RESOURCE AND PATIENT MANAGEMENT SYSTEM

Contract Health Services Management Information System

(ACHS)

Addendum to User Manual

Version 3.1 Patch 28
June 2020

Office of Information Technology
Division of Information Technology

Table of Contents

1.0   Introduction

Review the Summary of Changes and add a copy to any printed documentation your site is using for CHS v3.1.

> **Note:** These changes will be integrated into future versions of the software and user manuals and will no longer be considered an addendum at the time of the next version release.

1.1   Summary of Changes

Patch 28 includes these changes:

- New Contract Health Services (CHS) Site Parameter – Direct Export UFMS/FI
- Re-Export UFMS or FI file only
- Multiple Daily Exports
- Cancelled Purchase Order Free Text field
- Vendor Usage Report by Vendor Update
- Referral Number Print on Purchase Order

2.0 Patch 28 Changes

2.1 New CHS Site Parameter – Direct UFMS/FI Export

This parameter allows direct file export to the Unified Financial Management System (UFMS) and/or the Fiscal Intermediary (FI) based on Federal or Tribal setup. Sites may prefer to send files directly to UFMS and/or FI bypassing Area Office processing.

The parameter should be set to **NO**, for sites that continue to export via the Area Office. The sites who send directly to UFMS/FI, must coordinate with the FI to obtain a new user ID/password.

> **Note:** This will require a system script and directory setup. Sites should open a service desk ticket for assistance with the setup.

1. Navigate to the **CHS** Menu: **CHS > MGT > PED > PAR**.

2. Edit the **CHS Site Parameters**.

   - New Parameter – **DIRECT UFMS/FI EXPORT**

```
DIRECT UFMS/FI EXPORT: YES//
```

Figure 2-1: New parameter

2.2 Re-Export UFMS or FI Only File

Facilities experiencing failed transmission to the Fiscal Intermediary or Unified Financial Management System require re-export of files. The **Re-export CHS Transmission Data** option is updated to allow for single file transmission of the UFMS file or the FI file to avoid duplication of files received at either UFMS or FI.

1. Navigate to the **CHS** Menu: **CHS > MGT > XPOR > RETD**.

2. Re-Export CHS Transmission Data.

3. Select export type: **UFMS/FI**, **UFMS** only, **FI** only.

```
Select Data Export <TEST ACCOUNT> Option: RET  Re-Export CHS Transmission
Data

     Export data Facility: 2013 DEMO HOSPITAL
     Export Date: APR 13, 2020@17:51

Is this Correct (Y/N)? YES//

     Select one of the following:
```

```
          B          Re-Export FI and UFMS Files
          U          Re-Export UFMS File
          F          Re-Export FI File

Which Re-export Type: B// F  Re-Export FI File
```

Figure 2-2: Re-exporting the CHS Transmission Data

2.3 Multiple Daily Exports

Sites exporting multiple times in one day experienced files overrides. All exports will include a timestamp to avoid overriding previous exports. This can be verified by the IT Site Manager in FileMan CHS TX STATUS file.

```
CHS TX STATUS LIST                            MAR 25,2020  18:00
PAGE 1
DATE EXPORT           NUMBER OF   TYPE OF
PROCESSED            RECORDS     EXPORT     RE-EXPORT TYPE
------------------------------------------------------------------
MAR 13,2020  18:22   112         UFMS-FI    BOTH FI-UFMS RECORD
MAR 18,2020  13:49   84          UFMS-FI    FI RECORD TYPE ONLY
MAR 18,2020  14:12   28          UFMS-FI    UFMS RECORD TYPE ONL
MAR 18,2020  14:14   28          UFMS-FI    UFMS RECORD TYPE ONL
```

Figure 2-3: Timestamp examples

2.4 Cancelled Purchase Order Includes a Free Text Field

Cancelling a purchase order provides a set of cancellation reasons. The purchase order needed to include more detailed information when a purchase order was cancelled. The **OTHER** cancellation reason has been updated to allow a free text field up to 50 characters.

```
Do You Wish to Cancel the Entire Document? NO// YES
CANCELLATION REASON: UNKNOWN// ?

Why was this document canceled?
Choose from:
D      DUPLICATE
N      NO SHOW
R      RE-ISSUED
Z      0 BALANCE
O      OTHER
U      UNKNOWN

CANCELLATION REASON: UNKNOWN// OTHER
Cancellation Comments: FREE TEXT CANCEL REASON INFORMATION
```

Figure 2-4: Reason for cancellation

2.5   Vendor Usage Report by Vendor Update

Updates to the existing Vendor Usage report to include:

- PO Issue Date

- Date of Birth

- Authorization From - To

- Alternate Resource-Policy Number-Eligibility Start-End

The Vendor Usage report is shared with vendors on current status of purchase orders.

