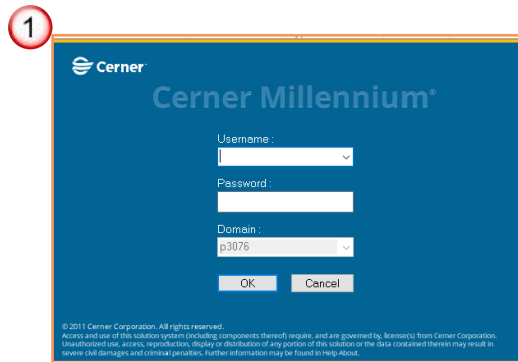


REQUEST MANAGEMENT ROI UPDATE REQUESTER (2) HOSPITAL INFORMATION SYSTEM (HIS)

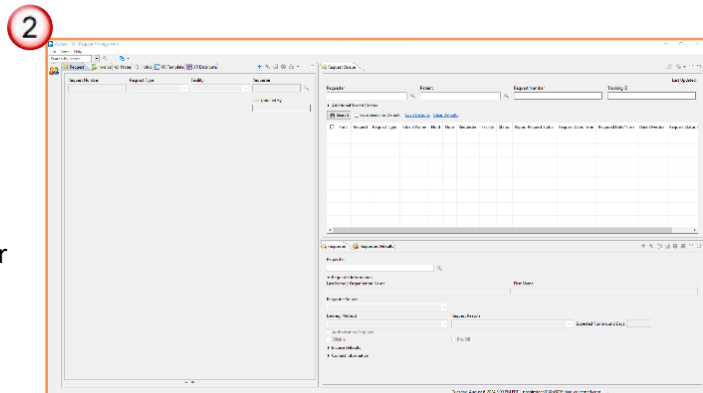
HIM ROI ROLES

HIM - Release of Information: Request Management (Update Requester): steps to update an existing requester's information to ensure accuracy.

1. Log in to **AccessHIM.exe**, Access HIM app.

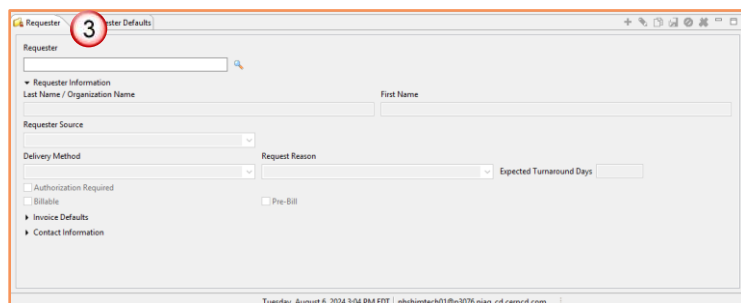


2. Request Management perspective opens automatically.
(once default settings are defined)



Note: This default setting is recommended for all HIM ROI Specialists.

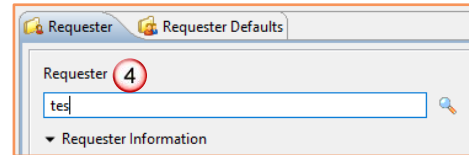
3. Navigate to the **Requester** tab.



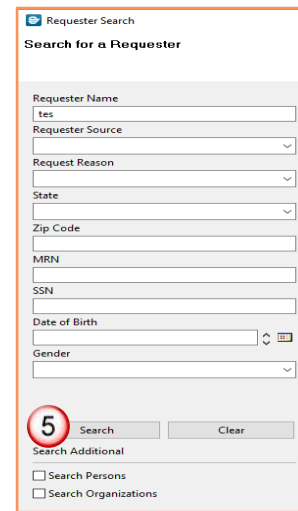
REQUEST MANAGEMENT ROI UPDATE REQUESTER (2) HOSPITAL INFORMATION SYSTEM (HIS)

4. Type in the requester name using a “minimum of 3 characters.”

Note: Using minimal characters helps to minimize requester duplicates.

