

Executive Proposal Example 1

Proposal of Computerization of Health Information Management

Coding and Reimbursement

In our coding department, the coders have been using an encoder that was purchased 10 years ago, that operates from the billing office system. Today, coding the patient record focuses on far more than securing appropriate reimbursement. Accurate coding is also at the core of the decision-making processes that can affect every level of a facility. Keeping up with the ever-changing rules and regulations of health care is difficult. What coders need is a flexible tool that works the way they work; allowing direct coding for routine procedures, yet employing consistent rules and expert logic to aid the coding process when necessary.

I feel our coders will benefit from the 3M Coding and Reimbursement system. The 3M coding and reimbursement system is designed to provide appropriate support for beginning to expert level coders. The system guides the coder through the coding process, covering the full range of situations from complex oncology treatments to repetitive or typical patient encounters. At any time, the coder is able to view the comprehensive selection of online references to clarify the situation and make the appropriate decision.

Powerful components of the 3M system include:

- 3M Codefinder Software: Helps you manage the complex rule and terminology of ICD-9-CM coding, following all the mandated rules, principles, and guidelines.
- 3M DRGfinder Software: Provides accurate MS-DRG grouping capabilities for Medicare as well as indications if a code is an MCC or a CC. Also includes MCE and proprietary 3M edits.
- 3M HCPCS/CPTfinder Software: Helps you determine the standard five-digit code for procedures and services for outpatients.
- 3M Clinical Analyzer Software: Provides accurate DRG assignment after it has been computer by analyzing the record and prompting for often overlooked diagnoses and procedures.
- 3M Reimbursement Calculation Software: Calculates instantly the reimbursement based on formulas that use appropriate national and hospital-specific variables. It includes Medicare inpatient and outpatient formulas and accommodates various other payer groupers using the same codes.

The shortage of qualified coders requires facilities to identify ways to maintain coding accuracy and consistency. The 3M Coding and Reimbursement System gives coders the support and confidence they need to follow correct coding rules and guidelines. In addition, on-screen help and secondary instructional windows answer questions that you may have about navigation and software functionality. The information for coding is always changing, and usually the coder has manuals scattered throughout the HIM department. The following references are available where coders need them the most:

- ICD-9-CM Index and Tabular

- Physician's Current Procedural Terminology
- AHA's Coding Clinic
- AMA's CPT Assistant
- Clinical Pharmacology
- Dorland's Medical Dictionary and Elsevier's
- Coders' Desk Reference from Ingenix
- AHA's Coding Clinic for HCPCS
- Faye Brown's ICD-9-CM Coding Handbook

To have all this information a click away will speed up our coding process without affecting our accuracy.

Document Imaging

In the area of Document Imaging I choose 3M's Chartview Software. The reason I choose Chartview because of the benefits the system has to offer. Chartview is an electronic medical record viewer providing simultaneous access to patient records. It will enable our facility to acquire and aggregate hybrid records into a centralized online database. It will allow individual users to view and visually organize medical records in a customized manner to support job function and workflow needs. It is an innovative and practical solution providing instant, secure access to patient records from any workstation on a hospital network or anywhere. Whether patient information is dictated, scanned, or collected from a third-party, we will be able to migrate from a paper system to an online one giving provider's real time access to patient documentation anywhere, at anytime.

Some of the benefits that we would see include:

- Increase in availability of electronic medical information, regardless of location
- Promote rapid user adoption with intuitive, easy to use technology
- Secure, simultaneous access to electronic patient health records in real time
- Provide viewing access to documents immediately after scanning from any location within our facility's network or through the Internet
- Flexible, individually tailored views of documents for healthcare providers and administrative end-users
- Options to view electronic patient information in longitudinal or episodic views

Some more advantages with 3M Chartview are:

- Improves patient care by making patient information available in real time
- Provides direct, easy access to patient information, clinical data, transcribed documents, and paper records
- Enables simultaneous access to a patient record for parallel processing
- Provides increased security by tracking the viewers of documents, as well as restricting the view of certain document types by user profile
- Facilitates compliance with regulatory requirements through audit tracking
- Decreases document retrieval time for requests by payers to support claim payment

- Integrates seamlessly with other 3M products

Dictation

Today's doctors are very busy and do not want to carry several devices around with them. That is why 3M's mobile dictation software is perfect for our facility. Mobile dictation software is a powerful new application available on the Blackberry and Windows Mobile platforms. The software offers physicians the freedom of using a single device for phone, email, and dictation. This software provides anytime, anywhere access through the Wi-Fi or 3G wireless services. 3M's mobile dictation is enhanced with a full range of security features that fulfill HIPAA and hospital-specific guidelines for encryption and authentication.

