



Records Retention Management





Records Retention Management

The screenshot shows the main menu of the TSH Records Retention Management System. At the top, a status bar displays 'Account:47 MRM Port:042 Menu:RRM.FIL.F.MAINT Capture:On'. Below this, the menu title 'MRM-RRM.HOSP.MENU' is followed by the system name 'TSH Records Retention Management System' in large blue letters. A 'Logout' link is visible. The main menu contains several options: 'Storage Request Entry', 'Information Request Entry', 'Status of Request Inquiry', 'Transaction History Inquiry', and 'Transaction Container Inquiry'. On the left side, there is a 'Maintain' menu with 14 numbered items. At the bottom, there is an input field labeled 'Enter Selection or END:' and a grid of function keys.

Account:47 MRM Port:042 Menu:RRM.FIL.F.MAINT Capture:On

MRM-RRM.HOSP.MENU

TSH Records Retention Management System

[Logout](#)

- Storage Request Entry
- Information Request Entry
- Status of Request Inquiry
- Transaction History Inquiry
- Transaction Container Inquiry

Enter Selection or END:

OE	CONTACTS	MAINT	DRILL	EXEC/INQ	REPORTS	CAPT OFF	VIEW	CRM MENU	VRM MENU		
HF/P	OK/END	INS/RT	I DEL/TFE	PRV/P	NEXT PG	INQUIRY	CANCEL	OH			Popup

- Storage, Retrieval and Billing



Storage Request Entry

Storage Request Entry

1.Container# 10000
2.Container Desc PATIENT MEDICAL RECORDS FOR APRIL 2006
3.Account NJHC
4.Facility MORRIS
5.Department 200001
6.Service Type OP
7.Box Type STD
8.Destroy Date
9.# Folder ID Folder Desc
1 0000007706 MRI
Record Type Range Patient ID Last Name First Name
OP 12.45 JOHNSON JEAN
Birth Date Soc. Sec No EAD Number Discharge Date
04/15/2006
2 0000007707 CATSCAN
Record Type Range Patient ID Last Name First Name
OP 12.45 JOHNSON JEAN
Birth Date Soc. Sec No EAD Number Discharge Date
04/15/2006

Enter Line# to Change, or 0 to Accept : XXXXXX

Add/older	HFIP	OK/FND	INSRT	1 DEL/TF	PRV PG	NEXT PG	INQUIRY	CANCEL	OH	Popup
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Container Number from pre-assigned bar-coded labels

- Entered by Account On-site



Storage Request Entry

Storage Request Entry

1.Container #	10000			
2.Container Desc	PATIENT MEDICAL RECORDS FOR APRIL 2006			
3.Account	NJHC			
4.Facility	MORRIS			
5.Department	200001			
6.Service Type	OP			
7.Box Type	STD			
8.Destroy Date				
9.#	Folder ID	Folder Desc		
3	0000007708	BLOOD WORK		
Record Type	Range	Patient ID	Last Name	First Name
OP		167	SMITH	JANE
Birth Date	Sec. Sec No	EAD Number	Discharge Date	
04/15/2006			04/17/2006	
Folder ID	Folder Desc			
4	XXXXXXXXXX			
Record Type	Range	Patient ID	Last Name	First Name
Birth Date	Sec. Sec No	EAD Number	Discharge Date	

Folder numbers are assigned sequentially

Add Folder	HELP	OK/FND	INSERT	DELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	ON	Popup
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Storage Request Entry

Storage Request Entry					
1.Container #	10000				
2.Container Desc	PATIENT MEDICAL RECORDS FOR APRIL 2006				
3.Account	NJHC				
4.Facility	MORRIS				
5.Department	200001				
6.Service Type	OP				
7.Box Type	STD				
8.Destroy Date					
9.#	Folder ID	Folder Desc			
3	0000007708	BLOOD WORK			
Record Type	Range	Patient ID	Last Name	First Name	
OP		167	SMITH	JANE	
Birth Date	Sec. Sec No	EAD Number		Discharge Date	
04/15/2006				04/17/2006	
Folder ID	Folder Desc				
4	XXXXXXXXXX				
Record Type	Range	Patient ID			
Birth Date	Sec. Sec No				