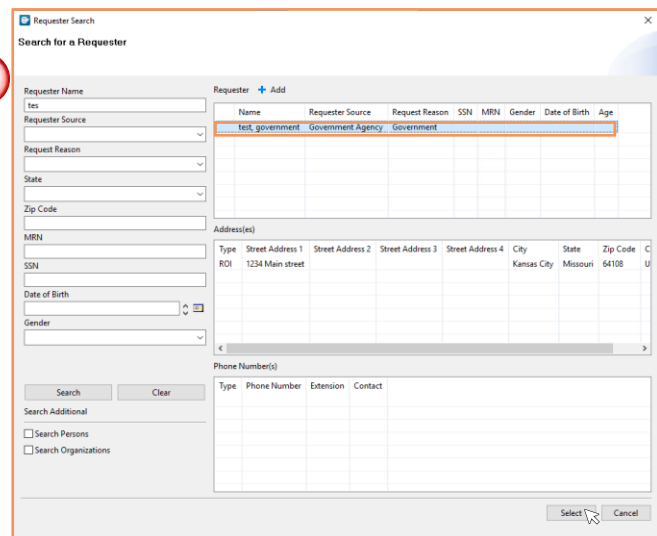


5. Click **Search** (or press Enter)



6. Decide if the requester was found, click on the correct “**Requester**” name and click **Select**.

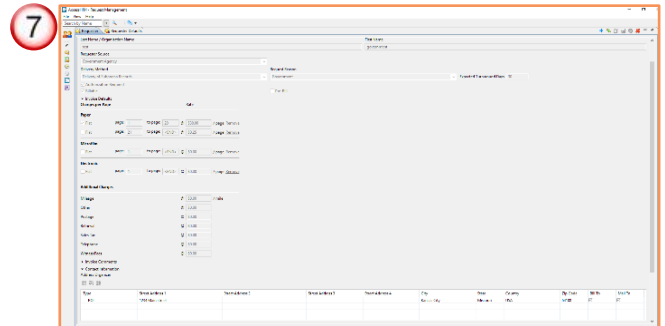
6



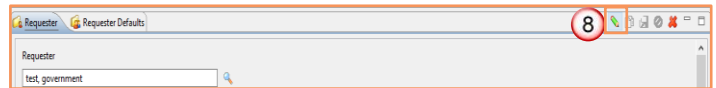
| Name | Requester Source | Request Reason | SSN | MRN | Gender | Date of Birth | Age |
|-----------------|-------------------|----------------|-----|-----|--------|---------------|-----|
| tes, government | Government Agency | Government | | | | | |

REQUEST MANAGEMENT ROI UPDATE REQUESTER (2) HOSPITAL INFORMATION SYSTEM (HIS)

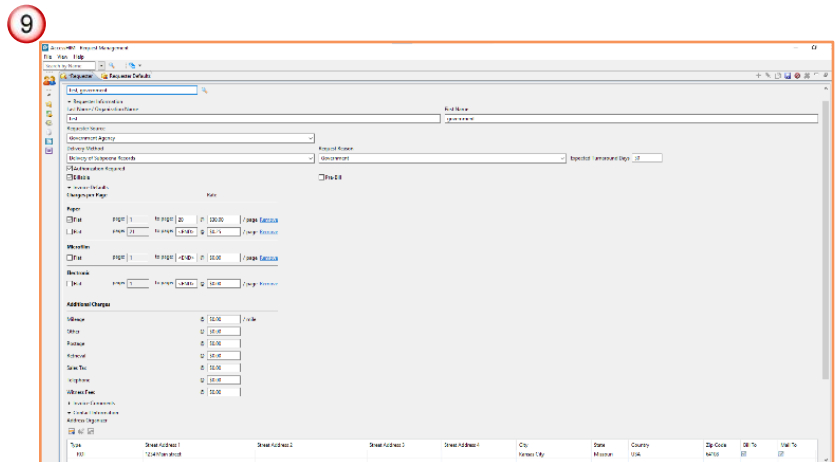
7. Previously saved requester data populates
**(Requester Information, Invoice Defaults, and
Contact Information)**



