Electronic Data Element Guide

User Manual

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Revision History

Date	Author	Description
09/03/2013	Gregory Magazu	Document Created

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Overview

The IHM Services Electronic Data Element Guide (eDEG) is a tool that has been created to assist in the implementation of IHM's 2014 Meaningful Use Solution. This tool will facilitate collaboration between the client, the IHM Client Services Representative, and the IHM Technical Implementation Team.

Within this tool the client will be able to specify their primary EHR, the measures that they want to implement, population method for Core/Menu measures, and IHM will be able to specify what products the client has purchased.

This tool is pre-loaded with the default locations where IHM would expect to find the data needed for the different Meaningful Use measures based on the client's primary EHR. It gives the client the ability to confirm these locations, change these locations, and add additional locations for each data element. The client will even be able to specify if there are secondary EHRs that contain some of the needed data for Meaningful Use.

The tool also acts as an educational guide for the client. IHM has information throughout the tool that explains the measures, what is needed for each, what the different value sets are for each measure, and IHM recommendations for how to handle certain aspects of a measure.

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eDEG Process Flow

Below is a diagram of the high-level process flow for completing the eDEG. It starts with IHM setting up and training the client on how to use and fill in the eDEG. There are then two levels of internal IHM review to ensure that all information needed for Meaningful Use has been provided and verified.

The first review determines if the client has provided all necessary data that each of the Meaningful Use measures require. This involves stepping through the eDEG alongside our certified specifications to make sure that the client has given us the information we need to help the client be successful.

The second review is where our technical team actually checks the client's database in the locations where they say the data is to make sure we can actually find it and that it is in the format we expect it to be in. If there are any issues during either of the IHM reviews we will discuss the discrepancies and work towards resolution of each issue.

Once IHM has verified that all data is complete and available then we will finish the implementation of the 2014 Meaningful Use Solution and present it to the client.

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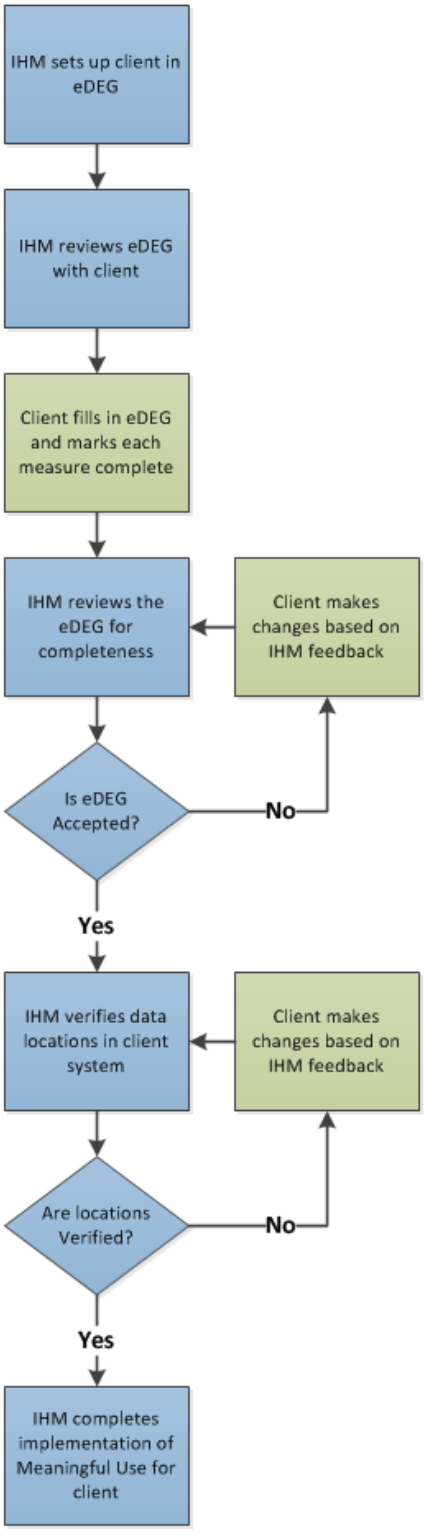

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Page by Page Walkthrough

This section contains details on what functionality is included on each page of the tool.