Required data by Account, Facility, and Record Type

Add Folder	HELP	OK/END	INSERT	DELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	ON	Popup
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Storage Request Entry Web

[Back to Menu](#) [Logout](#)

TSH Records Retention Management System
MRM Storage Request Entry

Container: NJHC
Container Desc: FETAL MONITOR FOR BOY BABY DOE
Account: NJLIC
Facility: ESSEX
Department: 200000
Ship To: 000001
Service Type: IP
Box Type: FETAL
Destroy Date: NEVER

#	Folder ID	Folder Desc
1	000001/18	FETAL MONITOR FOR BOY BABY DOE

Record Type	Range	Patient ID	Last Name	First Name
IP		1	DOE	BABY BOY

Birth Date	Soc. Sec. No.	AD Number	Discharge Date	Delete Line
01/10/06			01/15/06	Delete Line

Previous Next

Web Version



Container Pickup / Received / Stored

- Recorded on Hand Held Device

Container Received

Container# or END

HELP OK/END INSERT L/DELETE PREV PG

Store Container in Ware house

Container# 10000

1.Warehouse: 001 CI FTGN
2.Location: A1-1000

Enter Line# to Change, or 0 to Accept

HELP OK/END INSERT L/DELETE

Container Pickup

Container# or END

MDS for Windows 7.12.4
Container 10000 has been scheduled for pickup.

HELP OK/END INSERT L/DELETE PREV PG NEXT PG INQUIRY CANCEL OFF POSUP



Information Request

Information Request Entry

Request# 00000185

1.Account NJHC 4.Requested By Jull

2.Facility ESSEX 5.Phone# 9737778050

3.Department 200000 6.FAX# 9737773063

7.Email jull@shInc.com

8.Send By F

9.Delivery Loc

Container#	Folder ID	Discharge Dt	Count
4085087	0000007699		2
4085101	0000007701		

10.Special Instructions
MUST BE SENT BY 4:30 PM

11.Comments
PLEASE FAX FRONT AND BACK OF SHEETS

Enter Line# to Change, or 0 to Accept: XXXXXX

SEARCH	CANCEL	HOLD									
HELP	OK/FND	INSFRT	DELETE	PRV PG	NEXT PG	INQUIRY	CANCEL	OH			Print

Request for Container or Folder

- Request Via Web-based Procedure



Information Request

Information Request Search

1. Medical Record#

2. EAD Number

3. Soc Sec No

4. Last Name

5. First Name

6. Birth Date

7. Discharge Begin

Discharge End

8. Record Type

9. Container Desc

10. Container#

Selection by Record Type

11.	Container#	Folder ID/Range	Med Rec#	Search Results	Disch Date	Birth Date	Count	Selected	941
5	4085090	0000007702							2
				2001 IP C020260 - 020375 DUP I					
6	4085101	0000007701						Y	
				2002 IP C020376 - 020483 DUP					
7	4085102	0000007700						N	
				2002 IP C020591 - 020698 DUP					
8	4085103	0000007696						N	
				2001 PATIENT FILES DUPLICATES/					

Enter Line# to Change, or 0 to Accept:

SEARCH NOW	HEIP	OK/FND	INSFRT	DELETE	PRV PG	NEXT PG	INQUIRY	CANCEL	OH	Print
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Information Request

