


<b>Name of Policy:</b>	<b>Home Based Coding Downtime</b>	
<b>Policy Number:</b>	3364-105-138	
<b>Department:</b>	Health Information Management	
<b>Approving Officer:</b>	Vice President & Executive Director	
<b>Responsible Agent:</b>	Director, Health Information Management	
<b>Scope:</b>	Health Information Management	
		<b>Effective Date:</b> 11/2008
		Initial Effective Date: 11/2008
<input checked="" type="checkbox"/> New policy proposal <input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy		

**(A) Policy Statement**

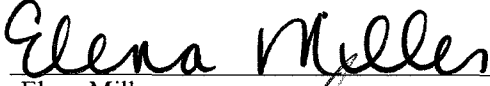

Establish a downtime procedure that will be followed and adhered to.

**(B) Purpose of policy**

To ensure continuation of the coding function during periods of hardware, operating system, or software downtime.

**(C) Procedure**

1. If there is a problem with an individual PC, the employee should notify his/her supervisor, whereby assistance from IS and/or technology support will be sought.
2. System wide problems for either hardware or operating system, (the Novell network is down) will be handled in the following manner.
  - a. If the projected downtime will be one hour or less, the coder should read coding-related material (Coding Clinic, etc). If the projected downtime will be greater than one hour, you should make arrangements with the Coding Supervisor for coverage.
3. If the HBOC-STAR system is down, but the Novell network is up, the following procedures will be instituted:
  - a. Staff will utilize the 3M encoder/grouper to code record. When the STAR system is back up, the codes will be inserted into the STAR abstract as they have already been run through the encoder during downtime.
4. If HPF system is down, the following procedures will be instituted:
  - a. If the projected downtime will be one hour or less, the coder should read coding-related material (Coding Clinic, etc). If the projected downtime will be greater than one hour, you should make arrangements with the Coding Supervisor for coverage.

<b>Approved by:</b>  Elena Miller Director, Health Information Management  Mark Chastang Vice President & Executive Director  <i>Review/Revision Completed By:</i> <i>Health Information Management</i>	<u>11/4/08</u> Date  <u>11/05/08</u> Date	<b>Review/Revision Date:</b>   <b>Next Review Date:</b> 11/1/2011
<b>Policies Superseded by This Policy:</b> new		

*It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.*