Department: Business Information
Systems

Policy No: BIS 25
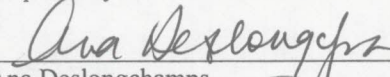

25. Sched Rules and Patient
     Termination Procedures

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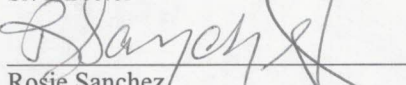**MEDICAL PRACTICE INCOME PLAN POLICY AND PROCEDURE**

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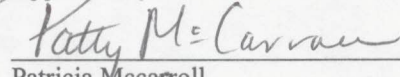
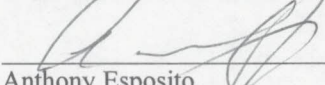Prepared by: Approved by:

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Department: **BIS-Business Information Services**

TITLE: **Sched Rules and Patient Termination Procedures**

Policy#: **BIS 25**

Policy: The purpose of this policy is to provide different steps and options available to for creating and maintaining sched rules. The sched rules manager module in the GE Centricity business allows us to create pop up messages on patients accounts based on specific criteria set on the rules. Clinic managers and supervisor submit a request to the analysts in order to create or edit present ones.

Procedure:

1) Standard pop up: A rule is created based on what the department requested. The rules are created based on the appointment information or conflicts. The criteria available for setting the rules include patient demographics, patient insurance, appointment provider, appointment department, appointment type, and appointment location. Other options include to display the message on the arrival or when the account is retrieved. For detailed instructions on how to create the rule, please view the MPIP campus analyst wiki, located at https://sharepoint.ttuhsc.edu/sites/TTUHSC/elpaso/mpip/MPIP%20Campus%20Analyst%20Wiki/Home.aspx.

2) Special needs: First a dictionary entry for the special need has to be created in the special needs dictionary. Once the entry is done, you can create a rule and specify in which special needs to pop up on.

3) Patient dismissal: A department might specify to have a patient dismissed from a specific scheduling department. For these, create a rule to pop up when a patient tries to schedule or arrive that patient on that specific department

4) Patient termination: When a department wants to have the patient terminated, a manager or supervisor must provide one of the analysts the patients account number and name. The analyst will have to make sure a sched rule is already created for that division. Then they must go into the patients demographics. Then on the Terminated patients screen, they can enter the division and location to specify which division the patient is being terminated. If patient is terminated for all of Texas Tech, a drop down option is available in this screen as well.