

Master Patient Index Feature

Purpose:

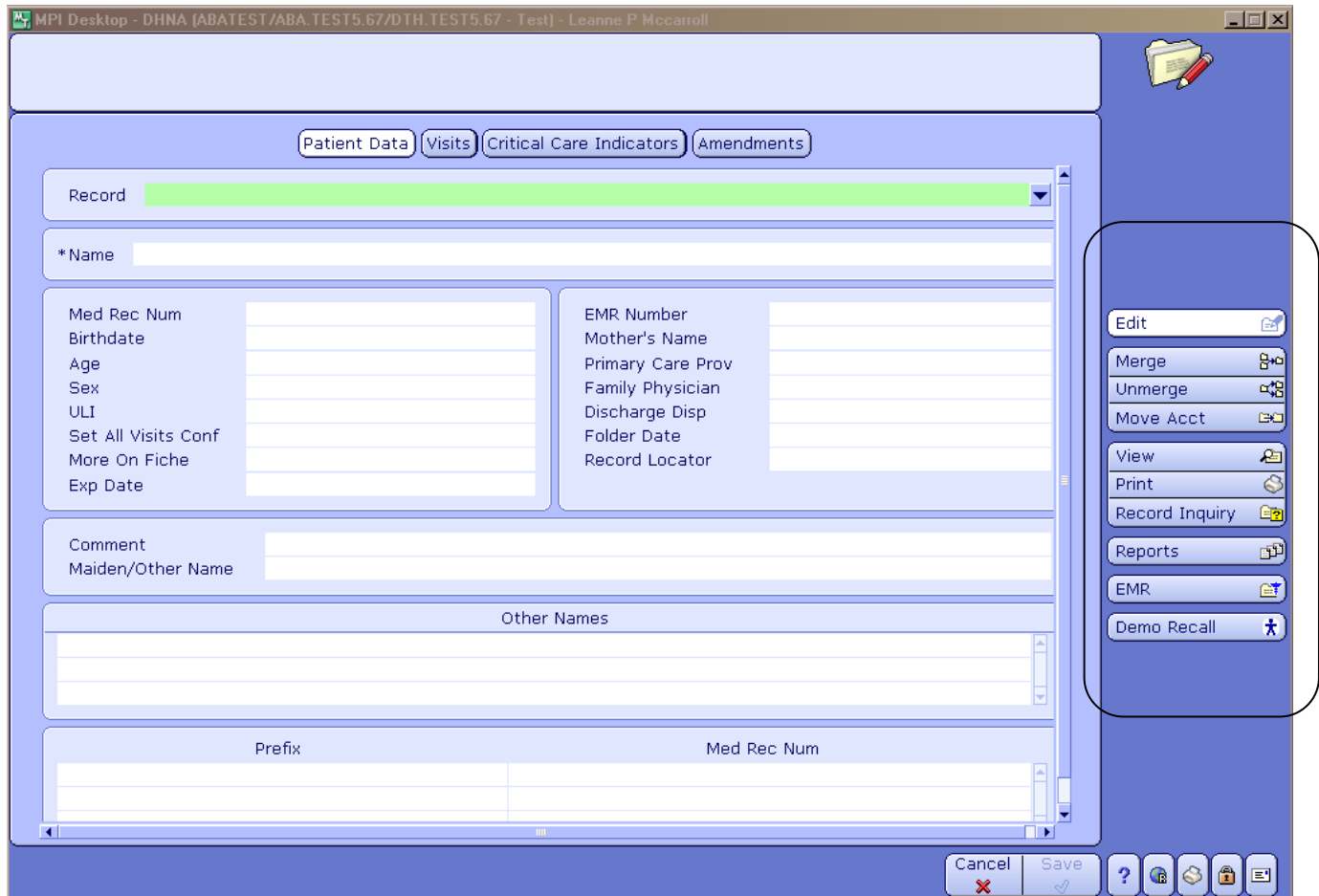
The MPI routine is used to maintain the patient information and Master Patient Index (MPI) files. You can also review and list the MPI information if you use the Demo Recall feature. The Medical Records Application (MRI) includes patient information that you enter via the following routines:

- Registration Routines in the Admissions Application (ADM)
- Demo Recall Routines in the ADM / MRI Application
- Enter/Edit Patient Routine in the MRI Application

Note: This manual discusses Edit and View options in MPI and Demo Recall. If your position does not require you to have Edit access, the Edit screens will not be applicable to you.

Desktop:

This desktop serves as the screen from which users can access the key Master Patient Index (MPI) and related routines.



Patient Searches:

At the Record prompt the following Patient Identification methods can be used:

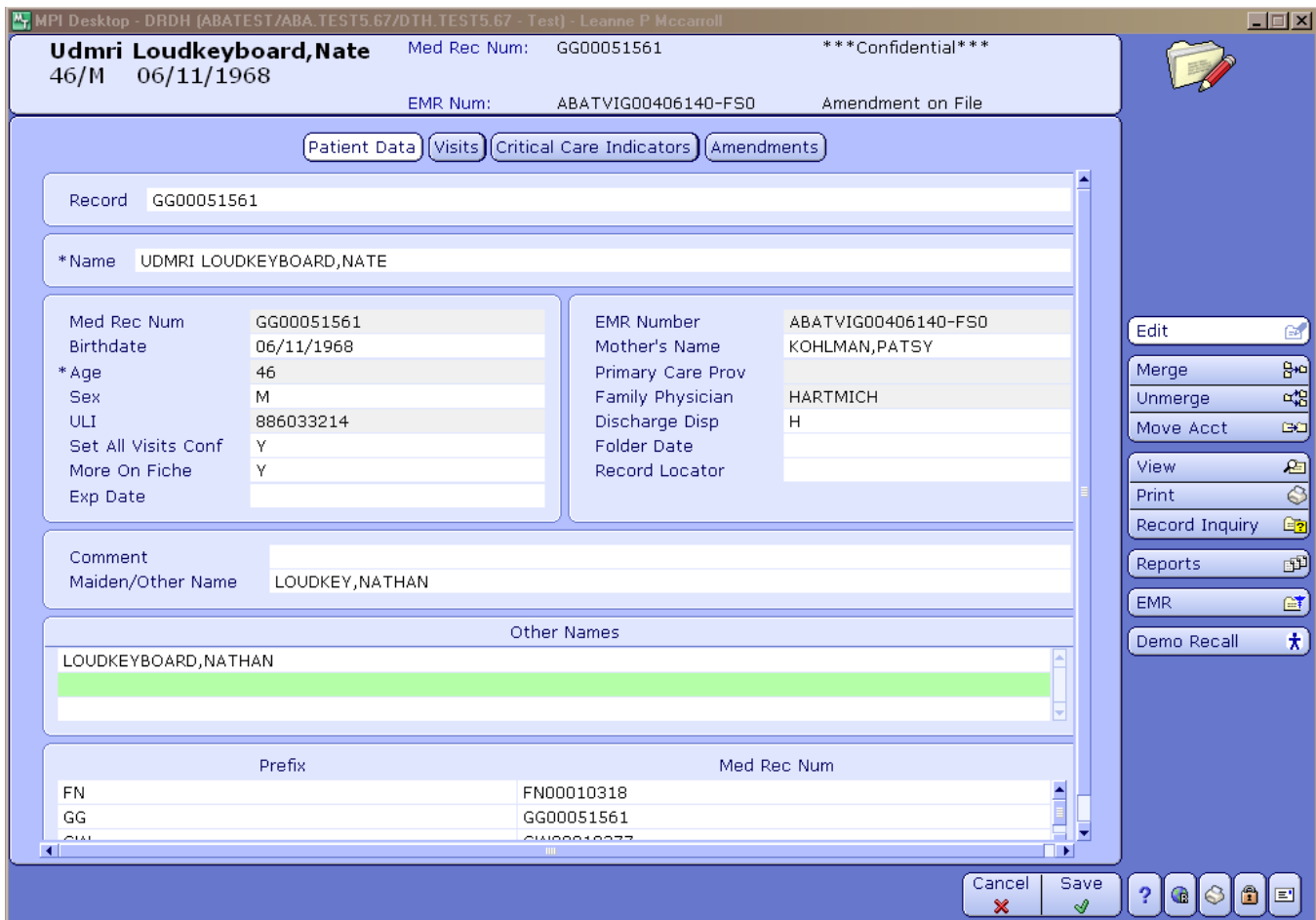
- Unit number (MRN), prefaced by facility prefix. Example: GG636254.
- Account number, prefaced by A#. Use the account number only for patients with an active patient account. Example: A#GG654/05
- ULI (unique Lifetime Identifier) prefaced by number sign (#) .Example: #938373940
- Patient's name, use the LASTNAME,FIRSTNAME MIDDLE NAME format. Example: SMITH,ROBERT JOHN.
 - You can also invoke the Search Criteria screen immediately if you enter one of the following: PARTIALNAME/S or simply /S.
- Enterprise medical record (EMR) number prefaced by E#. Example: E#HUBLIVE00000000-FS0.
 - In TEST use format: E#ABATVIG00000000-FS0.
- Patient's policy number prefaced by P#. The policy number may be the patient's Canadian health care number (if an Alberta resident, will likely be the same as their ULI) or it can be a private insurance policy number. Example: P#920320330
- Date of Birth prefaced by B#DD/MM/YY. Example: B#01/01/80
- Telephone number prefaced by T#0000000000. Example: T#7805551234
- Press [SPACEBAR] and then [ENTER]. This will recall the most recently identified patient within a routine.

