

Information Management

General Principles

- IM plan considers the full spectrum of data generated and used by the organization.
 - Financial data
 - Human resources data
 - Supply inventories
 - Health information
- Planning for IM does not necessarily result in a single, comprehensive written plan; however, planning does establish clear relationships between the hospital's needs and its goals.

IM.01.01.01 Planning

- Identifies internal and external information needed to provide safe, quality care
- Identifies how data and information enter, flow within and leave the organization
- Uses the identified information to guide development of information management processes
- Staff and LIPs participate in selection, integration and use of IM systems

IM.01.01.03 IM Continuity Plan

- Written plan for managing interruptions of information processes (D)
 - Computer down time (scheduled or not)
 - Alternate care sites
- May be an addendum to or a separate document from the Business Continuity Plan
- Technology plan (IT) is NOT enough

IM.01.01.03 IM Continuity Plan

- Training of staff and LIP for alternative procedures when electronic systems not available
- Plan addresses backup of electronic information systems
- Plan is tested for effectiveness
- Plan is implemented to manage interruptions and maintain access to information needed for patient care

IM.02.01.01 Privacy

- Written policy addressing privacy of health information (D)
- Implement policy consistent with law and regulation
- Uses health information only for purposes as required by law/regulation
- Discloses health information only as authorized
- Hospital monitors compliance with policy

IM.02.01.03 Security and Integrity

- Written policy addressing security (D)
- Written policy addressing integrity against loss or damage (D)
- Written policy addressing intentional destruction (D)
- Defines when and by whom removal of health information is permitted (D)

IM.02.01.03 Security and Integrity

- Protects against unauthorized access, use, disclosure
- Protects against loss, damage, unauthorized alteration, unintentional change and accidental destruction
- Controls intentional destruction
- Monitors compliance with policy on security and integrity

IM.02.02.01 Managing Collection of Information

- Uses uniform data sets to standardize data collection
- Written policy includes:
 - Approved terminology and definitions
 - Approved abbreviations, acronyms, symbols and dose designations
 - Prohibited abbreviations, acronyms, symbols and dose designations
 - No change in list of prohibited abbreviations, acronyms, symbols and dose designations

New for 2010, DNU abbreviations moved from NPSG to here

**IM.02.02.01 Managing
Collection of Information**

- The hospital implements policy for approved and prohibited abbreviations, acronyms, symbols and dose designations.
- The prohibited list applies to all orders, preprinted forms, and medication-related documentation.
- Medication-related documentation can be either handwritten or electronic.

**IM.02.02.03 Retrieval,
Dissemination & Transmission**

- Written policies addressing:
 - Data capture
 - Display
 - Transmission
 - Retention
- Accessible storage and retrieval systems when needed for patient care
- Disseminates data/information in useful formats and defined timeframes

**IM.03.01.01 Knowledge-based
Resources**

- Resources available, current and authoritative
- Accessible 24/7
- Cooperative or contractual agreements with another institution for resources not available on site

IM.04.01.01 Accuracy

- Hospital maintains accurate health information
- Processes to check accuracy of health information

Other Broadcasts

- TJC
 - Record of Care
 - Rights and Responsibilities
- CMS
 - Patient rights
 - Medical Record Services
- Departments
 - HIM
 - IS/IT

Help!!

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