

Report on Medicare Compliance Volume 32, Number 5. February 06, 2023

Data Source Tracking Spreadsheets

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Here is part of a spreadsheet developed by Jennifer Vessels, director of compliance and privacy services at Erlanger Health System in Tennessee, to help guide its process for responding to patients' requests for electronic health information and comply with the information blocking rule.^[1] Contact her at jennifer.vessels@erlanger.org.

Data Source	Responsible Dept	Description of data	Is it EHI?	Is the data duplicated elsewhere?
PACS system	Radiology	Database of medical imaging, including ultrasound, MRI, CT, endoscopy, mammography.	Yes	Some is—some of the information is pushed from the EHR but anything received from outside the system is held in PACS.
Claims and reimbursements	Revenue Cycle	Database tracking all insurance claims, payments, and reimbursements.	Yes	No
Case Management	Social Work	Database including patient-specific notes on discharge planning, caretakers, insurance coverage.	Yes	No
Legacy EHR	HIM	Includes all patient files and records before July 2017 when we switched to current EHR.	Yes	Yes—all data within has been uploaded to the current EHR.
Paper files from acquired practice	HIM	Paper records acquired by our facility when we purchased clinical practice in 2019. Includes medical records, billing, imaging, and lab results.	No	

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