	The Johns Hopkins Health System PFS Policies and Procedures Manual	<i>Policy Number</i>	SYS006
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		<i>Revised</i>	11/21/08

POLICY

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

PURPOSE

To establish the proper procedure for obtaining access to the Health Data Management (HDM) system, the coding system used to record medical diagnoses and procedure codes for all inpatients and same-day surgery/procedure outpatients.

PROCEDURES

1. If you do not have HDM on your computer:

Place a call to the Help Desk (5-HELP) and open a problem ticket. Inform the Support Center agent that you need to have HDM installed on your PC.

The ticket should be assigned to your LAN Administrator, who will install the software.

2. Read the CIMD Policy and Procedures: Security and Access to Patient and Institutional Information at <http://datamart4jhmi.edu/security.htm#top>

3. Complete the HDM User Information Sheet (Exhibit 1)

Note: On the User Information Sheet you must enter your **JHED ID**.
If you not know your JHED ID, contact your supervisor.

and


the **HDM Data Use Agreement** (Exhibit 2)

and

fax these two forms to **Damon Brooks** at 0-9626.

4. Once approval has been granted you will receive a login and password.

*(If you have questions, contact **Damon Brooks** at (410) 550-9616.)*

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SPONSOR

Senior Director, Patient Financial Services, JHHS

REVIEW CYCLE

Three (3) years

APPROVAL



Senior Director, JHHS

 Date