

# Health Information Management Plan FY21

## **PRINCIPLES OF INFORMATION MANAGEMENT**

UTMC has adopted 13 basic principles of information management. These principles describe the core functions of an effective information management plan. Regardless of changes of the information management initiatives, these principles remain constant. The following is a list of these principles:

1. *Accuracy* – the extent to which data are free of errors
2. *Confidentiality* – restriction of access to data and information to individuals who have a need, reason and permission for such access
3. *Timely* – the extent to which data is ready and available to meet the needs of the users
4. *Interpretable/useable* – data format is such that is understandable and meets the needs of the users
5. *Integrity/consistency* – accuracy, completeness of data
6. *Accessible/dissemination* – availability of data such that data or information can be sent from one location to another location
7. *Ability to correlate/integrate* – data from disparate systems can be combined/transformed into information
8. *Ability to aggregate* – to combine standardized data and information
9. *Statistical analysis* – the use of measurement/mathematical tools to transform data into relevant information for decision making
10. *Relevant* – meaningful to intended users
11. *Measurable* – data in a quantitative form which will facilitate internal and external comparisons over time
12. *Authority/source of truth* – the acquisition or capture of data (material, facts, or critical observation) from the primary, most reliable origin of that data
13. *Portability* – the reuse of data elements across multiple clinical systems for patient care
- 14.

## **INFORMATION MANAGEMENT GOVERNANCE**

The HIM Plan is considered a "living document" that continually changes and adapts to new information needs of the organization.

The Health Information Management Committee is a multi-disciplinary team designed to oversee UTMC's compliance with the Information Management chapter of the Joint Commission Accreditation Manual for Hospitals, the CMS Conditions of Participations and other regulatory bodies. The purpose, functions and responsibilities of the Health Information Management Committee are detailed in Policy Number 3364-87-17, which is attached and made a part of this Plan.

### Other Committees

*Compliance Committee Meeting* – The focus of this committee is to review policies and procedures to ensure appropriate confidentiality measures are being adhered to within UTMC and establish proactive efforts to monitor the hospital's compliance with such policies and procedures.

### **NEEDS ASSESSMENT**

UTMC's internal and external needs assessment process considers factors related to both present and future information management requirements. For each of the various internal and external stakeholder groups, UTMC determines each group's information needs. The information needs are gathered and assessed using a variety of methods – both formal and informal:

- Analysis of requests made from internal and external sources
- Operations request
- Departmental and employee surveys
- Formal stakeholder request
- Research
- Anecdotal reports
- Customer Satisfaction
- Regularly scheduled meetings where information needs are also gathered and analyzed (e.g. OL T meetings)

The needs assessment process at UTMC is based on a continuous improvement model. This ensures that the evaluation of stakeholders' needs for information is an ongoing process. In addition, a performance improvement plan is developed and assessed following each implementation phase of an information management initiative. This procedure provides assurances that the outcomes of each information management initiative have measurable results – and that needs are being met. If goals are not achieved, a reassessment of the process takes place to explore reasons and potential alternative improvement strategies.

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	09/2020

/s/  
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