Home Page

The Home Page of the eDEG provides the user with overall view of the hospital they have selected. It also contains the link for this guide.

Some of the key aspects of this page are:

1. The Sign Out button allows the user to log off the tool.

2. The Select Hospital dropdown allows the user to select which hospital to work on if they have access to multiple.
3. The Product tabs allow the user to select the different IHM products that they have access to.
4. The Welcome section gives the user an overview of the purpose of the tool and tells them where to begin.
5. The link within the Welcome section gives the user access to the latest version of this guide.
6. The Hospital Information section gives the user some high-level information about the hospital they have selected. Some of the information included in this section is: Primary EHR, Additional EHRs, IHM Products the hospital has, and what the Hospitals Meaningful Use Population Method is.

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Measures Page

The Measures Page is the main page of the tool that allows the user to see what measures they have selected, what the progress is on each measure, and what help information is available per measure. They also have the ability to select a measure to add detail.

Some of the key aspects of this page are:

1. The bread crumbs allow the user to go back to any of the previous pages in the tool that they were on. It also tells them where they currently are in the tool. In the screenshot above the user is in the MU1 product on the Measures page.

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2. The IHM Notes button brings up information from IHM related to this product. This information is more related to what the IHM product does rather than the government regulation around the product.
3. The Help buttons are throughout the tool and give information based on the level that they are at. The upper help button will give information related to the product while the help buttons on each measure line gives information related directly to the measure in question.
4. The Search Box is a quick way to find a measure or a group of measures.
5. The Status Columns show where in the eDEG process a measure is:
    a. **Complete**: If a measure is marked complete then it means that the client has filled in all relevant information and marked it complete and ready for IHM review.
    b. **Accepted**: If a measure is marked accepted then it means that IHM has done a review of the measure data elements verses our IHM certified measure specifications and have ensured that all needed elements are complete.
    c. **Needs Review**: If the IHM review has determined that something is missing or incorrect then the measure will be marked needs review meaning that the client needs to take further action on the measure.
    d. **Verified**: If the measure is marked verified it means that all necessary data elements are present and they have been checked in the client data to ensure they are what IHM expects (this status means that the measure is ready for implementation).
6. The “Use” column has a checkmark in it for every measure that the client is implementing. Any measure that is not being implemented will have no checkmark and will sort to the bottom of the list.
7. Every measure that is being implemented by the client will have a checkmark in the “Use” column and the name of the measure will become a hyperlink allowing the user to go to the Data Elements page.

