PROVIDER COMMUNICATION LIST

I. INTRODUCTION

The Provider Communication List provides an accessible list of Referring Providers in the event that the provider needs to communicate with the patient’s physicians.

The Provider Communication List is housed in the Bar Application in Registration.

Referring Providers are located on pages UR87.PC1, UR87.PC2, UR87.PC3, UR87.PC4, UR87.PC5, UR87.PC6, UR87.PC7 and UR87.PC8. There are two entries on a page for a total of 16 entries.

UR87.PC1, UR87.PC2, UR87.PC3, UR87.PC4 and UR87.PC5 are linked to Dictionary 123 allowing for ten entries.
UR87.PC6, UR87.PC7 and UR87.PC8 are for free text entries allowing for six entries.

- New Patient: BLO, ROB

## PROVIDER COMMUNICATION LIST

### FREETEXT ENTRIES
(ENTRY OF PROVIDERS THAT ARE NOT LISTED IN DICTIONARY 123)

<table>
<thead>
<tr>
<th>REF PROV NAME:</th>
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NOTE: The Provider information will display on page two of the patient’s facesheet. The patient’s facesheets are placed in their chart for easy access of patient and Referring Provider information.

***EXERCISE TO ENTER PROVIDER LISTED IN DICTIONARY 123***

You should be logged into Primetest.

1. At the Patient: prompt, select a patient from the list below by using the 3 Alpha look up.

   Danger, Nick         Sky, Blue
   Peace, Warren        Turner, Page
   Beach, Sandy         Wire, Guy

2. Go to page one of patient demographics (UR87.PT1).

   Press PAGE DOWN (or F7,P and enter 7) until you are on UR87.PC1 (located after the AKA screen).

3. At the REF PROV NAME: prompt on PC1, (first column) enter LUY. Press ENTER.

4. Select the following entry and press ENTER.

   2) LUV MD, ERIC U  GENERAL INTERNAL MEDIC/WEST ALLIS, WI/53227

5. The entries will default from Dictionary 123.

   REF PHY NAME: LUY MD, ERIC U
   SPECIALTY: GENERAL INTERNAL MEDIC
   TELEPHONE #: 414-456-5900
   ADDRESS 1: LINCOLN AVE CLINIC
   ADDRESS 2: 11211 W LINCOLN AVE
   CITY, ST: WEST ALLIS, WI
   ZIPCODE: 53227

6. At the ENTERED BY DEPT: prompt, enter the shortname for your department or the number. For this exercise, enter TRN or 100. Press ENTER.

7. TRAINING will default to this prompt.

   ENTERED BY DEPT: TRAINING

   NOTE: This is a required field.

8. At the DATE OF ENTRY: prompt, enter T for today’s date. Press ENTER.
DATE OF ENTRY: 02/16/2004

NOTE: This is a required field.

***EXERCISE TO ENTER PROVIDER NOT LISTED IN DICTIONARY 123***

PC6, PC7 and PC8 require manual entries since these providers do not pull from Dictionary 123.

1. At the second REF PROV NAME: prompt on PC1 enter SIT. Press ENTER until the system jumps to the first column on PC6. This is where entries are freetexted.

2. At the REF PROV NAME: prompt, enter SITE MD,WEB. Press ENTER.

NOTE: You must follow the name format.

3. Complete the following prompts. The entries from PC6, PC7 and PC8 will print out on a report and be worked (updating missing information) by a designated department. The providers on these screens will then be added to Dictionary 123 and moved to either PC1 through PC5 (depending on how many providers have been added to those screens).

NOTE: At the SPECIALITY: prompt, press F12 to bring up the list of specialties.

NOTE: The telephone number may be entered with or without hyphens.

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REF PROV NAME: SITE MD,WEB
SPECIALTY: GENERAL INTERNAL MEDIC
TELEPHONE #: 414-123-4567
ADDRESS 1: 8523 LEARNING LN
ADDRESS 2:
CITY, ST: MILWAUKEE, WI
ZIPCODE: 53220

4. At the ENTERED BY DEPT: prompt, enter the shortname for your department or the number. For this exercise, enter TRN or 100. Press ENTER.

5. TRAINING will default to this prompt.

ENTERED BY DEPT: TRAINING

6. At the DATE OF ENTRY: prompt, enter T for today’s date. Press ENTER.
DATE OF ENTRY: 02/16/2004

7. Press F10 to file the information and return to the Patient: prompt.

***EXERCISE TO DELETE PROVIDER INFORMATION***

1. Enter R at the Patient: prompt to refresh the last patient.

2. Go to page one of patient demographics.

3. Press PAGE DOWN (or F7,P and enter 7) until you are on PC1.

4. The cursor will be at the REF PROV NAME: prompt.

5. Press ENTER or use ↓. The cursor will go to the ENTERED BY DEPT: prompt.

6. Press NUM LOCK. The field response will no longer display.

7. Press ↓. The cursor will go to the DATE OF ENTRY: prompt.

8. Press NUM LOCK. The field response will no longer display.

9. Press ↑ until the cursor is at the REF PROV NAME: prompt.

10. Press NUM LOCK and then press ENTER. The remaining responses to the fields will no longer display.

11. Press PAGE DOWN (or F7,P and enter I2) until you are on UR87.PC6.

12. Press NUM LOCK at the REF PROV NAME: prompt. Press ENTER. Continue to delete the remaining fields in the first column.

    NOTE: Since the providers on PC6 through PC8 are not linked to Dictionary 123, the information must be deleted line by line.

13. Press F10 to file the information and return to the Patient: prompt.

Remember to follow your department’s protocol.

Developed by Diane Mpour
May 03, 2004