Routines:

Edit Routine

Patient Data – Enter/Edit

Use this routine to enter/edit patient and medical record information.

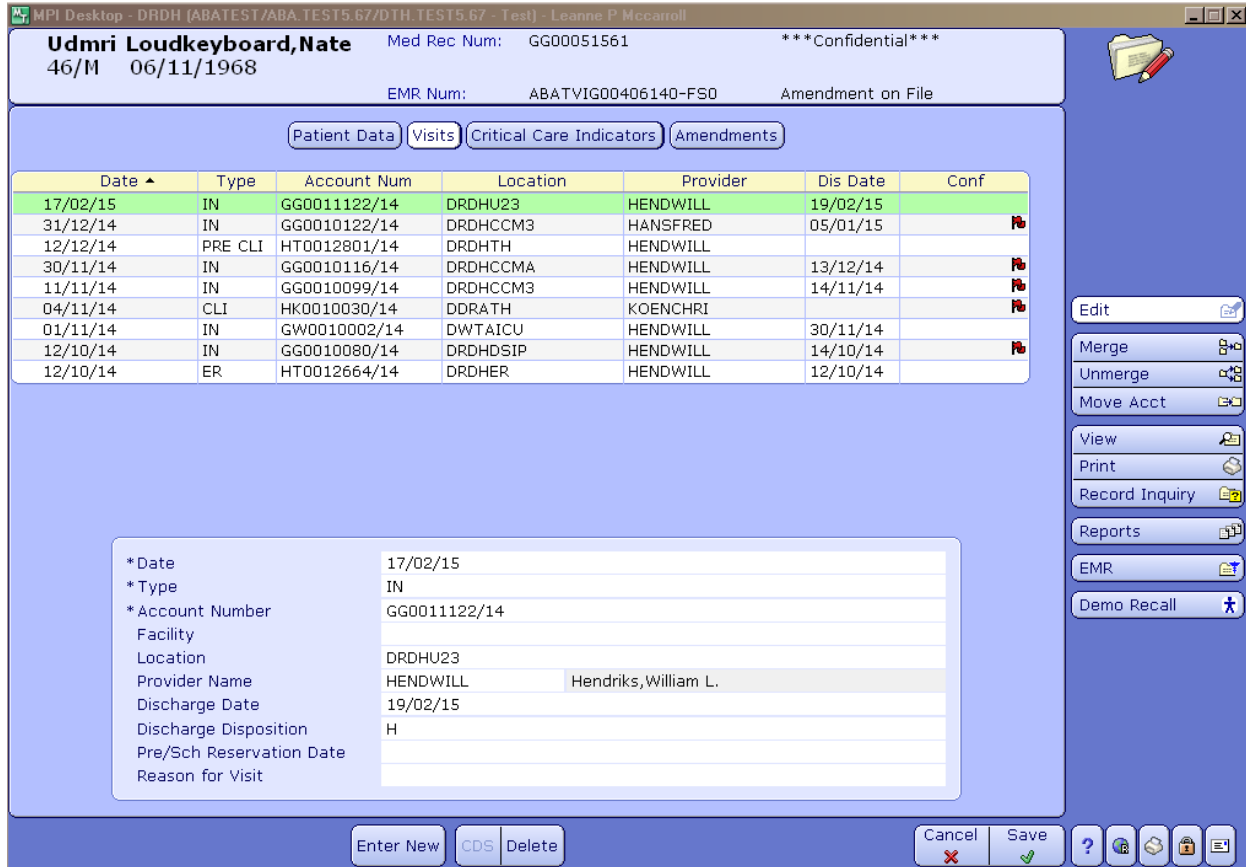


The screenshot shows the 'Edit Routine' window for patient 'Udmri Loudkeyboard, Nate'. The window title is 'MPI Desktop - DRDH [ABATEST/ABA.TEST5.67/DTH.TEST5.67 - Test] - Leanne P Mccarroll'. The patient's record number is GG00051561 and the EMR number is ABATVIG00406140-FS0. The patient is marked as '***Confidential***'. The interface includes tabs for 'Patient Data', 'Visits', 'Critical Care Indicators', and 'Amendments'. The 'Patient Data' tab is active, showing fields for Record, Name, Med Rec Num, Birthdate, Age, Sex, ULI, Set All Visits Conf, More On Fiche, Exp Date, EMR Number, Mother's Name, Primary Care Prov, Family Physician, Discharge Disp, Folder Date, and Record Locator. A 'Comment' field contains 'LOUDKEY, NATHAN'. Below this is a list of 'Other Names' with 'LOUDKEYBOARD, NATHAN' selected. At the bottom, there is a table for 'Prefix' and 'Med Rec Num' with entries for FN, GG, and CW.

| Prefix | Med Rec Num |
|--------|-------------|
| FN | FN00010318 |
| GG | GG00051561 |
| CW | CW00010318 |

Visits – Enter/Edit

Use this routine to view a patient visit history. Edits to the visit screen should be done by authorized staff only.



