Department: Business Information Systems

Policy No: BIS 7
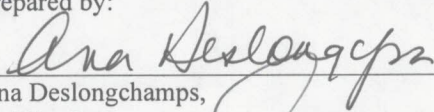
7. Dictionary 202 = Billing Areas
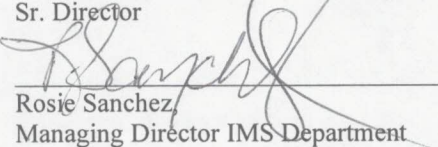
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
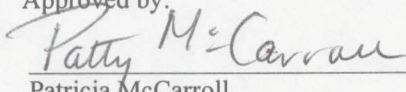**MEDICAL PRACTICE INCOME PLAN POLICY AND PROCEDURE**

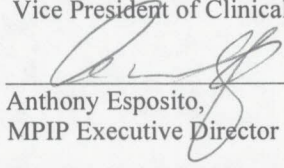Revised Date: 01/13/2020   Effective Date: 01/31/2020

Prepared by: Approved by:

Ana Deslongchamps,   Patricia McCarroll,
Sr. Director   Vice President of Clinical Administration

Rosie Sanchez,   Anthony Esposito,
Managing Director IMS Department   MPIP Executive Director

Department: **BIS-Business Information Services**

TITLE: **GE Centricity Business (CB) Dictionary 202 = Billing Areas**

Policy#: BIS 7

Policy: The purpose of this policy is to document the guidelines to maintain dictionaries (request new entry) in the GECB practice management system.

Procedure:

1. The Information Management Systems Department and MPIP are jointly responsible for the maintenance of the Billing Areas Dictionary (D202). The access to dictionary editing is limited to the campus analyst security profile.

2. Requests for dictionary updates are posted in the MPIP SharePoint site under the Dictionary Request section, Billing Area Dictionary Request.

3. Updates to D202 may be submitted by clinical staff. The campus analyst will review, evaluate, and update if necessary.

4. The following fields need to be populated for general entry:

    a) Billing Area name
    b) Mnemonic
    c) Number
    d) NPI number
    e) Taxonomy code
    f) CLIA number
    g) First line of address
    h) Second line of address
    i) Third line of address
    j) Reporting Category #1, 2, and 3

5.   After the Billing Area has been created in CB, a notification is sent to the MPIP Sr. Director for Accounting and a new Billing Area entry is made into the MPIP Revenue Distribution where the FOP is linked to the new billing area for distributions. Web site: https://www.fiscal.ttuhsc.edu/mpipdistribution/