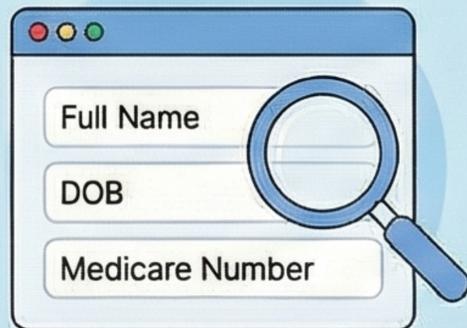


Selecting the Right Patient UR Number in iPM

A quick-reference guide for Latrobe Regional Health staff to ensure data accuracy and prevent duplicate records.

1. Search & Verify Patient



Search iPM using the patient's full name, DOB, and Medicare number to find all records.

2. Apply the Hierarchy

If a UR starting with '111' exists, select it. This number has priority over all others.

GREEN: Always Select UR Prefix 111

PRIORITY ONE

Latrobe Regional Hospital (LRH) numbers are the top priority. Select these first.



YELLOW: Select Other Prefixes with Caution

USE CAUTION

Use URs like 120, 130, 140, etc., only if a hardcopy file already exists.



RED: Stop! Do Not Use UR Prefixes 110 & 116

DO NOT USE

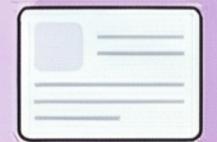
Exception: Only use if an existing, current medical record volume is confirmed.



3. Handle Duplicates or No Matches



No '111' UR Exists:
Select the lowest available number.



No Records Found:
Issue a new UR if none exist.