Udmri Loudkeyboard, Nate Med Rec Num: GG00051561 ***Confidential***
46/M 06/11/1968
EMR Num: ABATVIG00406140-FS0 Amendment on File

| Date ▲ | Type | Account Num | Location | Provider | Dis Date | Conf |
|----------|---------|--------------|----------|----------|----------|------|
| 17/02/15 | IN | GG0011122/14 | DRDHU23 | HENDWILL | 19/02/15 | |
| 31/12/14 | IN | GG0010122/14 | DRDHCCM3 | HANSFRED | 05/01/15 | |
| 12/12/14 | PRE CLI | HT0012801/14 | DRDHTH | HENDWILL | | |
| 30/11/14 | IN | GG0010116/14 | DRDHCCMA | HENDWILL | 13/12/14 | |
| 11/11/14 | IN | GG0010099/14 | DRDHCCM3 | HENDWILL | 14/11/14 | |
| 04/11/14 | CLI | HK0010030/14 | DDRATH | KOENCHRI | | |
| 01/11/14 | IN | GW0010002/14 | DWTAICU | HENDWILL | 30/11/14 | |
| 12/10/14 | IN | GG0010080/14 | DRDHDSIP | HENDWILL | 14/10/14 | |
| 12/10/14 | ER | HT0012664/14 | DRDHER | HENDWILL | 12/10/14 | |

*Date: 17/02/15
 *Type: IN
 *Account Number: GG0011122/14
 Facility:
 Location: DRDHU23
 Provider Name: HENDWILL Hendriks, William L.
 Discharge Date: 19/02/15
 Discharge Disposition: H
 Pre/Sch Reservation Date:
 Reason for Visit:

Enter New Visit – Do not use. New patient visits should be registered in the ADM module.

CDS (Custom Defined Screen) – Only applicable for some facilities. If the CDS button is grey, then there is no CDS available. If the CDS button is highlighted, then there is a CDS available to enter/edit.

Delete Visit – Do not use. Visits should be cancelled within the ADM module by authorized staff.

Critical Care Indicators – Enter/Edit

This routine is to be used by Infection Control and other authorized staff only. Critical Care Indicators are entered into a Custom Defined Screen specific to each HCIS. Once the information is entered, a CCI Alert will pop-up in ADM every time the patient is registered.

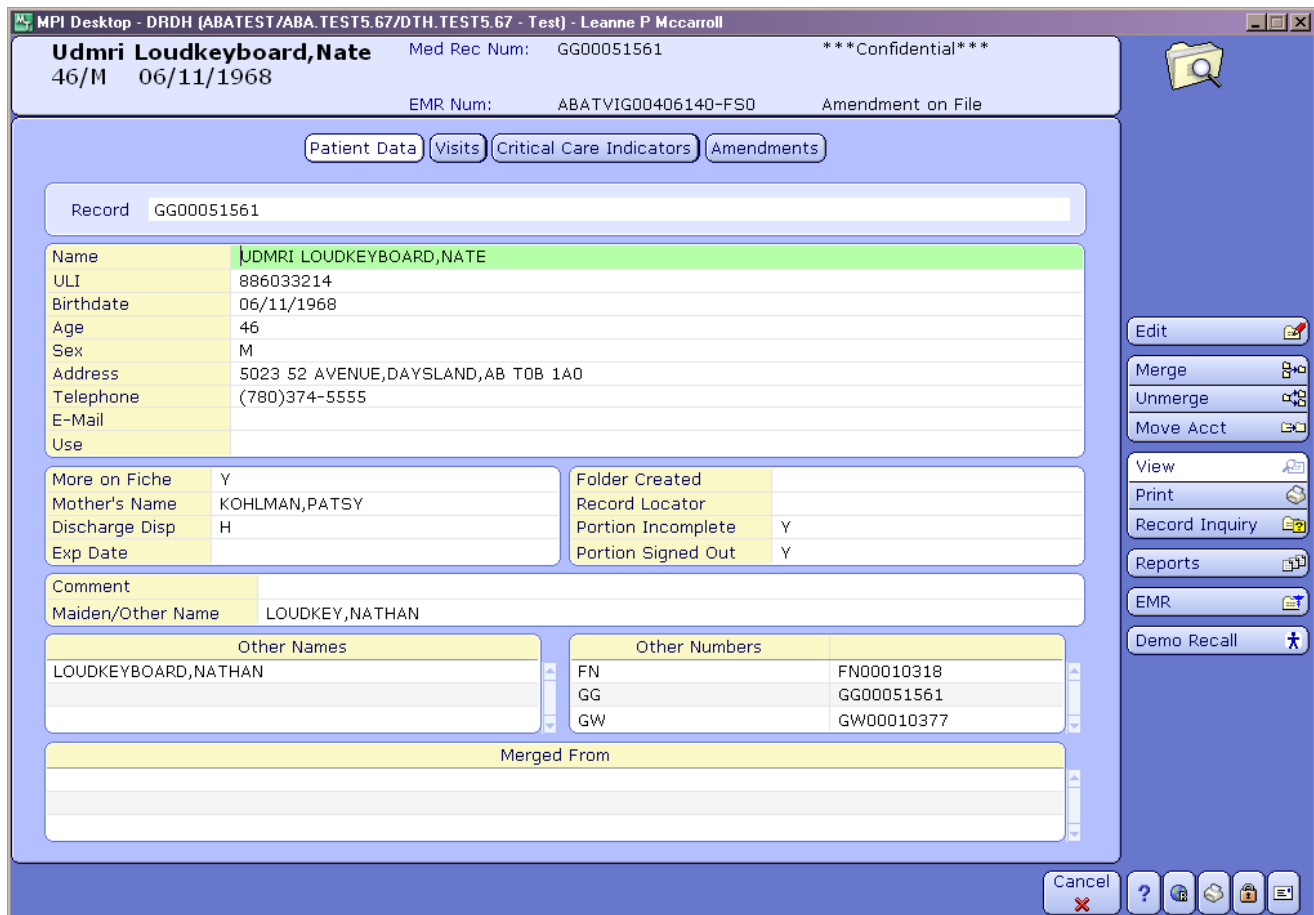
Amendments - Enter/Edit – Do not use

Merge/Unmerge/Move Acct Routines – Do not use. Data Integrity Unit (DIU) staff only.

View Routine

Patient Data - View

Use this screen to view patient and medical record information.



MPI Desktop - DRDH (ABATEST/ABA.TEST5.67/DTH.TEST5.67 - Test) - Leanne P Mccarroll

Udmri Loudkeyboard, Nate Med Rec Num: GG00051561 ***Confidential***
 46/M 06/11/1968
 EMR Num: ABATVIG00406140-FS0 Amendment on File

Patient Data | Visits | Critical Care Indicators | Amendments

Record GG00051561

| | | |
|-----------|---------------------------------------|--|
| Name | JDMRI LOUDKEYBOARD, NATE | |
| ULI | 886033214 | |
| Birthdate | 06/11/1968 | |
| Age | 46 | |
| Sex | M | |
| Address | 5023 52 AVENUE, DAYS LAND, AB T0B 1A0 | |
| Telephone | (780)374-5555 | |
| E-Mail | | |
| Use | | |

| | | | |
|----------------|----------------|--------------------|---|
| More on Fiche | Y | Folder Created | |
| Mother's Name | KOHLMAN, PATSY | Record Locator | |
| Discharge Disp | H | Portion Incomplete | Y |
| Exp Date | | Portion Signed Out | Y |

Comment

Maiden/Other Name LOUDKEY, NATHAN

| Other Names | |
|----------------------|--|
| LOUDKEYBOARD, NATHAN | |

| Other Numbers | |
|---------------|------------|
| FN | FN00010318 |
| GG | GG00051561 |
| GW | GW00010377 |

