RESOURCE AND PATIENT MANAGEMENT SYSTEM

Contract Health Services Management Information System

(ACHS)

Addendum to User Manual

Version 3.1 Patch 25
February 2016

Office of Information Technology
Division of Information Technology

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1.0   Introduction

Review these changes and add a copy of them to any printed documentation your site is using for CHS v3.1. These changes will be integrated into future versions of the software and user manuals. These changes will no longer be considered an addendum at the time of the next version release.

1.1   Summary of Changes

Patch 25 includes these changes:

- **Facility/Service Unit:**
  - Fixed Vendor type loop when adding a new Vendor
  - Updates to CARE report to include 'Medical Priority - Not within Medical Priorities' option
  - Fixed printing of multiple denial letters when only one vendor is selected
  - ESIG Warning message now dependent on Facility. Previously displayed message when PO in other divisions were pending signatures.
- **Area Office:**
  - Removed EOBR prompt for saving to old media formats
  - Changes to sending and receiving Files to and from Area. This no longer worked after removal of anonymous account. (See Section 2.0 for setup information)

2.0　Patch 25 Changes

2.1　Fixed Vendor type loop when adding a new Vendor

The fix is located under menu option: **VEN - Provider/Vendor Data**.

Users can now populate the Vendor Type field when adding a new vendor.

2.2　Updates to CARE report to include 'Medical Priority - Not within Medical Priorities' option

The fix is located under the menu option: CARE - Denial Reason-Care not within Medical Priority.

Denials with the denial reason of "Medical Priority - Not Within Medical Priorities" selected will now display on this report.

2.3　Fixed printing of multiple denial letters when only one vendor is selected

The fix is located under the menu option: **DEN - Print Denial Letters and Fact Sheets**.

When printing a denial letter and selecting one vendor, the user should receive one copy for the single vendor. Previously the option would print a copy for each vendor on the denial regardless of the vendor selection. Example provided below:

```
                  CONTRACT HEALTH MGMT SYSTEM
                    VERSION: 3.1 PATCH 25
                      2011 DEMO HOSPITAL
                Print Denial Letters and Fact Sheets

              1) Print individual ltrs & fact sheet

              2) Print range by Issue Date


Select:  (1-2): 1//

Enter the DENIAL NUMBER or PATIENT:    161-QHQ2-3 ISS: 12/24/2015  SRV:
12/24/2015

You have chosen denial document 161-QHQ2-3

RCIS,BARRY
100 BLUE STREET
ALBUQUERQUE NM 87222

Date of service Dec 24, 2015
```

```
Is this correct? YES//


Print For Specific Vendor? NO// YES

1.   ABC VENDOR 5
2.   ABC VENDOR 3
```

2.4   ESIG Warning message now dependent on Facility

The fix is located under the menu option: **EMNU   Electronic Signature Authorization Menu ...**

When printing, the message below would display when there were unsigned documents in other facilities/divisions. A fix was made to the print option to only check the currently logged in facility/division for pending signatures.

```
****   Some Documents were NOT printed, because missing E-Signature ****
```

3.0   Server Changes for CHS File Transmission

3.1   Sending Files to the Area from Facility

1. On the Area Server: At OS level, set up a user account for receiving files at the Area Office.

   a. For example: Account: ACHSFTP   password: FTPCHS

2. On the Facilities' server:

   a. In the RPMS database, add the entry to the ZISH parameter. Use the Area System ID and the Account that was just set up.

      Example (Using Fileman):

   b. Verify the RPMS Site file has the Area ID…

```
Select RPMS SITE LOCATION NAME:     2011 DEMO HOSPITAL
AREA OFFICE SYSTEM ID: albaao
```

   c. Add entry in the ZISH parameter

```
INPUT TO WHAT FILE: ZISH SEND PARAMETERS//
EDIT WHICH FIELD: ALL//
Select ZISH SEND PARAMETERS NAME: albaao
            Are you adding 'albaao' as a new ZISH SEND PARAMETERS
            (the 19TH)? No// y(Yes)
TARGET SYSTEM ID: albaao
USERNAME: ACHSFTP
PASSWORD: FTPCHS
TARGET SYSTEM DIRECTORY:
ARGUMENTS: -iu
    NOTE: use -iu for Unix and -iau for Windows OS
FOREGROUND/BACKGROUND: b  BACKGROUND
SEND COMMAND: sendto
REFERENCE NUMBER:
WORKING DIRECTORY:
Select DISTRIBUTION LIST:
CUSTOM SCRIPT:
```

3.2   Sending Files to the Facility from the Area

3. On the Facility Server: At OS level, set up a user account for receiving files at the facility.

   a. For example: Account: ACHSAREA password: AREAACHS

4. On the Area Server: Add ZISH entry for every Facility receiving a CHS file

   a. You must use the facility ASUFAC and ACHS prefix for the ZISH entry.

      Example (Using Fileman):

b. Verify the LOCATION file has the UNIX/UUCP SYS NAME populated

```
Select OPTION:    ENTER OR EDIT FILE ENTRIES
INPUT TO WHAT FILE: LOCATION//
EDIT WHICH FIELD: ALL// UNIX/UUCP SYS NAME (ADDRESS)
THEN EDIT FIELD:
Select LOCATION NAME:    ACL HOSPITAL       ALBUQUERQUE
UNIX/UUCP SYS NAME (ADDRESS): albacl//
```

c. Add entry in the ZISH parameter

```
INPUT TO WHAT FILE: ZISH SEND PARAMETERS//
EDIT WHICH FIELD: ALL//
Select ZISH SEND PARAMETERS NAME: albacl
 Are you adding 'albacl' as a new ZISH SEND PARAMETERS (the 18TH)   No//
Y(Yes)
TARGET SYSTEM ID: albacl
USERNAME: ACHSAREA
PASSWORD: AREAACHS
TARGET SYSTEM DIRECTORY:
ARGUMENTS: -iu
    NOTE: use -iu for Unix and -iau for Windows OS
FOREGROUND/BACKGROUND: b  BACKGROUND
SEND COMMAND: sendto
REFERENCE NUMBER:
WORKING DIRECTORY:
Select DISTRIBUTION LIST:
CUSTOM SCRIPT:
```

Acronym List

Acronym	Term Meaning
CHS	Contract Health Services
CHSMIS	Contract Health Services Management Information System
CHSO	Contract Health Service Officer
EOBR	Explanation of Bill Review
FI	Fiscal Intermediary
ICD	International Classification of Diseases
IHS	Indian Health Service
PO	Purchase Order

Contact Information

If you have any questions or comments regarding this distribution, please contact the OIT Help Desk (IHS).

Phone: (888) 830-7280 (toll free)

Web: http://www.ihs.gov/helpdesk/

Email: support@ihs.gov