



SUBJECT: Online Referring Provider Form

CODE:

TITLE: Provider Form Approvals

EFFECTIVE DATE: 02/20/04

Updated: 05/22/08

PURPOSE: The purpose of this policy is to establish a procedure for departmental notification of dictionary changes and to implement the approval process for additions, edits, or deactivations to the Referring Provider dictionary.

APPLICABILITY: Practice Administrators, IS&T

POLICY: It is the policy of UMDNJ-SOM IS & T Department to establish a paperless, online, change management process for all IDX dictionary updates. The following procedure should be followed for all updates to the Referring Provider Dictionary (123) and External Referring Provider (471).

PROCEDURE:

Department:

1. Download latest version of online form from the following link:
http://som.umdj.edu/departments/ist/depts_ist_ps.html and choose the link for Referring Provider.
2. Complete top portion of form marked 'Requestor'. Please complete all fields.
3. Enter a heat ticket through OSR- <http://iheat.umdj.edu/heatselfservice/default/en-us/>. You can enter the ticket number on the form in the top right corner. (If you do not have access to the Web, a ticket can always be called in to the help desk.)
4. If the request is for an edit to a current provider, please include either the number or the mnemonic for the provider.
5. Save the request form to the local hard drive on your PC. The following conventional naming format should be used- <FORMNAME_DIVISION_DATE>, for example Provider_Family_Med_121003.
6. Email completed form to IS & T at ISTC-PES@lists.umdj.edu. The email subject heading be the same format as the change form - <FORMNAME_DIVISION_DATE>, for example Referring_Family_Med_121003. **In the body of your email, please include the heat ticket number.** This email will only be accepted from the Department Administrator.

IS & T

1. The information will be added to the IDX system within 5 business days after completed sign off is received.
2. The completion of the request will be emailed to the requestor and the IDX team by the analyst.

