

**UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY
INFORMATION SYSTEMS & TECHNOLOGY – SCHOOL OF MEDICINE**

Instructions for completing the Miscellaneous Form

Heat Ticket#: *Indicate Heat ticket number.*

Hospital

Select Activity: *Indicate if Hospital is being Added, Edited or Removed.*

Hospital Name: *If this Hospital is being added, indicate the name as it should appear in the IDX system dictionary. If the Hospital is being edited or removed, indicate the name as it currently appears in Billing Dictionary 101.*

Number: *If this is an edit to an existing Hospital, indicate the hospital's numeric code. Codes for new hospitals will be assigned by IS&T.*

Mnemonic: *If this is an edit to an existing Hospital, indicate the hospital's mnemonic. Mnemonics for new hospitals will be assigned by IS&T.*

Address: *Indicate the street address of this department.*

City, State ZIP *Indicate the City, State and ZIP for this department*

CLIA #: *Indicate the CLIA # assigned to this hospital*

Amerihealth Facility #: *Indicate the hospital's Amerihealth facility number.*

Televox

Select Activity: *Indicate if you are adding, editing or removing a Televox script.*

Scheduling Department Name: *Indicate the name of the Scheduling Department as it appears in the IDX system Scheduling Dictionary 301.*

Scheduling Department Number: *Indicate the number of the Scheduling Department as it appears in the IDX system Scheduling Dictionary 301.*

Televox Account #: *Indicate this department's Televox account number*

****Please be sure to attach a copy of the Televox script to be added or edited.****

The Miscellaneous Form should be forwarded to the Managed Care Department, the Central Billing Office and IS&T if you are adding a Hospital. Changes to Televox can be forwarded directly to IS&T.