

Department: Business Information Systems

Policy No: BIS 10

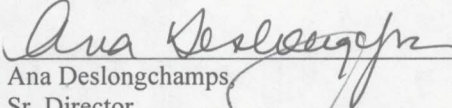
10. Dictionary 101 Hospitals

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

Revised Date: 01/06/2020

Effective Date: 01/31/2020

Prepared by:

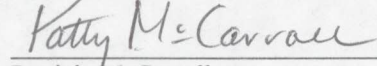


Ana Deslongchamps
Sr. Director

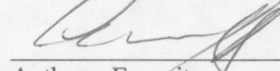


Rosie Sanchez
Managing Director IMS Department

Approved by:



Patricia McCarroll
Vice President of Clinical Administration



Anthony Esposito,
Executive Director, MPIP

Department: **BIS-Business Information Services**

TITLE: **GE Centricity Business (CB) Dictionary 101 = Hospitals**

Policy#: **BIS 10**

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 and MPIP are jointly responsible for the maintenance of the Hospitals Dictionary (D101) 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.
- 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 HOSPITAL, D101 must be retrieved to prevent duplicated entries.
- 5) When adding a new HOSPITAL, a FACILITY in D701 must also be added using the same exact name in both dictionaries.
- 6) When adding a new HOSPITAL these fields need to be populated. The fields in **BOLD** need to be supplied by the person requesting the hospital 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)
- **Numeric Code:** Create number

(S:\MPIP System\EP Analyst\Facilities-Hospitals)

- **NPI number:** Access the NPPES website and view NPI given, to make sure it is a GROUP NPI and not an INDIVIDUAL NPI.
<https://npiregistry.cms.hhs.gov/>
- **Blue Shield Facility #:**
- **Medicare Facility #:**
- **Address:**
- **City State:** Include 9 digit zip code

Example:

NAME:	EL CHRISTUS TRNSPLNT INSTITUTE
MNEMONIC:	ECTI
NUMERIC CODE:	3447
NPI number:	1194787218
BLUE SHIELD FACILITY #:	HH0104
MEDICARE FACILITY #:	450237
ADDRESS:	1600 LEE TREVINO #C-2
CITY STATE:	EL PASO, TX 799365169