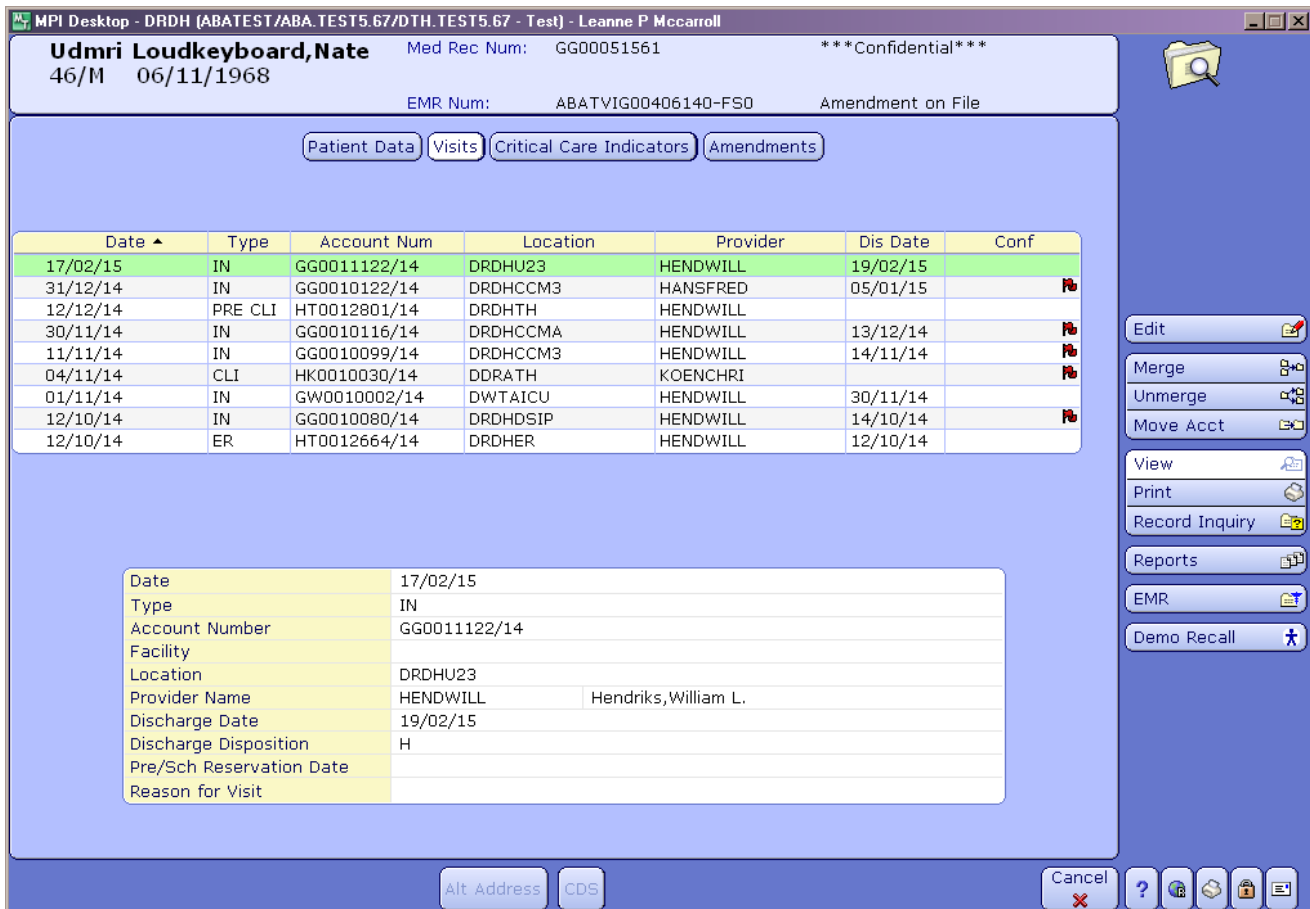
Merged From

Cancel ? [Home] [Print] [Refresh] [Close]

Edit Merge Unmerge Move Acct View Print Record Inquiry Reports EMR Demo Recall

Visits - View

Use this screen to view patient's visit history.



Udmri Loudkeyboard, Nate Med Rec Num: GG00051561 ***Confidential***
46/M 06/11/1968 EMR Num: ABATVIG00406140-F50 Amendment on File

Patient Data | **Visits** | Critical Care Indicators | Amendments

| Date ▲ | Type | Account Num | Location | Provider | Dis Date | Conf |
|----------|---------|--------------|----------|----------|----------|------|
| 17/02/15 | IN | GG0011122/14 | DRDHU23 | HENDWILL | 19/02/15 | |
| 31/12/14 | IN | GG0010122/14 | DRDHCCM3 | HANSFRED | 05/01/15 | |
| 12/12/14 | PRE CLI | HT0012801/14 | DRDHTH | HENDWILL | | |
| 30/11/14 | IN | GG0010116/14 | DRDHCCMA | HENDWILL | 13/12/14 | |
| 11/11/14 | IN | GG0010099/14 | DRDHCCM3 | HENDWILL | 14/11/14 | |
| 04/11/14 | CLI | HK0010030/14 | DDRATH | KOENCHRI | | |
| 01/11/14 | IN | GW0010002/14 | DWTAICU | HENDWILL | 30/11/14 | |
| 12/10/14 | IN | GG0010080/14 | DRDHDSIP | HENDWILL | 14/10/14 | |
| 12/10/14 | ER | HT0012664/14 | DRDHER | HENDWILL | 12/10/14 | |

Date: 17/02/15
 Type: IN
 Account Number: GG0011122/14
 Facility:
 Location: DRDHU23
 Provider Name: HENDWILL Hendriks, William L.
 Discharge Date: 19/02/15
 Discharge Disposition: H
 Pre/Sch Reservation Date:
 Reason for Visit:

Alt Address | CDS | Cancel | ? | [Icons]

Alt Address – Do not use

CDS (Custom Defined Screen) – Only applicable for some facilities. If the CDS button is grey, then there is no CDS available. If the CDS button is highlighted, then there is a CDS available to view.

Critical Care Indicators - View

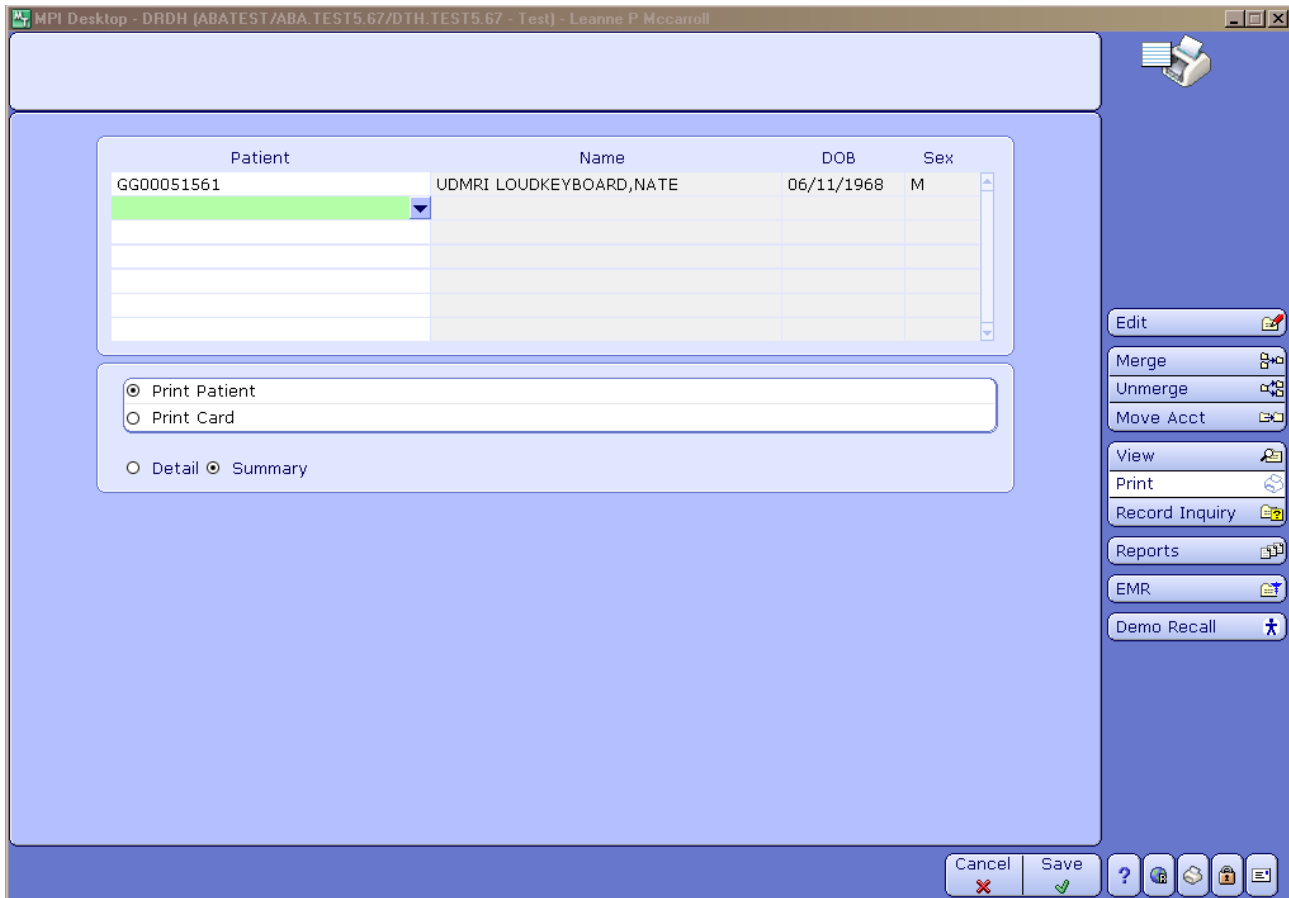
Use this routine to view the Critical Care Indicators CDS.

