

Department: Business Information
Systems

Policy No: BIS 14

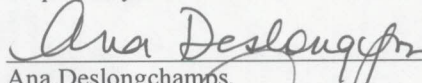
14. Dictionary 1234 = VIP

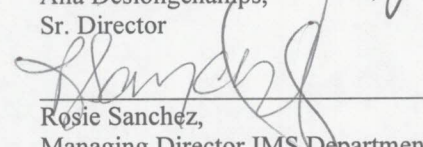
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
MEDICAL PRACTICE INCOME PLAN POLICY AND PROCEDURE

Revised Date: 01/07/2020

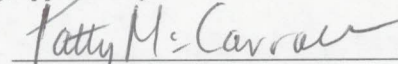
Effective Date: 01/31/2020

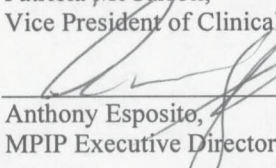
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Department: **BIS-Business Information Services**

TITLE: **GE Centricity Business (CB) Dictionary 1234 = VIP**

Policy#: **BIS 14**

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 VIP Dictionary (D1234) 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 sent via 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 VIP, D1234 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 VIP.
 - **VIP Description:** Name of the VIP describing what the pop up is needed for
 - **VIP Number:** The number will be a three digit number starting with a 3, and will continue chronologically (301,302...)
 - **VIP Mnemonic:** Assign a small unique identifier based on the initials in the name of the special need
 - **Enable Warning Message in patient lookup:** Enter Y or N to enable the pop up for patients with this VIP
 - **Patient Lookup Warning Message:** Enter the message that should pop up for patients with this VIP