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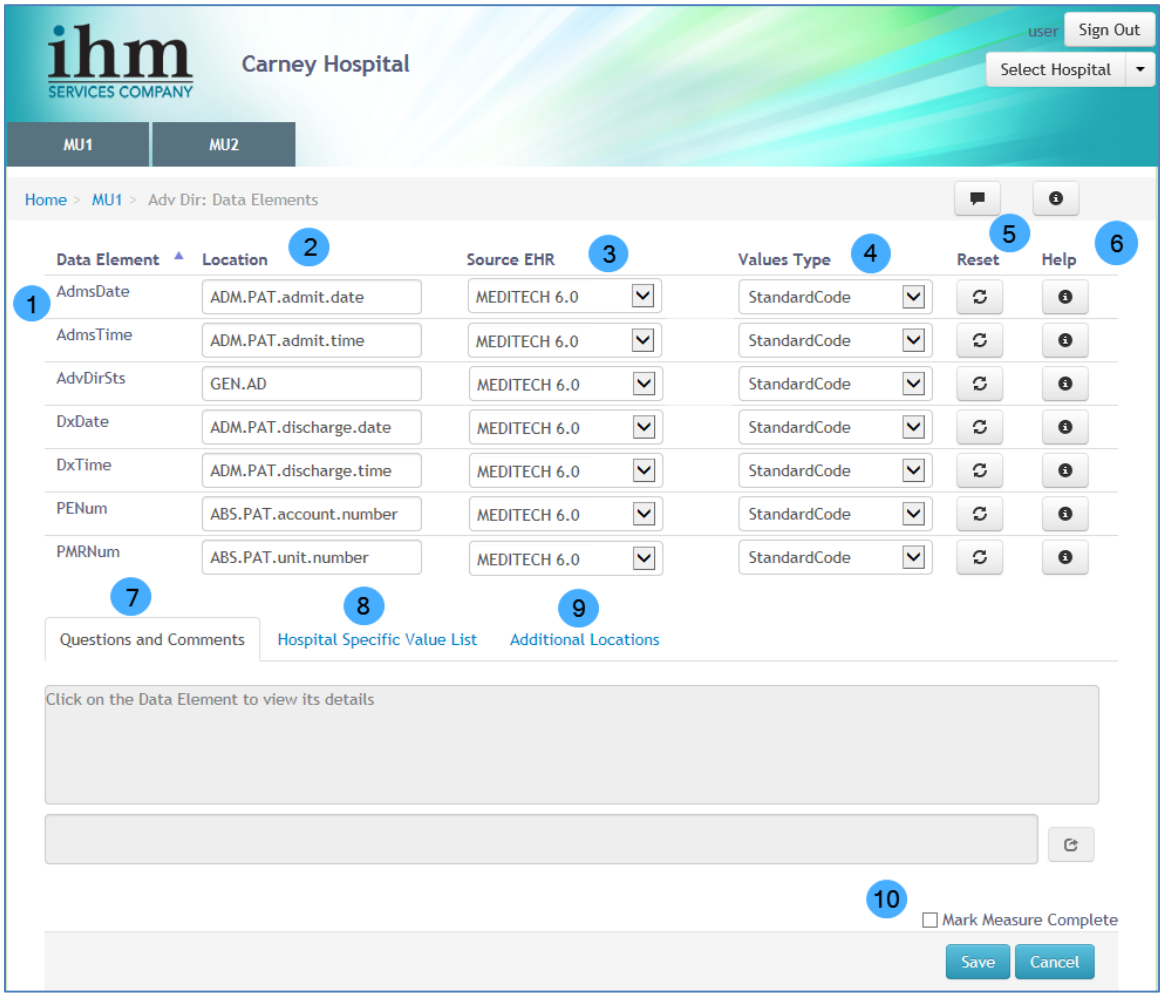
Data Elements Page

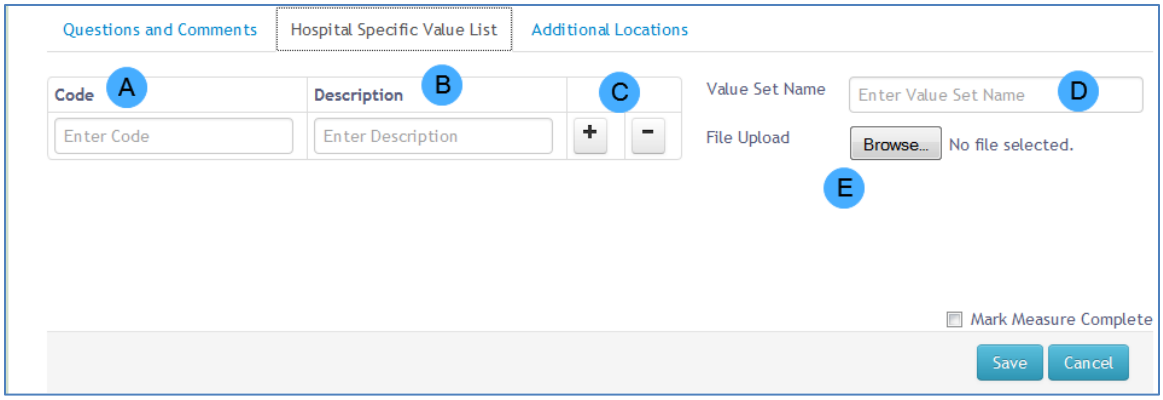
The Data Elements page is where all of the work will be completed. This is where IHM and the user specify what data elements are needed for each measure. It is where the user can then record the location of each element and add any additional information or comments related to it.