Amendments – View – Do not use.

Print Patient Routine

Use this routine to print either of the following, or both for one or more patients.

- Patient Data Report – Detail or Summary
- Patient ID Card – Do not use



| Patient | Name | DOB | Sex |
|------------|-------------------------|------------|-----|
| GG00051561 | UDMRI LOUDKEYBOARD,NATE | 06/11/1968 | M |
| | | | |
| | | | |
| | | | |

Print Patient
 Print Card
 Detail Summary

Patient Data Report

This report includes the Master Patient Index (MPI) data as the MPI appears in the Enter/Edit Patient Routine. You can print a Detail or Summary version of the Patient Data Report.

To view

The following types of visits:

- All recurring patient revisits
- All outpatients that are converted to inpatients accounts. These appear twice with separate entries for both outpatients and inpatients.

Select the

Detailed Report

To view

The following types of visits:

- The first and last recurring patient revisits (with the dates of each) that share one account number.
- All outpatient accounts converted to inpatient accounts (these appear as inpatients on the report)

Select the

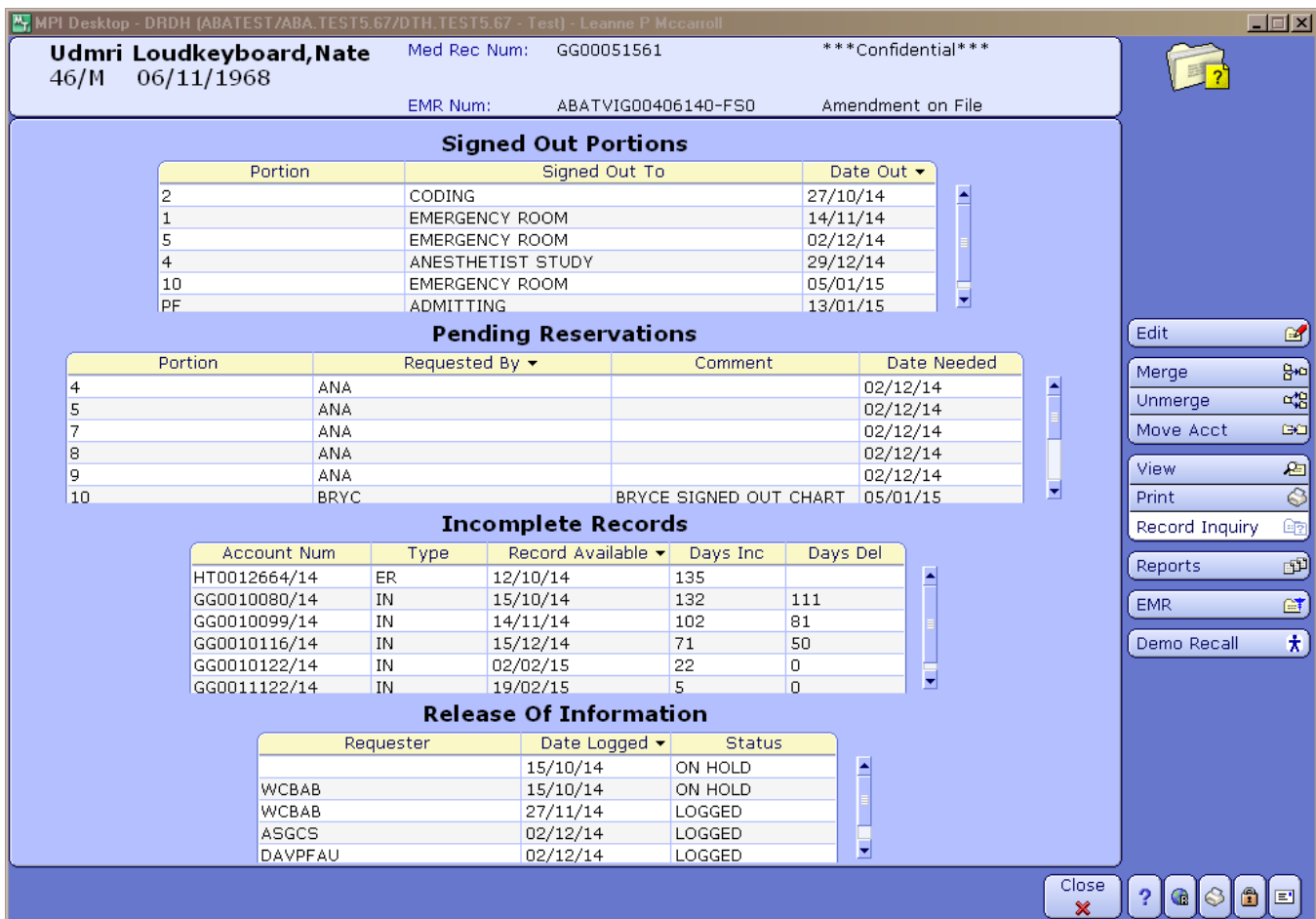
Summary Report

The total number of visits

Summary Report

Record Inquiry Routine

Use this routine to view medical record summaries.



