.
 - **Name:** Last name, First name 2 spaces and 6 digit referring number
(S:\MPIP System\EP Analyst\Referring Physician II) excel spreadsheet.
 - **Number:** Create numeric number
(S:\MPIP System\EP Analyst\Referring Physician II)
 - **Mnemonic:** create the alpha character
(S:\MPIP System\EP Analyst\Referring Physician II)

- Taxonomy: Add alpha/numeric 10 digit number obtained on the NPPES NPI website using the provider NPI # <https://npiregistry.cms.hhs.gov/>
- License number:
- NPI number: Access NPPES website and view NPI given, to make sure it is an INDIVIDUAL NPI and not a GROUP NPI <https://npiregistry.cms.hhs.gov/>
- Parent Enterprise Providers