

## Patient Record Flags (PRF) Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. PRF is utilized to alert staff of patients whose behavior and characteristics may pose a threat either to their safety, the safety of other patients, or compromise the delivery of quality health care			
2. Responsible person will utilize the Record Flag Management option to create and maintain Category II patient record flags. It can also be used to display a list of Category I and II flags and the details for those flags. User requires the DGPF MANAGER security key to access this option			
3. Use the Record Flag Enable Divisions option to add divisions for PRF ownership			
4. Option can be utilized to Add a New Record Flag, Display Flag Detail and Edit Record Flag. When adding a New Record Flag user will enter the following information: A. Record Flag Name B. Status of Flag C. Principal Investigator D. Review Frequency Days E. Notification Days F. Review Mailgroup G. Progress Note Title H. Description of Flag			
5. Responsibility will be determined to review rejected PRF HL7 update messages and retransmit them. User will require the DGPF TRANSMISSION security key to accomplish this function			

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6. Assure IRM has enabled the Patient Record Flag HL7 interface utilizing the PRF System Configuration option locked with the DGPF PRE CONFIG security key			
7. Security Keys 1. DGPF ASSIGNMENT 2. DGPF MANAGER 3. DGPF TRANSMISSIONS			
8. Background Job A. Patient Record Flag Background			
9. Mailgroups A. DGPF BEHAVIORAL FLAG REVIEW B. DGPF HL7 TRANSMISSION ERRORS			