

Outside Facility Documentation FAQ

Does Health Information Services (HIS) accept documentation from other facilities for scanning?

Yes

Who approves document types?

The UVa Health Information Management Sub-Committee (HIMS)

Where is outside facility documentation located in the medical record?

It is scanned and available for viewing and printing from the electronic medical record (EMR).

All outside facility documentation will be located in the general Outside Facilities document type unless the sender applies a barcode designating an approved UVa Outside Facility document type.

As of 1/2016, there are approximately 39 Outside Facility document types available.

Where can I purchase Outside Facility barcode labels?

UVa Printing & Copying Services

What is the process?

- Identify the pertinent pieces of information to be scanned
- Document the UVa medical record number on each page at the top right hand corner
- Optional – Affix the outside facility document type barcode for indexing outside of the general Outside Facilities document type
- Place documentation in designated HIS courier record retrieval area
 - Documentation is scanned and available within 1-2 days of receipt

What Outside Facility documents are approved for scanning in the UVa EMR?

Please refer to MCP 0218 and the Structure of the Medical Record document, located on the HIS intranet site.

Who do I contact with questions, etc.?

E-mail the CL HIS Supervisors group