Benefits of the 3M Mobile Dictation Software includes:

- A tool that makes it possible for physicians to dictate using the Smartphone they already have
- Software provides always-on connectivity, eliminating the need to synchronize smartphones to a dictation system
- A tool that will save physicians time and free them to focus on patient quality care
- Gives providers greater control over the dictation process, while still meeting essential privacy and security requirements
- Able to integrate with other 3M products

I believe that with the help of this product; will speed up our turnaround time on dictation.

Electronic Patient Record

For Electronic Patient Record I feel that Abraxas would be the best choice for us in our move to become electronic. With Abraxas we will no longer have lost or misplaced charts. Abraxas EMR software is the ultimate solution for automating the clinical workflow of a medical record. Abraxas' software has a consistent look and feel, and with a richer graphical user interface has resulted in a user-friendly EMR software that is easy to learn and navigate, and encourages staff adoption. Prior to implementation, Abraxas EMR software can be populated with clinical knowledgebase that is specific to our particular medical specialty.

There are many benefits that Abraxas has to offer:

- Easy to learn, Easy to use
- Quick start-up
- Great flexibility
- Instant access to patient data
- Access same charts simultaneously
- Charting is quick and comprehensive

This product will help our facility turn electronic instead of depending on paper documents.

Transcription

For the area of transcription I turned to Digital Voice Incorporated and their product VoicePower. VoicePower would be the best choice for us, because it can be used anywhere. This would give us the power for our transcriptionist to either work in-house or from home. VoicePower is the digital document management system of choice for health-care and transcription companies in America. The VoicePower application and speech recognition engine runs on the Windows platform and brings a cost-effective, efficient, open architecture easily within reach. VoicePower's robust software enables users to dictate and receive digital voice data with complete ease from any location, station, PC, telephone, or wireless dictation device.

Some of the best features for this software are:

- Runs on the Windows operating system
- Cost effective
- State of the art digital dictation system
- Easy to use from any location, station, PC, telephone, or wireless dictation device

Quality and Compliance

In healthcare, quality and compliance must be the most important area that we should look at. When researching for this area I found Empire Medical Review Services and their product ClearingMagic. I choose ClearingMagic for the secure, easy to use HIPAA compliant, as well as affordable. ClearingMagic is a complete PC based medical claims clearinghouse software package. It allows the receipt of electronic medical claims in industry standard formats required by HIPAA. In addition to the requirements of HIPAA, the software can apply payer specific validation criteria which will apply towards our facility. Claims are submitted through a secure connection on the Internet. This means that the data is encrypted during transmission from the sender to the receiver and privacy and security is maintained. Claims are imported and the submitters receive both industry standard acknowledgements and easily understood reports detailing claim errors. After being imported by the clearinghouse, claims are sorted by payer and outbound claim files are created. The outbound claim files contain only those claims that have passed validation. Transmission of the outbound claim files directly to receiving payers can be automated.

The benefits from having the ClearingMagic are:

- Able to be used in a number of different ways
- System supports HIPAA compliant Professional, Institutional and Dental claim formats
- Use to receive claims on behalf of multiple payers

Cancer Registry

When I was asked to look for software for cancer registries, I did not think that our facility could benefit from any programs involving this. When researching about Data Security offered from the Centers for Disease Control and Prevention, I realized I was wrong. Cancer registry data is vulnerable as it contains an abundance of personal identifying information that can be used for numerous illegal purposes. The

most obvious is identity theft. Full names, addresses, telephone numbers, Social Security numbers, birthdates, and other personal information provide criminals the keys to obtain credit and purchase goods and services fraudulently.

Data Security is the process of making sure data is available only to those who need to use it for a legitimate purpose. Controlling access to data helps ensure privacy, and is required by various federal agency policies and regulations.

Some benefits of having data security are:

- Ensure patient information is protected
- Track anyone who has been in the files
- Ensures that no breaches occur

I encourage you to consider my proposal for updating our computer system in the expansion of the Health Information department. Again, I thank you for your valuable time, and the opportunity for me to research the best options for our facility.

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