

HINQ (Hospital Inquiry) Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Obtain HINQ Employee ID numbers for all users of HINQ. Users must sign in every 90 days. This will need to be obtained and entered via FileMan's Enter/Edit in New Person (File 200) no more than 2 months prior to activation.			
2. Utilize Edit HINQ Suspense File Parameters 3. Set up HINQ Parameters. Some of these Parameters are no longer required and are Highlighted below			
NETWORK DAY: OCT 28,2009// **this should be the go live date** LAST NET-WORKDAY: OCT 27,2009// **this will be populated electronically NETWORK ENABLED: YES/**can be set here or via the Network Enable/Disable option BATCH PROCESSING ENABLED: YES// USE HIGH INTENSITY?: YES// USE HINQ SCREENS?: YES// Select HINQ ALERT mail group: **Enter HINQ mailgroup..must set up in MailGroup file AUTO-REQUEUE OF IDCU ERRORS: YES REQUEUE// AUTO-REQUEUE LIMIT: 50// REQUEUE COUNTER: 0// HINQ MAIL MESSAGES: YES//			

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<p>New IDCU Interface: YES// RDPC Time Difference: 0// **this is dependent on where the RDPC is in association with site time RDPC IP ADDRESS: 10.224.132.143// ASK MEDICAL CENTER DIVISION: YES// IDCU ADDRESS: Philadelphia// **need to determine who processes HINQ request IDCU USERNAME-PASSWORD: *HINQ device name: *BATCH DEVICE NAME: INSTITUTION/STATION NUMBER: 675//**your station number</p>			