Name of Policy: **Physician/Non-Staff Caregiver Table Maintenance (Star Navigator)**

Policy Number: 3364-100-05-06

Department: Hospital Administration

Approving Officer: Chief Executive Officer – UTMC

Responsible Agent: Director, Medical Staff Office & Central Verification Office

Scope: The University of Toledo Medical Center (Medical Staff Office-HIM Dept.)

**Effective Date:** 5/1/2017

Initial Effective Date: 12/14/1988

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<td>New policy proposal</td>
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(A) **Policy Statement**

Many computer systems reference the physician/AHP (allied health provider) assigned to the patient by doctor number. Responsibility for maintenance shall exist with the Medical Staff Office and HIM department.

(B) **Purpose of Policy**

To ensure timely and consistent availability within the computer system. To ensure communication exists for all departments requiring information regarding new physicians/caregivers.

(C) **Procedure**

1. When medical staff privileges are granted to a new practitioner, the Medical Staff Office will enter the appropriate information in the Physician/Non-Staff Caregiver Table (Star Navigator) and generate a unique identification ("doctor") number for that practitioner. Case creation cannot occur until this is done.

2. When medical staff privileges are relinquished by a practitioner, the Medical Staff Office will inactivate the doctor number. Inactivated numbers will not be removed from the system.

3. Information regarding referring physicians who do not hold medical staff privileges at this institution and are free-texted at the time of registration is maintained by HIM. Residents/fellows are provided by the graduate medical education office. HIM enters the resident information into the Staff Caregiver Table.

4. Information regarding Clinical Associates (allied health professionals) who have been approved to provide patient care services at this institution will be maintained by the Medical Staff Office. Such information will be entered into the Physician/Non-Staff Caregiver Table (Star Navigator) and a "doctor" number generated, if appropriate.

5. Changes made to the Physician/Non-Staff Caregiver Table by the Medical Staff Office will be communicated by either interoffice or electronic mail to the appropriate individuals/departments as needed.

Approved by: Daniel Barbee, RN, BSN, MBA
Chief Executive Officer - UTMC

Review/Revision Completed By: HIM Business Office

Review/Revision Dates:

- 11/8/89
- 5/7/93
- 4/24/96
- 12/7/98
- 7/9/99
- 6/7/02
- 4/1/05
- 5/28/2008

Next Review Date: 5/1/2020

Policies Superseded by This Policy: 7-05-06 - Physician/Non-Staff Caregiver Table Maintenance