Department: Business Information Systems
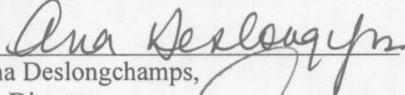
Policy No: BIS 16
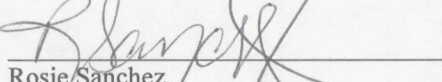
16. Dictionary 302 = Scheduling Providers
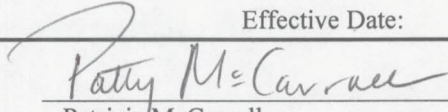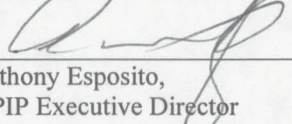
Revised Date: 01/07/2020   Effective Date: 01/31/2020

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Anthony Esposito,
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Department: **BIS-Business Information Services**

TITLE: **GE Centricity Business (CB) Dictionary 302 = Scheduling Providers**

Policy#: **BIS 16**

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 Providers Dictionary (D302) 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 Setup 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 provider numbers reflect the billing number in BAR Dictionary 3 for the provider. Clinical staff or campus analyst will provide this number.

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

- **Name**:   E/Provider last name MD ,first name
- Mnemonic: E(first 5 letters of provider last name)
- **Number**:   Provider Billing number
- **Department for this provider**:   Scheduling department
- **Corresponding billing provider**:   Provider number/for residents-supervising faculty
- Provider Category
- Default location:
- Is this a non-billing provider: N-providers/Y-residents
- AM ending time: 12:00P

- PM ending time: 5:00P
- Corresponding billing location: 3-OFFICE
- Parent Enterprise Providers
- Use in Capacity Report: Y-providers/N-residents
- Date added: DD/DD/YYYY
- MD Doc: Y-providers/N-residents
- EMR Provider: Y
- **EMR User ID:** eraider (lowercase)

6) When adding a new GENERIC SCHEDULING PROVIDER these fields need to be populated. The fields in **BOLD** need to be supplied by the person requesting the addition.

- **Name:** E/Department and generic name
- Mnemonic: E(first 5 letters of generic provider)
- **Number:** Generic provider number
- **Department for this provider:** Scheduling department
- **Corresponding billing provider:** Faculty for department
- Default location: 3-TTUHSC EL PASO
- Is this a non-billing provider: Y
- AM ending time: 12:00P
- PM ending time: 5:00P
- Corresponding billing location: 3-OFFICE
- Use in Capacity Report: N
- Date added: DD/DD/YYYY
- MD Doc: N
- EMR Provider: Y
- **EMR Appt Book Name:** eraider for generic provider
- EMR Appointment Book without provider : Y