



SUBJECT: Online Provider Separation Checklist

CODE:

TITLE: Provider Form Approvals

EFFECTIVE DATE: 02/16/06

Updated: 03/06/08

**PURPOSE:** The purpose of this policy is to assure that all departments be notified on dictionary changes, and to implement an approval process for additions, edits, or deactivations to the Provider dictionaries and access. This applies to GE Centricity Business and GE Centricity EMR.

**APPLICABILITY:** Practice Administrators, CBO and ISTC

**POLICY:** It is the policy of UMDNJ-SOM ISTC Department to establish a paperless, online, change management process for all GE updates. The following procedure should be followed for all Provider Separations.

**PROCEDURE:**

Department:

1. Download latest version of online form from the following link:  
[http://som.umdny.edu/departments/ist/depts\\_ist\\_ps.html](http://som.umdny.edu/departments/ist/depts_ist_ps.html) and choose the link for Provider Separation Checklist.
2. Follow the steps, in order, on the check list to remove a provider from the GE Systems.
3. Email Joanne Jackson ([jacksojm@umdny.edu](mailto:jacksojm@umdny.edu)) with a cc: to Jeff Steenson ([steensja@umdny.edu](mailto:steensja@umdny.edu)) and the ISTC-PES Team ([istc-pes@lists.umdny.edu](mailto:istc-pes@lists.umdny.edu)).

Central Billing Office

1. Complete roll out of provider charges.
2. Notify ISTC-PES Team when provider can be deactivated in the Billing System.

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1. The information will be added to the GE systems within 5 business days after completed sign off is received.
2. The completion of the request will be emailed to the requestor, Administrator and the ISTC-PES team when work is completed.