

Indian Health Service
Office of Information Technology Presents:
Resource and Patient Management System
Patient Care Component (PCC) Data Entry Training I

Instructor

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Class Description

Prepare the Data Entry Technician to abstract and enter medical data from various source documents, such as: the PCC Ambulatory Encounter record, Emergency Room record, Public Health Nursing, and Group Preventive Service, etc., and append data to existing visits created by the Electronic Health Record (EHR) using the PCC/EHR Coding Queue into the Patient Care Component, utilizing data entry mnemonics. The medical data will result in a tool useful to health care providers and administrators. The class consists of lecture with overheads, video, demonstration of the tool, and hands-on exercises utilizing individual computer terminals for each student and a simulated patient database.

Objectives

Understand the Patient Care Component (PCC) and the critical role of the Data Entry Technician
Extract relevant patient data from, but not limited to the PCC Ambulatory encounter record for entry into PCC, which includes: visit creation, correcting, and changing data
Understand the PCC primary data entry and EHR/PCC Coding Audit Menus with proficiency
Use the EHR/PCC Coding Audit/Queue to create visits/append/modify data
Understand the use of various data entry mnemonics for entry of data
Understand the RPMS ICD coding system and how to obtain a diagnostic/procedure code and steps to take when an ICD look-up fails
Understand the basic Visit file structure of the PCC software

Intended Audience

This course will benefit: entry level/novice PCC data entry technicians or those in need of a refresher course; for those responsible for managing PCC data, such as: PCC managers, supervisors, leads, and health information management personnel (medical records personnel); and information systems personnel. The class is not intended for experienced PCC data entry technicians.

Pre-requisite: Basic knowledge of ICD codes, medical terminology, and computer key-board skills.

DAY ONE

Welcome	30 min
Introduction of Instructor and Attendees	
Review of class objectives, agenda, and training materials, class hours, breaks, and lunch	
RPMS and PCC Overview:	60 min
Review of RPMS and PCC structure and function	
Role of the Data Entry Technician	
Video – Using Basic PCC Skill to Improve Patient Care	
Break	15 min
RPMS Key-board/Terminal Operations - Hands-on	30 min
Sign On	
Accessing Help Messages	
Special Keys	
Default Values	
Entry of Date&Time	
Partial Entry Lookup	
Sign Off	
ICD Coding System	45 min
Assign Diagnosis(es) and Procedure(s) code(s) to a provider narrative	
Maintain list of new terms for the coding system	
Lunch	60 min
Getting start with Data Entry	150 min
PCC File structure	
General instructions	
Overview of data entry menu options	
Data entry mnemonics	
Concept of mnemonics	
Required PCC data items	
Most frequently used data mnemonics/new mnemonics	
Utility mnemonics	
Historical mnemonics – entry and edit	
Break	15 min
Entry of PCC ambulatory encounter forms using EHRC	60 min
Demonstrate Using EHR/PCC Coding Audit menu option – create/append/correct data (One-stop-shop)	
Student entry of forms (hands-on)	
Questions and Adjourn	15 min

DAY TWO

Review of Day One - Demo and Hands-On	90 min
Student entry of forms using various data mnemonics – continue (hands-on)	
Review/entry of data for the Clinical Reporting Systems (CRS/GPRA)	
Objectives – “cheat sheet”	
Review document Inactive Health Factor and Exam Codes/Recommended conversions for data entry	
Display/review count of forms “you” have processed	
PCC Health Summary	
Purpose – Comprehensive Health Care	
Demonstration	
Types of health summaries – standard and custom	
Relationship of data to health summary components	
View/navigate health summary while in a visit (hands-on)	
Break	15 min
Entry of PCC Ambulatory Encounter Forms (continue)	75 min
Lunch	60 min
Independent Exercises and Review- Hands-On	150 min
Break	15 min
Independent Exercises and Review- Hands-On (continue)	60 min
Questions and Adjourn	15 min

DAY THREE

Problem List and Note Update - Hands-on	105 min
Demonstration and Description of Problem Lists and Notes	
Problem List Mnemonics	
Entry of Problems and Notes	
Independent Student Exercises/Review	
Break	15 min
Independent Student Exercises/Review – Hands-on (continue)	30 min
Forms Control	30 min
Flow of Data Entry Operations	
Forms Control Tools	
Operations statistics	
Lunch	60 min
Student Entry of Data from Other Forms – Hands-on	120 min
Emergency Room	
Public Health Nursing	
Group Prevent Service – Entry/Print/Re-print	
Consultants Reports	
PCC+ Encounter Forms	
Break	15 min
Entry of Other Service Categories from the Encounter Form – Hands-on	60 min
Chart Review	
Telecommunications	
Not Found (CHN/PHN)	
Observation	
Day Surgery	
Video – Using Advanced Skills to Improve Patient Care Review, Questions, and Course Evaluation	45 min