

# Data element change

<b>Scope</b>	This policy supports the ability to make relevant changes in data elements so that they do not adversely affect the uses of data
<b>Related policies</b>	The following policies relate to this policy: <ul style="list-style-type: none"><li>• Data quality management for EHR</li><li>• Clinical decision support use</li><li>• Clinical decision support documentation</li><li>• Data element change policy</li></ul>
<b>Definition of terms</b>	<ul style="list-style-type: none"><li>• Discrete data—data that can be computed; they represent separate and distinct values or observations, captured as structured data elements and encoded by a computer system to support subsequent uses of the data</li><li>• Metadata—statistical information about data obtained as the data is captured and used in electronic systems</li></ul>
<b>Policy statements</b>	<ul style="list-style-type: none"><li>• Discrete data will be identified and maintained in a manner that fully supports the intended uses of the EHR, including real-time communication, documentation, decision support, data analysis, and data mining.</li><li>• All discrete data will be identified in data models that are supported by information models for specific-use cases.</li><li>• Any changes to metadata associated with a data element will require<ul style="list-style-type: none"><li>- thorough analysis of the sources and uses for the data element</li><li>- relevant approval for a change in the data’s metadata</li><li>- testing of the change, if applicable</li><li>- documentation of the change</li></ul></li><li>• The following changes in metadata associated with data elements are particularly critical and in addition to the analysis, testing, and documentation described above will also be reviewed by the relevant clinical informatics committee:<ul style="list-style-type: none"><li>- Synonyms</li><li>- Definition</li><li>- Source</li><li>- Valid values</li><li>- Conditionality</li><li>- Default</li></ul></li></ul>

- Relationships

- Process rules

- In addition to the analysis, testing, documentation, and review by the relevant clinical informatics committee, any change to the lexicon used to encode values for data elements must be approved by the senior clinical/compliance staff.