Information Request Search

1. Medical Record# [] 10. Container# []

2. EAD Number []

3. Soc Sec No []

4. Last Name [JOHNSON]

5. First Name []

6. Birth Date []

7. Discharge Begin [] Discharge End []

8. Record Type []

9. Container Desc []

Selection by Patient's Last Name

11.	Container#	Folder ID/Range	Med Rec#	Search Results	Disch Date	Birth Date	Count Selected	Yes
1	L0412	000006300	26-00-00	JOHNSON JEAN C	11/03/1996		2	Y
2	L0412	000006301	26-00-00	JOHNSON JEAN C	11/24/1996			Y
3	L0415	000006358	10 11 02	JOHNSON DERICA D	08/28/1996			N
4	L0417	000006402	17 23 03	JOHNSON FREDERICK	11/27/1996	11/27/1996		N

Enter Line# to Change, or 0 to Accept: [] xxxxxx

SEARCH NOW	HELP	OK/FND	INSFRT	DELETE	PRV PG	NEXT PG	INQUIRY	CANCEL	OH	Print
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Information Pick Ticket

***** INFO REQUEST PICK TICKET *****

Page# 1



Warehouse 002 CLIFTON
Request# 0000185
Account NJIC NEW JERSEY HEALTH CARE
Facility ESSEX NJIC OF ESSEX COUNTY
Department 20000 NJIC OF ESSEX
Requestor Julianne Raubo
Phone# 9737778050
FAX# 9737773063
Email julietsh@nd.com
Send By Fax (Routine)
Delivery Loc

	Location	Container#	Folder ID
1.	NONE	4085087	0000007599
2.	NONE	4085101	0000007701

Special instructions
MUST BE SENT BY 1:30 PM

Comments
PLEASE FAX FRONT AND BACK OF SHEETS



Billing / Verification Entry

Billing Entry

Request# 00000202

Account NJHC
Facility ESSEX
Department 200000

Requested By Jull
Phone# 9737778050
FAX# 9737773063

1. Pulls/Refills 5
2. Pages Faxed 30
3. After Hours Stat Y
4. After Hours Courier Y
5. Stat Courier Y
6. Box Pickup N
7. Other Shlp Charges

Enter Line# to Change, or 0 to Accept: xxxxxx

HELP	OK/END	INSERT	DELETE	PRV PG	NEXT PG	INQUIRY	CANCEL	OFF			Popup
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- Monthly Storage Charge by Container Size
- Services Charge for Pulls, Faxes, Stat, Etc.
- Miscellaneous Charges



***** INVOICE *****

INVOICE NUMBER: 000021
INVOICE DATE: 05/22/04

Page: 1

ACCOUNT: NJHC FACILITY: NJHC OF ESSEX COUNTY DEPT: NJHC OF ESSEX

BILL TO:
NJHC OF ESSEX, LIVINGSTON
101 BROAD ST
NEWARK, NJ 07103

SHIP TO:
NJHC OF ESSEX, LIVINGSTON
101 BROAD ST
NEWARK, NJ 07103

Description	Quantity	Price	Ext Price
Bunbar Pullin Fee/line	5	1.00	5.00
Bunbar Pages	29	0.25	7.25
Bunbar After Hours Stat	1	25.00	25.00
Bunbar After Hours Courier	1	50.00	50.00
Bunbar Stat Courier	1	100.00	100.00
Bunbar Box Pickups	1	5.00	5.00
ENVELOPES	266	2.00	532.00
SPECIAL MONITOR BOX	50	25.00	1250.00
LARGE BOX	47	15.50	728.50
STD BOX	549	6.23	3419.47
201 x 600	1	652.00	652.00
Other Charges			2.50
Total			6971.74
Grand Total			6971.74



RRM Inquiries

Account: 70 MRM Pod: 070 Menu: RRM.INQUIRIES Capture: On

RRM Inquiries

1. Status of Request Inquiry

2. Transaction History Inquiry

3. Transaction History Container Inquiry

Enter Selection or END :

DE	CONTACTS	MAIN	DRILL	EXECUT	REPORTS	CASH OFF	VIEW	CRM MENU	VRM MENU		
HELP	OK/FND	INSRT	DELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	ON			Popup



