

	The Johns Hopkins Health System	<i>Policy Number</i>	SYS004
	PFS Policies and Procedures Manual	<i>Effective Date</i>	03-17-00
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	VCQ – Visual CyberQuery	<i>Revised</i>	4/5/07

POLICY

This policy applies to the Johns Hopkins Health System (JHHS) Patient Financial Services (PFS) Department.

DEFINITION

The purpose of this policy is to establish the proper procedure for obtaining access to VCQ.

RESPONSIBILITIES

PFS Managers(s) Management must determine need for access and have his or her employee follow the proper procedure for obtaining access.

PROCEDURES

- Employee must complete VCQ 101 class given by PFS Training Department. After completion of VCQ 101 two request need to be filled out by the VCQ 101 trainer. (1) Service request will be sent via the JHH Service Request web site to the employees' local LAN administrator to install and configure VCQ. (2) Charge control request will be given to the JHMCIS Production Support Mid-Range Group to have a VCQ directory setup on the UNIX server.

SPONSOR

Senior Director, Patient Financial Services, JHHS

REVIEW CYCLE

Three (3) years

APPROVAL

Senior Director, JHHS

Date

Director, PFS Systems Support, JHHS

Date