I. PURPOSE

This policy is for departmental notification and to establish a procedure for any dictionary entry and/or changes. This process will be the approval to implement new additions, edits or deactivations to the Procedure, Diagnosis, and Modifier dictionaries within the Centricity Business (CB/IDX) application.

II. ACCOUNTABILITY

Practice Administrators Central Billing Office and Information Resource Technology

III. APPLICABILITY

This applies to all clinical systems for RowanSOM.

IV. DEFINITIONS

V. POLICY

It is the policy of RowanSOM IRT Clinical Systems Department to establish a paperless, online change management process for CB/IDX dictionary updates. The following procedure should be followed for all Procedure Dictionary (1), Diagnosis Dictionary (36) and Modifier Dictionary (5) updates.

VI. PROCEDURE

Requestor

1. Send email to Compliance to confirm that the code(s) are active and valid.
2. Forward Compliance Approval and the request to the Central Business Office, Attention: Jeff Steenson (steensja@rowan.edu) and somPBlhelp@rowan.edu.
Central Billing Office (CBO)
1. Complete **all fields** for the specific dictionary in the spreadsheet for Code Set Adds and Edits that are highlighted with grey. All fields that are highlighted grey are specific to the Business Office.
2. Redirect the Service ticket to the SOM Centricity Business group.
3. Email spreadsheet to the Managed Care Department attention Joanie Page, pagejo@rowan.edu, with cc: to Keli Yvette Workman at workmake@rowan.edu and IRT at mailto:IRT-Clinical@listmanager.rowan.edu.

Managed Care
1. Complete **all fields** for the specific dictionary in the spreadsheet for Code Set Adds and Edits that are highlighted in yellow. All fields that are highlighted in yellow are specific to the Managed Care Department.
2. Email IRT at mailto:IRT-Clinical@listmanager.rowan.edu. The email subject heading should be ‘SERVICE TICKET #######’.

IRT
1. The information will be added to the CB/IDX system within 5 business days after completed sign off is received.
2. The completion of the request will be e-mailed to the requestor, Business Office (if add), Managed Care Department and IRT team by the IRT Clinical Systems Department.

By Direction of the CIO:

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Mira Lalovic-Hand,
VP and Chief Information Officer