MEDITECH’s Health Information Management (HIM) enables healthcare organizations to create, maintain, and store complete patient medical records. Seamless integration with MEDITECH Expanse ensures that all users have timely access to secure patient information. Specifically, the MPI Desktop streamlines retrieval and revision of existing patient records along with swift creation of new records. The Incomplete Records Desktop helps staff track deficiencies, complete charts, and create notification letters, while the Release of Information Desktop enables management of requests for information for a single record or worklist of records. Each of these desktops also includes standard reports for staff to monitor user access and maintain accurate records.

**Easily Access and Maintain Accurate Patient Information**

Health Information Management stores permanent Enterprise Master Patient Index (EMPI) information for each patient — including name, unit number, date of birth, age, gender, maiden or other names, mother’s name, visit history, and record status — and makes it accessible to users throughout the system. The ability to store digital images for records provides an additional layer of identification.

To help users positively match presenting patients with their electronic health records, the system includes a Best Match Patient Index search. This deterministic search returns a patient record that is the best match based on entered search criteria. It searches on multiple variables — including exact name, Soundex, nickname, and partial name — in a single search, and also searches multiple indices at one time. Both the EMPI and the Best Match search contribute to positive patient identification, ensure consistency of patient information, and reduce duplicate data entry throughout our integrated, web-based solution.

HIM’s Master Patient Index (MPI) Desktop houses all of the routines used to manage your organization’s EMPI, enabling staff to:

- Create and edit patient records.
- Merge and unmerge patient records.
- Assign confidential or VIP status to patients.
- View patient visit history.
- Review special care indicators.
- Access amendments made to records.

The MEDITECH system offers the flexibility for multiple facilities to share a single medical records database while still maintaining separate patient numbering schemes to accommodate facility-specific filing, billing, and management activities. Facility-specific numbers link to a single patient EPI number, preventing duplicate records or inaccurate patient identification.
Effectively Manage Incomplete Records

An Incomplete Records Desktop centralizes the tools necessary for entering incomplete records and completing returned records. Single and Worklist modes allow staff to process a single record or worklist of records and user preferences allow users to set either mode as the default for their desktop. Key features of MEDITECH’s Incomplete Records functionality allow users to:

- Simultaneously edit or complete multiple records.
- Automatically or manually create deficiency notification letters.
- Generate tallies by physician on the number of days each record portion is overdue.
- Enter dates for which records are unavailable.
- Produce deficiencies that can be electronically signed via integration with MEDITECH’s clinical solutions.
- Access an audit trail that indicates which user entered, deleted, or completed a record.

Manage Requests for Information

Health Information Management includes a Release of Information (ROI) Desktop that houses routines used to process requests for information from one central location. Users can maintain one request, a batch of requests, or a compiled worklist of requests using various desktop modes. Users can specifically:

- View request statuses.
- Enter, edit, delete, or restore requests for information.
- Track and collect fees associated with requests.
- Alter redactions associated with the documents of a single patient account.
- Display status history for requests and associated letters.
- Sort report information on the fly through simple point-and-click functionality.

Track the Location of Patient Records

While all medical record information is housed electronically within Health Information Management, MEDITECH also provides the capability for your organization to continue to track paper charts. Using our Record Locator tools, users can monitor and report on the location of records, sign out and reserve records individually or in batches, and utilize bar coding to streamline record management.

Monitor Activity through Comprehensive Reporting

Health Information Management provides your organization with a wide range of standard reports, allowing you to monitor department activities. Staff has access to a comprehensive set of standard reports, such as:

- MPI reports, including Available Medical Record Numbers, Duplicate Records, Merges, and MPI Edits.
- Incomplete Record reports, including Deficiencies, Delinquent Records, Productivity, Signed Out Records, and Current Suspensions.
- Record Locator reports, including Pending Requests, Permanent Location, and Productivity.
- Release of Information reports, including Accounting of Disclosures, Outstanding Balances, and Productivity.
- Subscriber/Guarantor reports, including Duplicates, Edits, and Merge History.

Benefit from a Single, System-Wide Record

Health Information Management provides staff with a central location for storing and sharing patient information across MEDITECH Expanse. Key integration highlights enable staff to:

- Access a shared Enterprise Master Patient Index (EMPI) for throughout the system.
● Easily create a complete, portable legal record (eChart) through Scanning and Archiving integration.
● Communicate subscriber information required for insurance eligibility checks through integration with Registration and Authorization and Referral Management.
● Push deficiencies directly to the responsible provider’s workflow within MEDITECH’s solutions for physicians.
● Seal patient visits or an entire patient record, thereby preventing any users from accessing it.
● Review census data in Business and Clinical Analytics to gauge patient volumes, monitor patient trends, and manage occupancy levels.
● Maintain up-to-date allergy information through integration across the EHR.

For more information, contact a MEDITECH Marketing Consultant.