Some of the key aspects of this page are:

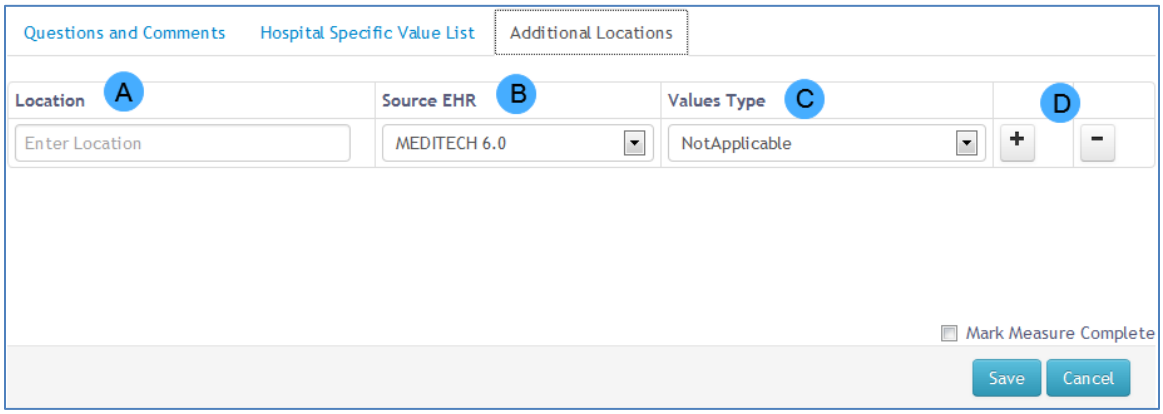
1. The Data Element column lists each of the required data elements for the measure the user is working on.

2. The Location column lists what field in the client system the data element can be found in. This field may be pre-filled with a default location based on the Primary EHR, but this location should be verified by the client and changed if needed.
3. The Source EHR column lists which system within the client hospital stores the data element. This will be prefilled with the client's primary EHR, but if the client has other systems that IHM is pulling data from they will be available to select from this list.
4. The Values Type column lists what type of data element it is
    a. **IMO_Code** – global code system that allows IHM to convert the code to the type of codes that CMS is looking for (SNOMED, ICD-9, etc.)
    b. **Not Applicable** – Used for a data element that does not fall into any of the other choices
    c. **Query/Mnemonic** – Identifies the data element to be a query or mnemonic that IHM must use to gather the data
    d. **Hospital Specific** – Used for a data element that is custom to the client in question
    e. **Standard Code** – Used for a code from a standard value set (LOINC, SNOMED, ICD-9, ICD-10, etc.)
    f. **Value Set** – If the data element is from a hospital specific value set which can be entered on the Hospital Specific Value List tab (number 8 above)
5. The Reset column allows a user to reset the row that they were working on back to what it was when they started in case they make a mistake.
6. The Help column contains information on each data element that can help the user understand why this data element is important.
7. The Questions and Comments section allows for a dialog to take place between the client and IHM over each data element. If the user has a question they can post it there and then IHM can respond there. If IHM has a problem with something they can leave instruction on what they are looking for in this section. The user can simply type information in the lower box and select the icon to the right to add a comment.
8. The Hospital Specific Value List tab (below) gives the user the ability to specify a list of values for a data element that will be collected by IHM and give their description. They also have the ability to upload a file that contains the list of values.



a. The Code field is used if the user is going to manually enter the list of values. They would enter the code in this field.
b. The Description field is used if the user is going to manually enter the list of values. They would enter a description for the code here.
c. The Plus button allows the user to add an additional line for another code. The Minus button allows the user to remove the current row from the list.
d. The Value Set Name field allows the user to enter a name for this value set.
e. The Browse button can be used to browse the user's computer for a file they want to upload into the tool for IHM to use.

9. The Additional Locations tab (below) gives the user the ability to specify additional locations for a particular data element. So if a data element is stored in more than once place or system they can note each additional location on this tab.



a. The Location column lists what field in the client system the data element can be found in.

b. The Source EHR column lists which system within the client hospital stores the data element. This will be prefilled with the client's primary EHR, but if the client has other systems that IHM is pulling data from they will be available to select from this list.
c. The Values Type column lists what type of data element it is. See above for details of what each choice in the list is.
d. The Plus button allows the user to add an additional line for another location. The Minus button allows the user to remove the current row from the list.

10. The "Mark Measure Complete" checkbox is used when the user believes they have completed all data elements for a particular measure. They can then check this box and save the page. This will update the checkbox on the Measures Page letting IHM know that you have completed the measure.

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