Storage Request Inquiry

Status of Request Inquiry

Request# 00000185

Account NEW JERSEY HEALTH CARE
Facility NJHC OF ESSEX COUNTY
Department NJHC OF ESSEX

Record Type ACCOUNTS RECEIVABLE
Requested By juli
Request Date 04/20/2006
Request Time 01:00pm

Status Container/Documents pulled
Status Date 04/20/2006
Status Time 01:32pm
Print Date 04/20/2006

Completed Date
Completed Time
Completed By

Enter END to view another request: XXXXXX

HFIP	OK/END	INSRT	DEL/TF	PRV PG	NEXT PG	INQUIRY	CANCEL	OH			Print
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- Request Number Retrieval
- Lookup by Operator listing Account, Facility, and Department



Transaction History Inquiry

Transaction History Inquiry

1.Account: NJHC
2.E/AD Number: [redacted]
3.Soc Sec No: [redacted]
4.Last Name: [redacted]
5.First Name: [redacted]
6.Birth Date: [redacted]
7.Discharge Begin: [redacted]
Discharge End: [redacted]
8.Record Type: OP
9.Container Desc: [redacted]

10.Container#

Ln#	Container#	Folder ID	Med Rec#	Last Name	First Name
		Range	Disch Date	Birth Date	Description
1	10000	000007706	2-45	JOHNSON	JEAN
			04/15/2006	04/15/2006	PATIENT MEDICAL RECORDS FOR AP
2	10000	000007707	2-45	JOHNSON	JEAN
			04/15/2006		PATIENT MEDICAL RECORDS FOR AP
3	10000	000007708	167	SMITH	JAN
			04/17/2006		PATIENT MEDICAL RECORDS FOR AP
4					

Search: [redacted] OK/FND INSERT I DEL/TF PREV PG NEXT PG INQUIRY CANCEL ON Popup

Drill down to Container or Folder Details

- Search options



Container Contents

Container Contents

Container#	10000
Description	PATIENT MEDICAL RECORDS FOR APRIL 2006
Account	NEW JERSEY HEALTH CARE
Facility	NJHS OF MORRIS COUNTY
Department	NJHC OF MORRIS
Record Type	
Warehouse	001
Location	41-1000
Status	Container Stored at Lease
Status Date	04/20/2006
Expire Date	
Destroy Date	
Box Type	STD

Count 3

Ln	Folder ID	Folder Description
1	0000007700	MRI
2	0000007700	CATSCAN
3	0000007700	PHOOD WORK
4		
5		
6		

Enter END to return to Transaction History Search: XXXXXX

HELP	OK/END	INSERT	DELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	ON			Popup
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- Drill Down to Folder Details



Folder Transaction History

Folder Transaction History

Folder ID	000007706
Folder Desc	MRI
Container#	1000
Account	NEW JERSEY HEALTH CARE
Facility	NJHS OF MORRIS COUNTY
Department	N.I.I.C. OF MORRIS
Record Type	OUT PATIENT
Warehouse	001
Current Loc	A1-1000

Count 3

Ln#	Status	Date	Time	Operator	Request#
1	Container Rcvd at Locsar	04/20/2006	01:29pm	juli	
2	Container Pickup at Hosp	04/20/2006	01:27pm	juli	
3	Folder Created	04/20/2006	01:16pm	juli	
4					
5					
6					
7					
8					

Enter END to return to Transaction History Search: xxxxxx

HFIP	OK/END	INSERT	DELETE	PRV PG	NEXT PG	INQUIRY	CANCEL	OFF			Popup
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- Folder Transaction Detail in date sequence ,most recent first



