



SUBJECT: Online Sched Department or Visit Type Form CODE:

TITLE: Sched Department or Visit Type 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 Sched Department or Visit Type 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 Sched Department Dictionary (301) and Visit Types.

PROCEDURE:

Department:

1. Download latest version of online form from the following link:  
[http://som.umdj.edu/departments/ist/depts\\_ist\\_ps.html](http://som.umdj.edu/departments/ist/depts_ist_ps.html), choose the link Scheduling Department/Visit Types (Scheduling Only).
2. Complete all of the form. Please complete all fields that apply to the request to be added.
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 department or visit type, please include either the number or the mnemonic.
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 Sched\_Department\_Family\_Med\_121003.
6. Email completed form to IS & T at [ISTC-PES@lists.umdj.edu](mailto:ISTC-PES@lists.umdj.edu). The email subject heading be the same format as the change form - <FORMNAME\_DIVISION\_DATE>, for example Sched\_Department\_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.
2. The notification of completion will be emailed to the requestor and the IST Team by the analyst.

Sched Department  
Request Form  
Flow Chart

