

OCCUPATION AND INDUSTRY

In this time of economic cutbacks, the CCR is looking to automate as many processes as possible while still maintaining quality and accuracy. One of the areas that the CCR is looking into potentially autocoding is the OCCUPATION AND INDUSTRY fields.

As autocoding is being developed for more and more processes, standardization becomes of paramount importance, especially in *text only* fields.

A pair of our 'text only' fields are the *Occupation and Industry* fields, There are many common occupation and industry combinations that make it possible for software to 'read' the words and be able to assign codes automatically, but only if *standardized* language is used in those fields.

First, we need a standardized definition of Occupation and Industry. *OCCUPATION* is what the patient did for a living and *INDUSTRY* is where they did it. Many times text is entered with incorrect information for the fields. For instance, the occupation is recorded in the Industry field and the type of industry is recorded in the Occupation field. This inconsistency would be a problem for autocoding software.

Some of us have not read the Industry and Occupation instructions in Volume I for a very long time and some new abstractors may not ever have read them so here are some reminders and suggestions:

- Enter NR for *Not Recorded* or *Unknown*.
- Do not enter a term such as 'homemaker', 'student', 'retired', 'unemployed', or 'disabled' unless ;no other information can be obtained. If this is the *only* information available, enter the term in the Occupation field and NR in the Industry field.
- Review the medical record, including H&P, for occupation if it is not stated on the facesheet.
- '*RETIRED*' is NOT an occupation and shouldn't be entered unless there is no other information available in the record. Do not record extra information such as '*Retired since 1984*' as automatic coding software will not be able to interpret this extra text and will not assist in coding.
- Do not use '*RETIRED*' to describe an occupation. It is more important to know what the patient did prior to retirement than to know that the patient is retired. For example, use '*Fireman*' rather than '*Retired Fireman*'.
 - Occupation: Fireman
 - Industry: Fire Department (*this includes volunteer or government*)
- Record **HOMEMAKER** in Occupation and record **OWN HOME** in Industry for housewives/househusbands to make it clear they are not housekeepers working outside their home.
- For **TEACHERS**, record the grade level taught, if known (elementary, high school or college/university) as each one has a different Occupation code. Record **EDUCATION** in the Industry field. Don't add 'retired' to the text. It is

more important to know what the patient did prior to retirement than to know that they are retired.

- Do not enter a term such as *'homemaker', 'student', 'retired', 'unemployed,' or 'disabled'* unless no other information can be obtained.
- For **MILITARY** personnel, record rank and job, if known, in the Occupation field and the branch of the military in the Industry field.
- Do not record the company name in the Industry field as it can't be autocoded. Instead, record the type of business (for example: *'retail', 'telephone company', 'electric company', etc.*)
- For **CHILDREN** (under age 18), record **CHILD** in Occupation and record the Mother's and Father's occupations, if known, in the Industry field per rules in Volume I Per Volume I, Section III.2.13.3. It also states there that "MO" and "FA" are acceptable abbreviations for MOTHER and FATHER.
 - Occupation: Child
 - Industry: MO: Teacher FA: NR

Some common Occupation and Industry text combinations are:

OCCUPATION

ELEMENTARY SCHOOL TEACHER,
SCHOOL SECRETARY
NURSE, UNIT SECRETARY
OWNER, MANAGER
PARALEGAL
HOMEMAKER

INDUSTRY

EDUCATIONAL SERVICES
EDUCATIONAL SERVICES
HEALTH SERVICES
RETAIL SHOE STORE
LAW SERVICES
OWN HOME