RRM File Maintenance Selector

Account:42 MRM Port:042 Menu:RRM.FIL.F.MAINT Capture:On

RRM File Maintenance Selector

Maintain	Listing
1. Account Maintenance	15. Account Listing
2. Facility Maintenance	16. Facility Listing
3. Department Maintenance	17. Department Listing
4. Location Maintenance	18. Location Listing
5. Labels Menu	
6. Box Type Maintenance	19. Box Type Listing
7. Pricing Maintenance	20. Pricing Listing
8. Record Type Maintenance	21. Record Type Listing
9. Retention Maintenance	22. Retention Listing
10. Send-By Maintenance	23. Send-By Listing
11. Service Type Maintenance	24. Service Type Listing
12. Status Code Maintenance	25. Status Code Listing
13. Patients Maintenance	
14. Operator Maintenance	26. Operator Listing

Enter Selection or END :

OE	CONTACTS	MAINT	DRILL	EXEC/INQ	REPORTS	CAPT OFF	VIEW	CRM MENU	VRM MENU		
HELP	OK/END	INS/RT	DEL/FTF	PRV/P	MFXT PG	INQUIRY	CANCEL	OH			Popup



Operator Maintenance

MRM Operator Maintenance

Operator Code:

Departments that may be accessed:

27.#	Hosp	Facility	Department
1.	NJHC	ESSEX	
2.	N.IIC	MORRIS	
3.	N.IIC	OCEAN	
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT : PAGE 3 OF 4

HELP	OK/END	INSERT	DELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	ON			Popup
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- Setup of End User Operators Access to Account, Facility and Dept



Facility Maintenance

Facility Maintenance

Account NJHC NEW JERSEY HEALTH CARE

Facility ESSEX

1. Facility Description NJHC OF ESSEX COUNTY

2. Ship-To Number 001

3. Cost Center

4. Ln#	Record Type	Patient Name Required	Medical# Required		
1	A/R	N	N		
2	OP	Y	Y	Y	N
3	SD	Y	Y	Y	N
4					
5					
6					
7					
8					
9					
10					
11					
12					

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT : XXXXXX

HFIP OK/FND INSERT I DELETE PREV PG NEXT PG INQUIRY CANCEL ON Popup

Customized Required Fields by Account, Facility, and Record Type



Department Maintenance

Department Maintenance

Account NJHC NEW JERSEY HEALTH CARE
Facility ESSEX NJHC OF ESSEX COUNTY
Department 200000

1. Department Description NJHC OF ESSEX

2. Line#	Physician ID	Physician Description
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT : XXXXXX

HELP	OK/FND	INSRT	DELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	ON			Popup
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- Department Number validated to MDS Customer file



Box Type Maintenance

Box Type Maintenance

Account	NJHC	NEW JERSEY HEALTH CARE
Facility	MORRIS	NJHS OF MORRIS COUNTY
Box Type	STD	

1. Description: STD FOLDER BOX

2. Size: 17X12

3. Price: 3.00

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT : XXXXX

HELP	OK/END	INSERT	DELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	ON			Popup
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Price by Account, Facility, and Box Type



Pricing Maintenance

RRM Pricing Maintenance

Account	NJHC	NEW JERSEY HEALTH CARE
Facility	ESSEX	NJHC OF ESSEX COUNTY

1. Pulls/Refills	1.00
2. Pages Faxed	0.25
3. After Hours Stat	25.00
4. After Hours Courier	50.00
5. Stat Courier	100.00
6. Box Pick-up	5.00
7. Container Replaced	2.00

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT : XXXXXX

HELP	OK/END	INSERT	DELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	ON			Popup
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Price by Account and Facility



Patient Maintenance

Patient Maintenance

Account NJHC NEW JERSEY HEALTH CARE
Patient ID 12 45

1.Last Name JOHNSON 2.First Name JEAN
3.Birth Date
4.Soc. Sec. No.
5.GAD Number

Discharge Date	Folder ID
04/15/2006	000007706
04/15/2006	000007707

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT : XXXXXX

HFIP	OK/END	INSERT	DELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	OH			Popup
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Created from Storage Entry or through Maintenance