



## 3M™ Health Record Management Software

- Provides integrated clinical and financial information for HIM with reporting tools to help you understand your departmental, hospital, and healthcare business needs
- Increases staff productivity by effectively enhancing workflow functions and automating reports
- Evolves with changing needs for data collection, processing, or reporting

As part of an integrated and flexible departmental information system for managing patient care information, the 3M Health Record Management Software—

- Provides a comprehensive data management tool for collecting and reporting on all coded, interfaced, abstracted, special study, and reimbursement data
- Integrates with other functions such as compliance, severity adjustment, quality, and utilization
- Can help support your organization's efforts to improve productivity, reduce accounts receivable, and enhance clinical outcomes

The 3M Health Record Management Software (3M HRM) is a Microsoft® Windows®-based software application that provides:

- **Data retention**—reduces the time it takes to capture patient records, code diagnoses and procedures, and generate coding summaries using specific process workflow.
- **Reporting**—provides a large library of reports and ad hoc reporting. Summarizes inpatient encounters from a clinical, financial, or coder productivity perspective, and, by adding patient charges, identifies areas that need further analysis to help you achieve full, appropriate reimbursement.
- **Scheduling**—lets you automatically generate hospital or enterprise-wide reports for all patient healthcare settings.

### Control your workflow and emphasize quality

The software offers a rich set of data elements so you can choose what you need for your current data collection and reporting processes. You simply modify or add to the data elements as your processes evolve or regulations change. The software can help streamline and automate your workflow through interfaces, worklists that drill down to specific records, flexible data entry methods, extensive keystroke shortcuts, and user-specific processes.

### Interface data for speed and accuracy

3M HRM can help reduce manual data entry and potential data quality problems by transmitting data in and out of the system using interfaces. Data transfer options include standard **HL7**, **ASCII fixed** or **proprietary formats**, and **batch** or **automated data transfer**. Demographic information can be imported in real-time and billing data transmitted automatically using the scheduler. You can also import pertinent information for special projects. For example, by importing inpatient total charges, you can compare these charges to expected reimbursement. You can collect key data about costs, patients, physicians, and resource use to analyze physician practice patterns and determine your organization's areas of profitability.

### Automate workflow—do it your way

With the software's custom worklist function, you can pre-select records that meet your defined criteria and group them on drill-down worklists. For example, a worklist can retrieve records that show a high length of stay (LOS) as a starting point for assigning a higher priority to coding these records. You can generate these lists automatically at any time according to your definitions in the scheduler.



## 3M™ Health Record Management Software

### Capture quality data with expert help

With expert assistance built into the system, 3M Health Record Management Software (3M HRM) facilitates quality data capture. The software provides both standard and customizable alerts to analyze data according to your own criteria. For example, you can flag patient encounters that possibly violate the Medicare 72-hour rule.

The software also provides a patient history that automatically presents a total clinical picture across all healthcare encounters to assist in accurate coding. With its built-in expert assistance, 3M HRM can also help:

- Reduce data entry and potential errors by calculating data values for the user
- Verify data accuracy by checking against pertinent patient information and providing immediate feedback on inconsistencies

### Seamless automation and integration with the 3M™ Coding and Reimbursement System

Together, the **3M Coding and Reimbursement System** and 3M HRM create a powerful, sophisticated system that can help automate your coding and reimbursement processes. Once the coding system computes codes, appropriate grouping, and reimbursement, 3M HRM stores the results for retrospective analysis. This combination also includes:

- A dynamic database designed to handle current and future coding and grouping products, storing all results for analysis, such as grouping from the **3M™ DRGfinder™ Software**
- For inpatient coding, the ability to group for severity with the **3M™ APR DRG Software**
- Integration with multiple grouping systems on a single encounter, with support for:
  - State-specific groupers
  - TRICARE grouping software

This integration allows automatic grouping and capturing of results without taking additional coder time.

## Security with 3M HRM tools

3M HRM offers security levels in both the data entry and reporting functions to control a user's information access. These security levels allow or prevent reading, inserting, editing, or printing on a per data element basis. In addition, modifications to key demographic information are recorded.

### Analyze your business with powerful reporting

The software's **Reporter function** generates standard reports and lets you design new reports or customize existing reports, so you have a comprehensive picture of what's going on in your hospital at all times. Training for new users is available at your option. With the Reporter, you can run reports that:

- Identify the most frequently treated DRG to focus on profit and loss characteristics
- Track trends in coder productivity accounting for complexity of cases
- Evaluate physician service areas by physician, DRG, LOS, charges, and CMS-expected values
- Drill down to evaluate your patient population severity of illness by physician using 3M™ APR DRGs

### Part of an integrated system

3M HRM is a key component of the 3M™ Health Data Management (3M HDM) System, an integrated, flexible, departmental information system that provides quick and convenient access to clinical information. 3M HDM is comprised of these modules:

- 3M™ Health Record Management Software (3M HRM)
- 3M™ Ambulatory Revenue Management Software
- 3M™ Audit Expert System
- 3M™ Benchmarking Software
- 3M™ Care Management System
- 3M™ Quality Management Software
- 3M™ Utilization Management Software

### Call today

For more information on how our solutions can assist your organization, contact your 3M sales representative, call us toll-free at **800-367-2447**, or visit us online at **www.3Mhis.com**.



#### Health Information Systems

575 West Murray Boulevard  
Salt Lake City, UT 84123  
U.S.A.  
800 367 2447  
www.3Mhis.com

3M and DRGfinder are trademarks  
of 3M Company.  
Microsoft and Windows are registered  
trademarks of the Microsoft Corporation.

Please recycle. Printed in U.S.A.  
© 3M 2008. All rights reserved.  
Published 01/08  
70-2009-8851-0