Department: Business Information Systems

Policy No: BIS 9
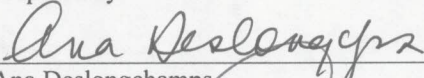
9. Dictionary 701 = Facilities
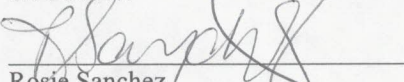
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
MEDICAL PRACTICE INCOME PLAN POLICY AND PROCEDURE
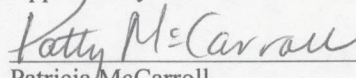
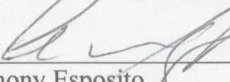Revised Date: 01/07/2020   Effective Date: 01/31/2020

Prepared by: Approved by:

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Department: **BIS-Business Information Services**

TITLE: **GE Centricity Business (CB) Dictionary 701 = Facilities**

Policy#: **BIS 9**

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 System and MPIP are jointly responsible for the maintenance of the Facilities Dictionary (D701) 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, Dictionary Updates.

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 FACILITY, D701 must be retrieved to prevent duplicated entries.

5) When adding a new FACILITY, and services are for the hospital, an entry must be added in the HOSPITAL dictionary (D101), using the same exact name on both dictionaries.

6) When adding a new FACILITY these fields need to be populated. The fields in **BOLD** need to be supplied by the person requesting the facility name.

- **Name**:   Name of location where services are rendered
  (S:\MPIP System\EP Analyst\Facilities-Hospitals)
- Mnemonic: create the alpha character
  (S:\MPIP System\EP Analyst\Facilities-Hospitals)
- Number: create numeric number
  (S:\MPIP System\EP Analyst\Facilities-Hospitals)

Example:

NAME:	EL CHRISTUS TRNSPLNT INSTITUTE
MNEMONIC:	ECTI
NUMBER:	3447
TES EDIT 1119:	