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Udmri Loudkeyboard, Nate Med Rec Num: GG00051561 ***Confidential***
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 EMR Num: ABATVIG00406140-FS0 Amendment on File

Signed Out Portions

| Portion | Signed Out To | Date Out |
|---------|-------------------|----------|
| 2 | CODING | 27/10/14 |
| 1 | EMERGENCY ROOM | 14/11/14 |
| 5 | EMERGENCY ROOM | 02/12/14 |
| 4 | ANESTHETIST STUDY | 29/12/14 |
| 10 | EMERGENCY ROOM | 05/01/15 |
| PF | ADMITTING | 13/01/15 |

Pending Reservations

| Portion | Requested By | Comment | Date Needed |
|---------|--------------|------------------------|-------------|
| 4 | ANA | | 02/12/14 |
| 5 | ANA | | 02/12/14 |
| 7 | ANA | | 02/12/14 |
| 8 | ANA | | 02/12/14 |
| 9 | ANA | | 02/12/14 |
| 10 | BRYC | BRYCE SIGNED OUT CHART | 05/01/15 |

Incomplete Records

| Account Num | Type | Record Available | Days Inc | Days Del |
|--------------|------|------------------|----------|----------|
| HT0012664/14 | ER | 12/10/14 | 135 | |
| GG0010080/14 | IN | 15/10/14 | 132 | 111 |
| GG0010099/14 | IN | 14/11/14 | 102 | 81 |
| GG0010116/14 | IN | 15/12/14 | 71 | 50 |
| GG0010122/14 | IN | 02/02/15 | 22 | 0 |
| GG0011122/14 | IN | 19/02/15 | 5 | 0 |

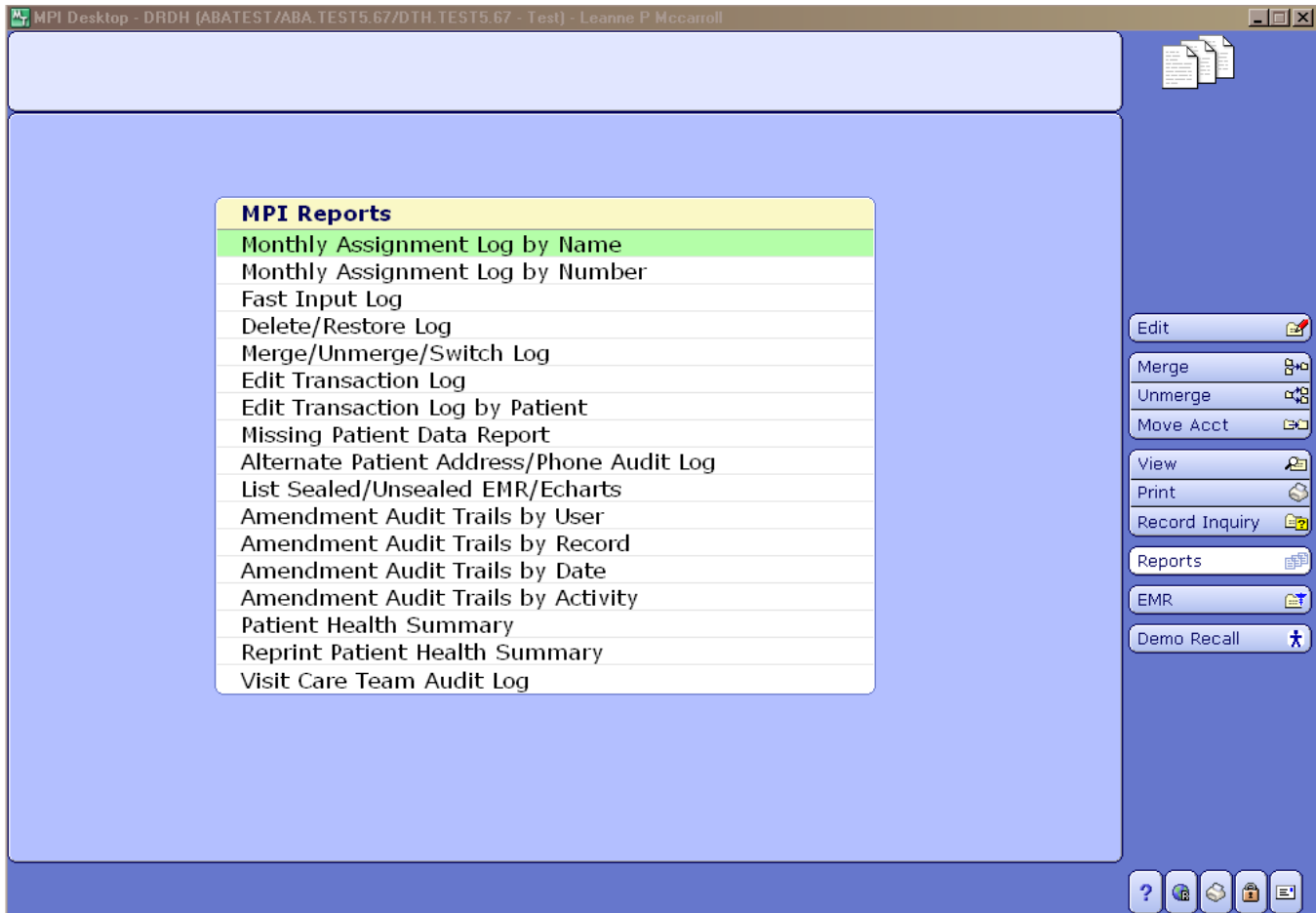
Release Of Information

| Requester | Date Logged | Status |
|-----------|-------------|---------|
| | 15/10/14 | ON HOLD |
| WCBAB | 15/10/14 | ON HOLD |
| WCBAB | 27/11/14 | LOGGED |
| ASGCS | 02/12/14 | LOGGED |
| DAVPFAU | 02/12/14 | LOGGED |

Right sidebar buttons: Edit, Merge, Unmerge, Move Acct, View, Print, Record Inquiry, Reports, EMR, Demo Recall

Reports Routines

You can use the following routines to generate standard reports that allow you to monitor the activities of the Medical Records Department.