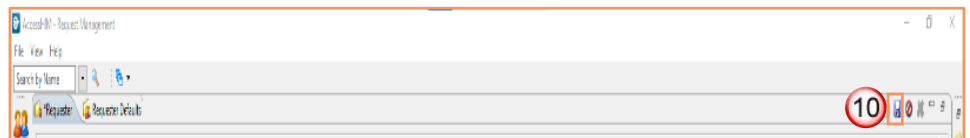
8. Click **Modify Requester**.



9. Update **Requester defaults** (Requester
Information, Invoice Defaults, and Contact
Information) as needed.

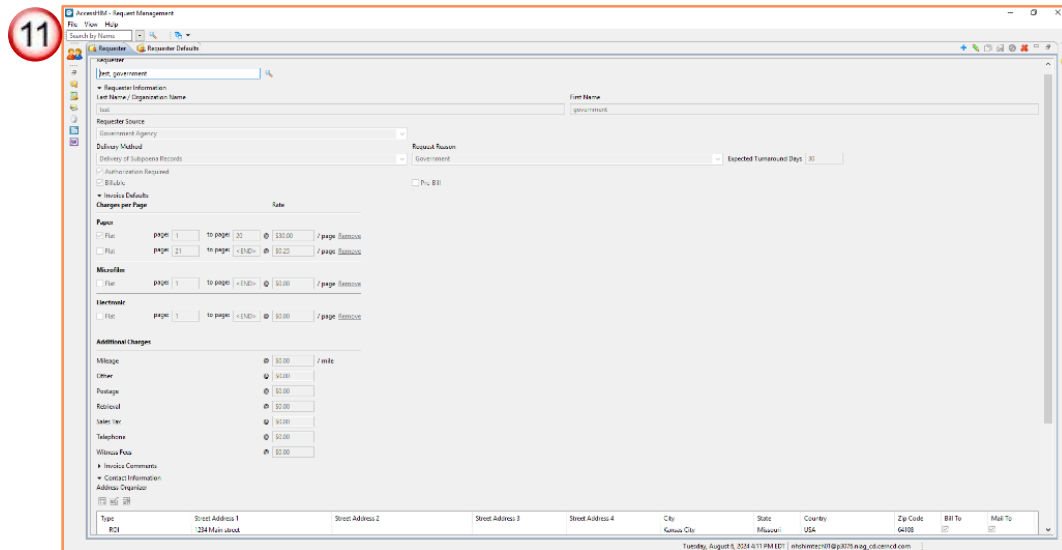


10. Click **Save**.



REQUEST MANAGEMENT ROI UPDATE REQUESTER (2) HOSPITAL INFORMATION SYSTEM (HIS)

11. Review all saved requester information.
Decide if there are any defaults that need to be adjusted.



The screenshot shows a web application window titled 'Request Management'. A red circle with the number '11' is overlaid on the top-left corner. The interface includes a search bar, a navigation menu, and a main form area. The form is for a requester named 'hert_government'. It contains several sections: 'Requester Information' (Government Agency, Request Source, Request Reason, Expected Turnaround Days), 'Delivery Method' (Paper, Microfilm, Electronic), 'Charges per Page' (with a table of rates for different media types), and 'Additional Charges' (with a list of services and their rates). At the bottom, there is an address section with fields for Street Address 1-4, City, State, Country, Zip Code, Bill To, and Mail To. The status bar at the very bottom indicates the date and time: 'Tuesday, August 6, 2024 8:11 PM EDT | ensherec101@p3075.aug.cd.cmcid.com'.

Notes: Requester details specific to the request should not be made at this time. For example, delivery method of fax for this request only can be updated when logging and processing the request in the Request Tab.

Reference Workflow Link: *HIM - Release of Information: Request Management (Log Request)*