> **Note:**   The report can be saved as a delimited text file for import into an Excel document.

1. Navigate to the **CHS** menu: **CHS > MGT > PR > VRPT > VURS**.

2. Select **Vendor Usage Report by Vendor**.

3. Run the report for the required time for the vendor.

4. At the "Create a file?" prompt select **YES** to create txt file to import into Excel.

5. The file can still be printed or viewed on the screen, if **NO** is selected.

```
Select Vendor Reports <TEST ACCOUNT> Option: VURS  Vendor Usage Report by
Vendor

Enter The BEGINNING ISSUE Date For The Vendor Usage Report:  T-30  (MAR 14,
2020)

Enter The ENDING ISSUE Date For The Vendor Usage Report:  T  (APR 13, 2020)

     Select one of the following:

         1          ALL documents
         2          OPEN documents only

Print which documents: 1// 2  OPEN documents only
Enter Provider/Vendor:    PHY\PROF/CORPORATION.  DUNS....:
                                   EIN.....: 1860178942    SUFFIX: 00
                                   MAIL TO.: 550 W THOMAS RD #211, PHOENIX
Create a file? N// YES

     Select one of the following:

         P          PRINT Output
         B          BROWSE Output on Screen

Do you want to : PRINT//  Output
DEVICE: HOME//
```

Figure 2-5: Creating the Vendor Usage Report

*** CONTRACT HEALTH MANAGEMENT SYSTEM ***												
2020 DEMO HOSPITAL												
VENDOR USAGE REPORT - OPEN AND PAID DOCUMENTS												
Provider: PHY PROF CORPORATION.												
Apr 06, 2020@17:38:17												
For the period Mar 07, 2020 through Apr 06, 2020												
DOCUMENT #	PO ISSUE DATE	PATIENT NAME	HRN	DOB	LAST-4SSN	TYPE	OC	AUTHORIZATION FROM-TO	STAFF	DOLLARS *=PAID	ALTERNATE RESOURCE	POLICY NUMBER	ELIG START	ELIG END
20-H01-00002	3/3/2020	TREE,ALMOND	999401	5/14/2016	1418	64	252L	03/03/2020-03/13/2020	GT	500	No Alternate Resource			
20-H01-00003	3/13/2020	TREE,ALMOND	999401	5/14/2016	1418	64	252L	03/13/2020-03/23/2020	GT	1,000.00	No Alternate Resource			
20-H01-00004	3/16/2020	TREE,GRAPEFRUIT	999343	8/11/1977	1177	64	252L	03/06/2020-03/06/2020	GT	500	BC/BS OF MARYLAND INC	123456789	1/1/2019	12/31/2019
20-H01-00005	3/16/2020	TREE,GRAPEFRUIT	999343	8/11/1977	1177	64	252L	03/06/2020-03/06/2020	GT	500	BC/BS OF TENNESSEE	123456789	1/1/2020	12/31/2020
TOTAL PAID DOCUMENTS:	0	DOLLARS:	$0.00											
TOTAL OUTSTANDING DOCUMENTS:	3	DOLLARS:	$2,000.00											
GRAND TOTALS DOCUMENTS:	3	DOLLARS:	$2,000.00											

Figure 2-6: Vendor Usage Report – Open and Paid Documents

2.6   Referral Number Print on Purchase Order

Purchase Order requires a reference of the referral number. The referral number will print in section 13, Reason for Referral.

REFERRAL AND AUTHORIZING INFORMATION

13. REASON FOR REFERRAL

   a.   2321011900049

14. REFERRING IHS PHYSICIAN   ---
15. REFERRING IHS DENTIST
16. MEDICAL / DENTAL PRIORITY III

Figure 2-7: Referral and Authorizing Information

Acronym List

Acronym	Term Meaning
CHSMIS	Contract Health Services Management Information System
EOBR	Explanation of Bill Review
FI	Fiscal Intermediary
ICD	International Classification of Diseases
IHS	Indian Health Service
PRC	Purchased Referred Care
PRCO	Purchased Referred Care Officer
PO	Purchase Order
RPMS	Resource and Patient Management System
UFMS	Unified Financial Management System

Contact Information

If you have any questions or comments regarding this distribution, please contact the IHS IT Service Desk.

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