

Products and Services Overview

Chart
your course
through the
eHIM
Continuum™

HEALTH INFORMATION SOLUTIONS



H.I.MENTORS

Health Information at its Highest Potential

Where are you on the eHIM Continuum™?

Hospitals are faced with many challenges today as they migrate from paper records through a hybrid environment and eventually to electronic records. Where are you on the electronic Health Information Management (eHIM) Continuum? How do you ensure that you are operating at your highest potential? Are you able to transition into an electronic Health Information Management (HIM) department environment, while delivering superior performance in the areas of compliance, efficiency, and effectiveness?



SOLUTIONS OVERVIEW

HIM Checkup™ Services
Revenue Cycle Checkup™ Services
EHR Foundation™ Services
EHR Data Integrity™ Services
Interim HIM Staffing Services
Coding Audit Services
HIMetrix® Web-Based Data Analytics
and Consulting*
Forms Inventory and
Management Program

“H.I.Mentors’ guidance, personal touch, and insight in addressing our multiple hospital’s needs (as we migrate to an electronic health record), has greatly improved our daily operations and ability to succeed as a team.”

*—Amy Szymkowiak, RHIT,
Regional HIM Director,
Mercy Health Partners, Ohio*

HIM Checkup™ Services

HIM Checkup Services from H.I.Mentors offers your organization everything from a complete operational assessment to strategic planning, mentoring, and educational programs. These comprehensive services are individualized to help your staff reach its highest potential as you implement Electronic Health Records (EHR) and Electronic Document Management Systems (EDMS). Key program elements include:

- Health Information Management (HIM) operational assessments
- Best practice benchmarking and standardization
- Staff mentoring and education
- HIM department record consolidation and space utilization analysis
- ICD and CPT/HCPCS Coding Audit Services (onsite or remote)

Revenue Cycle Checkup™ Services

The HIM Department is at the center of the revenue cycle and plays a critical role in the translation of clinical documentation into the language of coding, enabling the use of data for quality control, compliance, and financial reimbursement. H.I.Mentors can fine-tune your HIM engine to ensure that you achieve your revenue cycle goals. Key elements of the program can include:

- DNFB assessment and improvement
- HIM productivity benchmarking
- Workflow optimization/electronic HIM Department™ implementation
- Coding and Clinical Documentation Improvement (CDI) audits
- CDI Medical staff education and chart audits
- RAC Readiness preparation and response
- Chargemaster (CDM) management process improvement and audits
- Computer-Assisted Coding evaluation

EHR Foundation™ Services

Migrating to an electronic document management system (EDMS) is a complex process; your successful migration depends largely on how well your electronic system ultimately supports the workflow of your HIM department and facility. Begin your journey today by working with H.I.Mentors to lay a solid foundation for your system, whether you are migrating from a completely paper system or from a hybrid system that has both paper and electronic components. Key deliverables can include:

- Forms inventory and analysis, and forms management programs
- Hybrid record workflow and staffing redesign
- Electronic HIM department migration planning
- EDMS RFP guidelines, pre-project planning and implementation support
- EDMS Checkup best practice usage
- eHIM education and special project management
- Specialty hospital HIM assessment services (Critical Access Hospital, Correctional Center, Behavioral Health, etc.)

EHR Data Integrity™ Services

You've finally made the transition to electronic records but are you sure the integrity of the electronic health record is intact? Have you defined your legal health record appropriately? Are you running into backlogs in scanning and quality check areas? Are you able to destroy your paper records after imaging or are you paying double for storage of paper as well as electronic documents? H.I.Mentors can help you tackle these challenging issues and help ensure the data integrity of your electronic health record by providing:

- EDMS scanning, quality checks and backlog support
- Record consolidation analysis (hybrid record risk reduction)
- LHR and HIPAA clinical record inventory
- EHR/EDMS risk reduction
- Data Integrity Audits

"I am delighted to endorse the work of H.I.Mentors, as a satisfied customer of their healthcare information management consulting services. Darice Grzybowski and Ed Stewart were essential resources for the engagement, bringing a wealth of health information management and technical aptitude. They impressed me with their extensive knowledge of health record regulatory requirements, HIM department workflow dynamics, and the marketplace for HIM technology, including document scanners and image repositories. I would not hesitate to hire them again for any similar engagement."

