



# PATIENT ADMINISTRATION NEWSLETTER

"Supporting Patient Care Through Administrative Processes"

ISSUE 7

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## Points of Contact:

Admissions and Disposition  
953-1519/1510/1517/1518

Medical Boards  
953-6085/7525

Decedent Affairs  
953-2617/2618/2777

MEDEVAC  
953-1522

US Navy/Fleet Liaison  
953-5919/7540/7010

US Marine Corps Liaison  
953-5877

US Army Liaison  
953-5534

US Coast Guard Liaison  
953-7576

Medical Holding Company  
953-9227

Inpatient Records  
953-5414/7707/5416

Data Flow  
953-7421/6175

Transcription  
953-5836/1177

Tumor Registry  
953-9372/7011/5307

Outpatient Records  
953-2583/2584/2577

Staff Records  
953-2590/2588/5072

HIPAA Security Officer  
953-0094

HIPAA Privacy Officer  
953-9217

Outpatient/Physician Coding  
953-9782



## Spotlight on Decedent Affairs

The Decedent Affairs Division is a small but vital part of Patient Administration. Decedent Affairs is responsible for interfacing between the Medical Center, families, physicians, and outside agencies concerning death. The Decedent Affairs Program also provides for search, recovery, identification, care, and disposition of remains of deceased persons for whom the Department of the Navy is responsible. According to Bob Cullingford, Supervisor of Decedent Affairs, "it is important to make ourselves available and work closely and compassionately with the family members to provide whatever assistance they may need and to ensure that family members are fully aware of all entitlements".

In the Mid-Atlantic Region, the Decedent Affairs office is the keeper of one of the Navy's oldest traditions, burial at sea. This was first implemented to properly remove the bodies of deceased Sailors from ships, both out of health concerns for the crew as well as out of respect for the fallen. Today this tradition is purely ceremonial in nature and offered to those who have honorable served. Decedent Affairs honors over 300 military members and their families throughout the year.



## Congratulations, PAD!

Congratulations to the entire Patient Administration team on a successful Joint Commission and MED IG survey!



## Welcome Aboards, Farewells & BZ's

### Welcome to...

**HM2 Nikitia Meeks**—  
Outpatient Records  
**Suzanne Dagraca**—Outpatient  
Records  
**HM2 Orlando Billups**— Inpa-  
tient Records  
**HM3 Elise Holmes**— Fleet Li-  
aison  
**HM3 Christopher Mullins**—  
Fleet Liaison  
**HM3 Jessica Ewing**— Decedent  
Affairs  
**Michele Balboa**—Outpatient  
Coding

### Farewell to...

**CDR Marion Williams** (Dept  
Head)  
**LT Eugene Smith Jr.** (DIVO)  
**Vernissa Taylor**  
(Transcription)

### BZ to...

**LT Smith** for his promotion  
**Gwen Tyler** for her selec-  
tion as Civilian of the  
Year  
**HM2 Rachel Kerner** for her  
selection as DFA's Jr.  
Sailor of the Year  
**The Tumor Registry Staff**  
for earning accreditation  
on the Commission on Cancer  
survey



**Future Publications**

May 2009  
August 2009  
November 2009



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# HIPAA



## HIPAA Authentication Requirements

Authentication means the corroboration that a person or entity is the one claimed. Implementing digital signature capability is one of the mechanisms used to accomplish this requirement when sending electronic messages or email.

Digitally signing emails is the equivalent of an ink pen signature on paper. This is achieved: (1) because of the security measures taken to identify you in person during the Common Access Card (CAC) enrollment procedure; (2) the stealth Public Key Infrastructure (PKI) supporting your card, (3) and most importantly, only you know your PIN needed to unlock your CAC. This is called non-repudiation, guaranteeing you are the person whose identity you are asserting.

### Digitally signing email within the DoD is not an option

Email sent within the DoD requiring message authentication, integrity and/or non-repudiation must be digitally signed. This includes any email that:

1. Directs, tasks or passes direction/tasking;
2. Requests or responds to requests for resources;
3. Promulgates organization position/information external to the organization (Division, Department, Command);
4. Discusses operational matters, personnel management matters, contract information, financial or funding matters;
6. There is the need to ensure that the email originator is the actual originator;
7. The need exists to ensure that the email content has not been tampered with in transit.

## Did you know...



That the first day of Spring is on 20 March? This day is called the Spring Equinox, and is one of only two times a year when there are equal periods of daylight and darkness.

## Coding 101



Data Flow has implemented two new initiatives to assist with physician documentation: a quarterly newsletter to the physicians and a Documentation Improvement Program. The next newsletter will come out in March. The Documentation Improvement Program is still in its infancy, but coders are already working more closely with physicians.