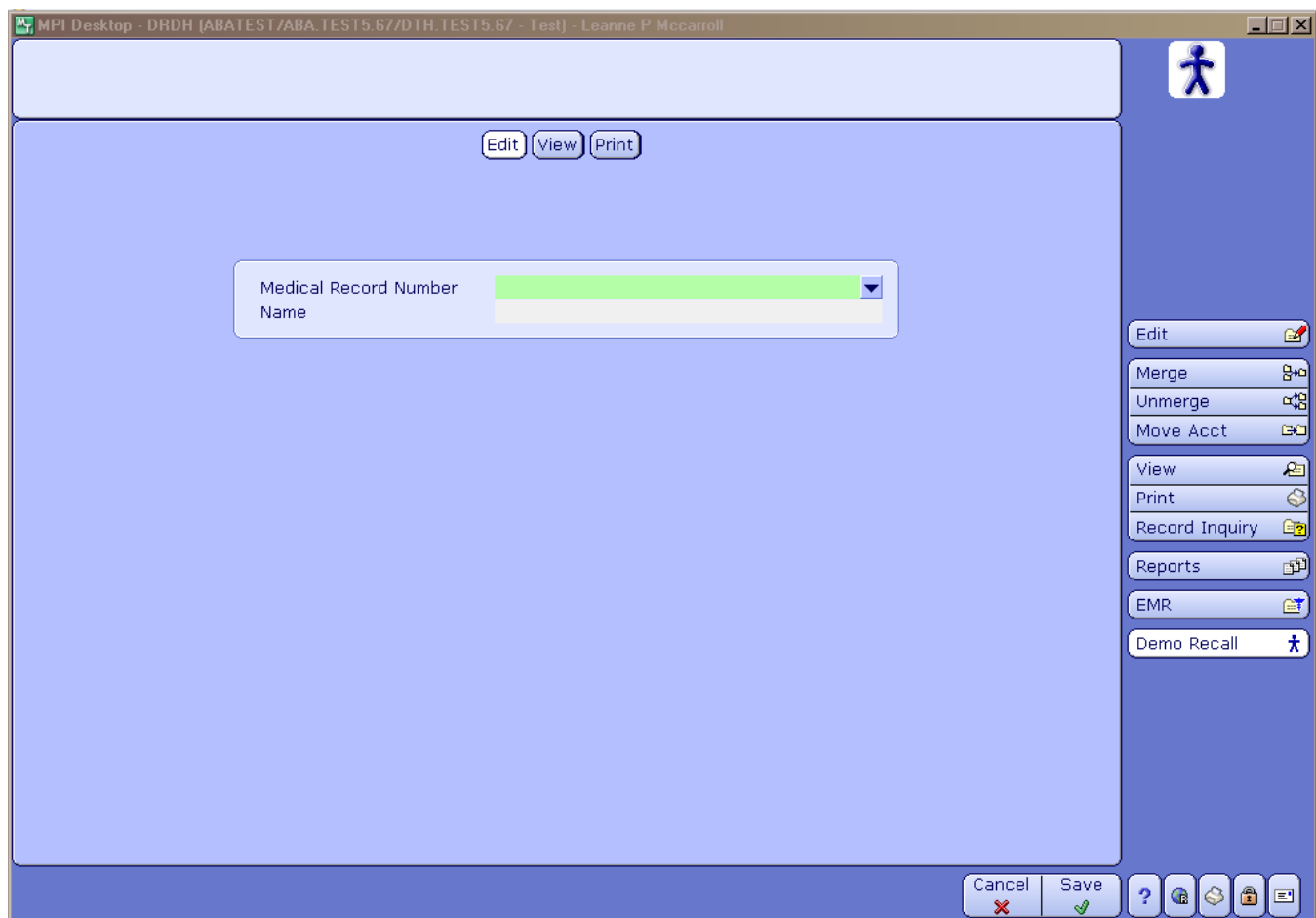
EMR Routine

Use this routine to access the EMR.

Demo Recall Routine

Demo Recall Routine is now accessed within the MPI Feature. This routine consists of three screens: Edit, View, and Print.

Demo Recall is a permanent file that stores patient demographic information such as insurance, next of kin, address and guarantor. The system creates a single Demo Recall file for each patient and contains the type of information that does not typically change with each visit.



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Edit View Print

Medical Record Number

Name

Edit Merge Unmerge Move Acct View Print Record Inquiry Reports EMR Demo Recall

Cancel Save

Use this screen to enter the patient for which you want to edit, view or print demographic recall data. After you **Save** the screen, the Demo Recall Data Routine appears and you can edit, view or print the data for the selected patient.



Medical Record Number GG00051561

Name UDMRI LOUDKEYBOARD,NATE

Patient Screen:

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Udmri Loudkeyboard,Nate Med Rec Num: GG00051561 ***Confidential***
46/M 06/11/1968

EMR Num: ABATVIG00406140-FS0 Amendment on File

Patient Contact Guarantor Insurance Provider Queries Allergies

Name UDMRI LOUDKEYBOARD,NATE

| | | | |
|----------------|----------|----------------|----|
| Birthdate | Age | 06/11/1968 | 46 |
| Sex | | M | |
| Other Name | | LOUDKEY,NATHAN | |
| Mother's Name | | KOHLMAN,PATSY | |
| Address | | 5023 52 AVENUE | |
| City | Province | DAYSLAND | AB |
| Postal Code | | T0B 1A0 | |
| Residence Code | | | |
| Language | | | |

| | |
|-----------------|---------------|
| Home Phone | (780)374-5555 |
| Other Phone | (780)678-2454 |
| Email | |
| Use Email | |
| Marital Status | |
| HC Province | |
| ULI | 886033214 |
| Soc Ins Num | |
| Subscriber Init | |
| Rel to Pt | |
| Religion | O |
| Affiliation | |

Cancel Next Save

Contact Screen:

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Udmri Loudkeyboard,Nate Med Rec Num: GG00051561 ***Confidential***
46/M 06/11/1968

EMR Num: ABATVIG00406140-FS0 Amendment on File

Patient Contact Guarantor Insurance Provider Queries Allergies

Next of Kin

| | |
|--------------|------------------------------|
| Name | UDMRI LOUDKEYBOARD,DANIELLE |
| *Address | 5023 52 AVENUE |
| *City | DAYSLAND |
| *Province | AB |
| *Postal Code | T0B 1A0 |
| *Home Phone | (780)374-5555 |
| Other Phone | |
| *Rel to Pt | SPC SPOUSE/PARTNER/COMMONLAW |

Person to Notify

| | |
|--------------|------------------------------|
| Name | UDMRI LOUDKEYBOARD,DANIELLE |
| *Address | 5023 52 AVENUE |
| *City | DAYSLAND |
| *Province | AB |
| *Postal Code | T0B 1A0 |
| *Home Phone | (780)374-5555 |
| Other Phone | |
| *Rel to Pt | SPC SPOUSE/PARTNER/COMMONLAW |

Cancel Next Save

Guarantor Screen:

MPI Desktop - DRDH (ABATEST/ABA.TEST5.67/DTH.TEST5.67 - Test) - Leanne P Mccarroll

Udmri Loudkeyboard,Nate Med Rec Num: GG00051561 ***Confidential***
46/M 06/11/1968

EMR Num: ABATVIG00406140-F50 Amendment on File

Patient Contact **Guarantor** Insurance Provider Queries Allergies

Guarantor Demographics

| | |
|---------------|-------------------------|
| Name | UDMRI LOUDKEYBOARD,NATE |
| * Address | 5023 52 AVENUE |
| * City | DAYSLAND |
| * Province | AB |
| * Postal Code | T0B 1A0 |
| * Home Phone | (780)374-5555 |
| Email | |
| Number | |
| * Rel to Pt | SP SELF/SAME AS PATIENT |

Guarantor Employer

| | |
|-------------|--|
| Name | |
| Address | |
| City | |
| Province | |
| Postal Code | |
| Phone | |
| Occupation | |
| Status | |

Cancel Next Save

Insurance Screen:

MPI Desktop - DRDH (ABATEST/ABA.TEST5.67/DTH.TEST5.67 - Test) - Leanne P Mccarroll

Udmri Loudkeyboard,Nate Med Rec Num: GG00051561 ***Confidential***
46/M 06/11/1968

EMR Num: ABATVIG00406140-F50 Amendment on File

Patient Contact Guarantor **Insurance** Provider Queries Allergies

| Mnemonic | Name |
|----------|--------------------------------|
| 1 AHC | ALBERTA HEALTH CARE PLAN |
| 2 DINA | DEPT INDIAN & NORTHERN AFFAIRS |
| 3 | |
| 4 | |

Detail Rx Info CDS

| | | | |
|-------------|-------------------------|--------------|--|
| Policy Num | 12345454 | Cov Num | |
| Subscriber | | Group Name | |
| Relation | | Group Num | |
| Ins Name | ALBERTA HEALTH CARE PLA | Emp Status | |
| Ins Address | PO BOX 1360 | Emp Name | |
| | STATION MAIN | Emp Location | |
| City | EDMONTON | Benefit Plan | |
| Province | AB | | |
| Postal Code | T5J 2N3 | | |
| Phone | 780 427 1432 | | |
| * Fin Class | AHC | | |

Reorder Ins Cancel Next Save

If the patient has Out of Province Insurance, a CDS with additional info is required to complete.

