

# PTBMIS OPERATIONS AND MANAGEMENT - 10.0

## Updating PTBMIS Reference Files - 10.1

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Revised:**

**Signature:**

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### **POLICY**

PTBMIS reference files containing data and codes necessary for recording and billing for patient services, (i.e. the Pharmacy Formulary File or FOFIELD, Charge Header File or CHHFIELD, The Charge Detail File or CHDFIELD, the Managed Care RVU File or MCRFIELD, the Table File or TAFIELD), are called reference files and will be maintained by the HSA PTBMIS Support Team. Regional staff will not make changes to these files unless authorized by the PTBMIS Support Team; such changes will also be incorporated into the Central Office files so that all reference files on all AS/400s contain the same data.

### **APPLICABILITY**

This policy applies to Regional and Central Office personnel.

### **PURPOSE**

To assure that all centrally maintained reference files on all copies of PTBMIS are the same. Implementation of this policy will ensure statewide reporting requirements are synchronized region to region.

### **PROCEDURE**

1. Updates of entire reference files within PTBMIS (i.e. FOFIELD, CHHFIELD, CHDFIELD, MCRFIELD, TAFIELD) will be sent to the Regional System

Administrators by the PTBMIS Support Team staff when mass changes to the files are needed. The time frame for installation by System Administrators will be included in an e-mail announcing the update, which will typically need to be installed by a certain date.

2. Individual data elements within a reference file may be changed as needed, by the PTBMIS Support Team staff, without need to update the entire reference file. Instructions for making these minor changes will be communicated to the Regional System Administrators, along with a specific time frame within which the changes should be made at the regional level also in an e-mail announcing the change.
3. Individual tables within a given reference file, such as sections of the PTBMIS TAFILE, will be maintained by the HSA PTBMIS Support Team, with the exception of those reference tables for which the necessary data is region specific, and/or is only available to regional staff. Regional staff will not make changes to the centrally maintained reference tables unless authorized to do so by the HSA PTBMIS Support Team; such changes will also be incorporated into the Central Office Reference Files.
4. Reference tables that are maintained regionally, (such as PROVIDER, TBUSER, BLPROV, PRINTER, LABTEST, MEDHOME, COSITE, OPTXXX, etc.), must match the requirements established by the HSA PTBMIS Support Team for those elements which are not regional options.

## **NECESSARY FORMS**

## **REFERENCE DOCUMENTS**

## **OFFICE OF PRIMARY RESPONSIBILITY**

Administrative Services Section, Bureau of Health Services, (615) 741-7305