

CHAPTER 22

Distributed Data and Processing System (DDPS)

I. POLICY

Health record services (HRS) staff shall have immediate access to information available through the Distributed Data and Processing System (DDPS). The information available through the DDPS shall be used to manage health-related information to verify the accuracy of patient identifiers, to ascertain the retention and current location of patients returned, to facilitate the management of health-related information, to expedite requests for access to records, and to monitor the integrity of the filing system.

II. PROCEDURE

A. HRS staff shall continuously access the information in the DDPS to:

1. Determine custody levels for census reporting.
2. Determine the current location of the patient.
3. Transmit information within the institution.
4. Verify the accuracy of patient identifiers.
5. Use information for other health record purposes.

B. HRS staff shall:

1. Be provided with a personal access code from the Associate Information Systems Analyst (AISA).
2. Maintain access code.
3. Be responsible for access to the information and for the time logged against the personal access code.
4. Access the DDPS through the computer menu.
5. Memorize log-on procedures (to preserve security, procedures shall not be available in written form).

C. HRS staff shall access the information:

1. Log-on to DDPS.
2. Abstract the patient information needed from the DDPS screen that appears.
3. Exit the DDPS program by using the instructions provided by the AISA.