*—Justin Graham, MD MS
Chief Medical Information Officer
NorthBay Healthcare
(Formerly Chief Medical Information Officer
California Prison Healthcare Receivership)*

Interim HIM Staffing Services

With increasing demands on Health Information Management (HIM) productivity and coding accuracy it is essential to have qualified professional staffing resources available. H.I.Mentors is ready to help you meet your staffing and coding challenges so you can continue to perform at a best-practice level, no matter where your organization is on the eHIM continuum. Interim HIM staffing services:

- Develop strategic planning and tactical operations oversight
- Prioritize workflow on management directives and communications to staff
- Improve efficiency and productivity, through best practice modeling
- Help you transition through an accreditation review or EHR implementation

Coding Audit Services

When just “re-coding” a chart isn’t enough, you need an H.I.Mentors coding coach to provide you with personalized review, education, and consultative guidance. Our experienced AHIMA certified and experienced auditors work onsite or remotely to perform:

- Clinical Documentation Improvement reviews
- Inpatient and MS-DRG focused coding audits
- Outpatient ICD, CPT/HCPCS, CDM audits
- ICD-10 preparation audits and planning
- Part B physician coding and documentation review
- Medical Record paper or electronic Data Integrity Audits

HIMetrix® Web-based Data Analytics and Consulting*

HIMetrix is designed specifically to capture, analyze and interpret relevant revenue cycle data as it relates to HIM operational best practice standards. With this powerful tool CFO’s, CIO’s, Revenue Cycle and HIM directors have access to a unique narrative along with performance dashboards specific to their environment. Utilizing proprietary Data Analytics Modeling coupled with extensive web-based collection and reporting tools, HIMetrix:

- Delivers business intelligence and data analytics personalized to your environment
- Provides computer-enabled data collection and customized reporting
- Establishes core operational analytics and consultative reporting
- Captures and analyzes key operational metrics
- Utilizes best practice based embedded logic

Forms Inventory and Management Program

Maintaining control and accuracy with forms is critical to ensure compliance with the Legal Health Record (LHR). Reimbursement and compliance are dependent on accurate and timely information. Forms Management consultation from H.I.Mentors insures that our forms are properly inventoried, categorized, and controlled enabling EHR Readiness to provide maximum efficiencies in forms accuracy, consistency and efficient workflow. Forms Inventory and Management Services:

- Tackles the daunting task of organizing and inventorying all hospital forms
- Ensures forms are designed for scanning accuracy or electronic capture for EHR implementation
- Identifies gaps concerning control and management of hospital forms/medical records
- Empowers HIM or other key departments to maintain an effective forms management system
- Ensures the highest levels of efficiency and productivity in forms/records processing

About H.I.Mentors

H.I.Mentors is an Health Information Management (HIM) and Revenue Cycle Management consulting firm founded by nationally recognized HIM leader Darice Grzybowski, MA, RHIA, FAHIMA. H.I.Mentors employs leading industry experts with decades of combined experience to provide focused consulting programs that simultaneously help improve compliance, motivate staff, mitigate risk and reduce costs for facilities. Our hands-on mentoring approach helps your HIM and Revenue Cycle department improve their operations to help you optimize performance and improve your bottom line.

Team of Experts

H.I.Mentors’ Consulting Team utilizes specialists, each with 10–30 years of experience in HIM, healthcare informatics, strategic marketing, revenue cycle management, analytics, and technology implementation and product innovation. Consultants are certified/credentialed individuals with varied backgrounds including physicians, nurses, and HIM practitioners.

H.I.Mentors is also partnered with:

- CCI (Cardinal Consulting)
- Gustafson and Associates
- Health Information Experts
- Knowledge Webb Healthcare
- iData
- MRC Consulting Group
- Professional Dynamic Network

H.I.Mentors is a proud member of these professional associations:

- American Health Information Management Association
- Illinois Health Information Management Association
- Chicago Area Health Information Management Association
- Healthcare Financial Management Association
- HIMSS and GCC HIMSS
- Pragmatic Marketing Alumni

H.I.Mentors is a founding member of BICICA: Best in Class Independent Consulting Alliance

The challenges along the eHIM Continuum™ are many. Our expertise can help ensure your success and smooth transition as you migrate toward the EHR.

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*HIMetrix is the subject of a pending U.S. Patent application.
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For information contact: H.I.Mentors, Westbrook Corporate Center Tower One, Suite 300 Westchester, Illinois 60154

www.HIMentors.com

info@himentors.com

708-836-5598