

Department: Business Information
Systems

Policy No: BIS 12

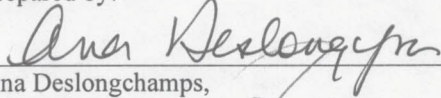
12. Dictionary 33218 = Special Needs

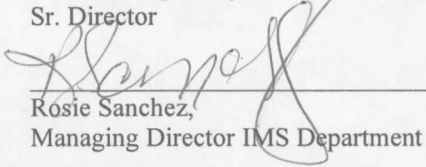
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
MEDICAL PRACTICE INCOME PLAN POLICY AND PROCEDURE

Revised Date: 01/08/2020

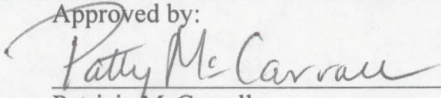
Effective Date: 01/31/2020

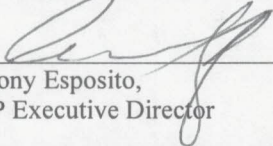
Prepared by:


Ana Deslongchamps,
Sr. Director


Rosie Sanchez,
Managing Director IMS Department

Approved by:


Patricia McCarroll,
Vice President of Clinical Administration


Anthony Esposito,
MPIP Executive Director

Department: **BIS-Business Information Services**

TITLE: **GE Centricity Business (CB) Dictionary 33218 = Special Needs**

Policy#: **BIS 12**

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 Special Needs Dictionary (D33218) 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 special need, D33218 must be retrieved to prevent duplicated entries.
5. When adding a new VIP these fields need to be populated. The fields in **BOLD** need to be supplied by the person requesting the special need.

- **Name:** Name of the special need describing why the pop up is needed
- **Number:** Assign a number
- **Mnemonic:** Assign a small unique identifier based on the initials in the name of the special need
- **System Effective Date:** Enter the date when the pop up should start appearing