



SUBJECT: Online Scheduling Provider Form

CODE:

TITLE: Provider Form Approvals

EFFECTIVE DATE: 02/20/04

Updated: 02/16/06

Updated: 10/04/07

Updated: 07/31/08

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 Scheduling 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 Scheduling Provider Dictionary (302).

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 Sched Provider.
2. Complete top portion of form marked 'Requestor'. Please complete all fields.
3. Enter a heat ticket through OSR- <http://iheat.umdj.edu/heatservice/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. If the request is to add a new provider, a Billing Provider form **MUST** accompany this request.
6. 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.
7. Email the form to IS & T at ISTC-PES@lists.umdj.edu. The email subject heading be the same format as the change form - <FORMNAME_NAME_DIVISION_DATE>, for example
Provider_Smith_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.