Note: The CDS will look different in each HCIS. This is an example only:

| | Mnemonic | Name |
|---|----------|--------------------------------|
| 1 | SK | SK MEDICAL CARE INS BRANCH |
| 2 | DINA | DEPT INDIAN & NORTHERN AFFAIRS |
| 3 | | |
| 4 | | |

| | |
|-----------------------------------|-------------------------------------|
| *Out-of-Prov Address (Street/Box) | BOX 10 |
| *Out-of-Prov Address (City) | SASKATOON |
| *Out-of-Prov Address (Prov) | SK Saskatchewan |
| Out-of-Prov Address (Postal Code) | S0A 0A0 |
| EXPIRY DATE (DD/MM/YY) | 26/05/15 |
| *EXPIRY DATE VERIFICATION | <input checked="" type="checkbox"/> |

Provider Screen:

MPI Desktop - DRDH (ABATEST/ABA.TEST5.67/DTH.TEST5.67 - Test) - Leanne P Mccarroll

Udmri Loudkeyboard,Nate Med Rec Num: GG00051561 ***Confidential***
 46/M 06/11/1968

EMR Num: ABATVIG00406140-F50 Amendment on File

| | |
|---------------------------|--------------------------|
| Last Visit Date: 17/02/15 | Last Edit Date: 25/02/15 |
| Last Visit Type: IN | Folder Created: |

Physicians/Providers

| | | |
|--------------|----------|---------------|
| Family | HARTMICH | Hart,Michelle |
| Primary Care | | |

VIP
VIP Comment

Medical Alert 1
Medical Alert 2

Preferred Pharmacy

Queries screen:

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Udmri Loudkeyboard, Nate Med Rec Num: GG00051561 ***Confidential***
46/M 06/11/1968

EMR Num: ABATVIG00406140-FS0 Amendment on File

Infection Control Precautions:

ARO

ESBL

MRSA

Allergies:

MPI Desktop - DRDH (ABATEST/ABA.TEST5.67/DTH.TEST5.67 - Test) - Leanne P Mccarroll

Udmri Loudkeyboard, Nate Med Rec Num: GG00051561 ***Confidential***
46/M 06/11/1968

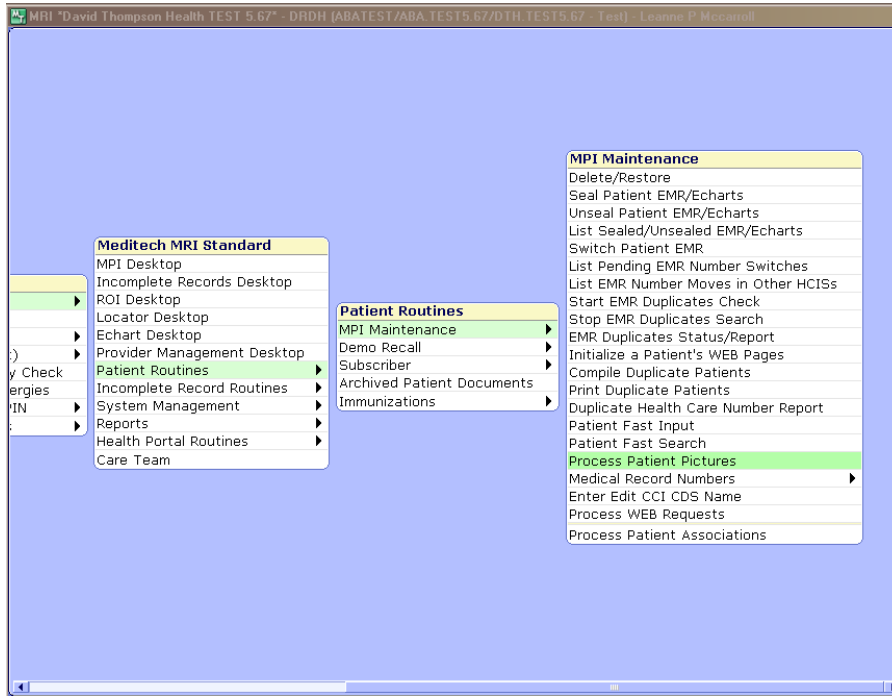
EMR Num: ABATVIG00406140-FS0 Amendment on File

| <input checked="" type="checkbox"/> | Allergy/Adverse Reaction for Interaction Checks | Type | Severity | Date | Verified | |
|-------------------------------------|---|---------|----------|----------|----------|--|
| <input type="checkbox"/> | Strawberry ITCHY/SCRATCHY | Allergy | Mild | 14/10/14 | Yes | |

| <input checked="" type="checkbox"/> | Uncoded Allergy/Adverse Reaction | Type | Severity | Date | |
|-------------------------------------|-----------------------------------|---------|----------|----------|--|
| <input type="checkbox"/> | BlackDogs HIVES/RASH | Allergy | Mild | 13/11/26 | |
| <input type="checkbox"/> | LEVOPHANOL HIVES/RASH | Allergy | Mild | 13/11/26 | |
| <input type="checkbox"/> | Tartan Scarf HIVES/RASH | Allergy | Mild | 13/11/26 | |

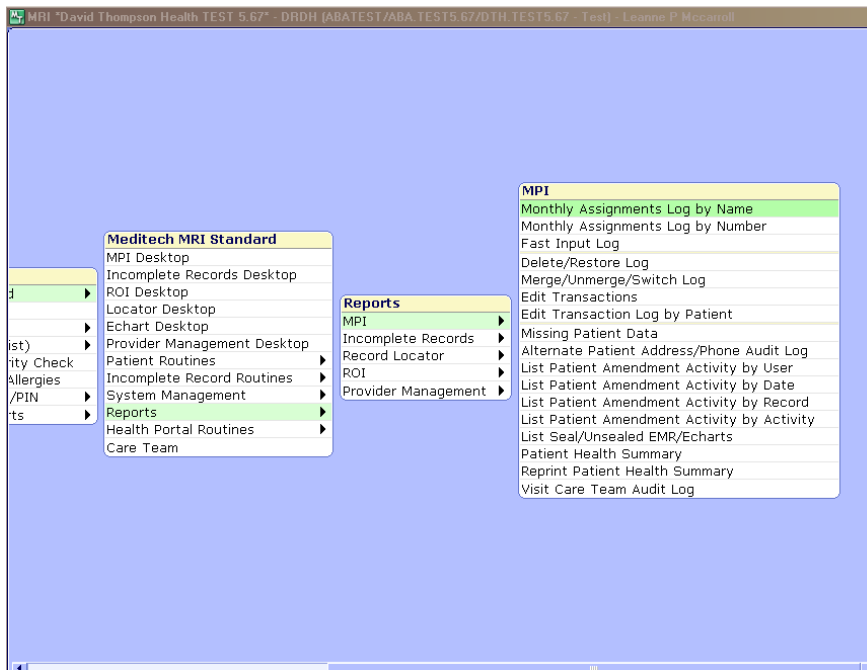
Patient Routines - MPI Maintenance

If you have access to the MPI Maintenance Routines, they can be found in the menu below:



MPI Reports Menu

These are the same standard reports found on the MPI Desktop. The reports can be accessed from the desktop or from the reports menu below:



MRI Custom Reports

Custom reports (aka NPR reports) can be found in the MRI BSS Custom Reports menu. This menu is currently organized by HCIS. Before Go Live, we hope to have this menu organized by each MRI Feature – MPI/Demo Recall, DIU, ICR, ROI, Locator, Public Health and Misc.

| Applications | | MRI Desktop | | MRI BSS Custom Reports | |
|---------------------------------------|---|--------------------------|---|------------------------|---|
| ABS *David Thompson Health TEST 5.67* | ▶ | Meditech MRI Standard | ▶ | ARH | ▶ |
| ADM *David Thompson Health TEST 5.67* | ▶ | | | CHR | ▶ |
| EDM *David Thompson Health TEST 5.67* | ▶ | | | DTH | ▶ |
| ITS *David Thompson Health TEST 5.67* | ▶ | | | ECH | ▶ |
| MIS *David Thompson Health TEST 5.67* | ▶ | Change your Password/PIN | ▶ | NLH | ▶ |
| MRI *David Thompson Health TEST 5.67* | ▶ | MRI BSS Custom Reports | ▶ | PCH | ▶ |
| | | | | PHR | ▶ |
| | | | | All HCIS's | ▶ |