



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Contract Health Services Management Information System

(ACHS)

Addendum to User Manual

Version 3.1 Patch 26
May 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 26 includes these changes:

- New CHS Site Parameter added – File save directory
- Addition of 9 new reports:
 - VFY Vendor Usage Report by FY
 - VURS Vendor Usage Report by Vendor
 - DOSR Actual or Estimated DOS with Issue date
 - DSFT Document Status by FY with Totals
 - DSSP Document Status for Special Local PO's
 - DSFY Document Status by FY with file option
 - DSEB Document Status Report with EOBR dates
 - TRD Display Document Transactions
 - PVDS Denials By Selected Provider
- Re-export option updated to prompt for range of documents

2.0 Patch 26 Changes

2.1 New CHS Site Parameter – File Save Directory

This parameter identifies the file directory where the patch 26 reports will export a comma delimited file.

Note: The exported reports contain patient information so please make sure the specified directory is in a secure location. CHS users will need access to this secure directory to import files into MS Excel.

1. Go to the CHS Menu – MGT – PED – PAR Edit CHS Site Parameters menu option.
2. At the File Save Directory prompt, enter the directory where the report file will be saved.

FILE SAVE DIRECTORY: D:\CHS_EXPORTS

2.2 New Reports

The following reports were added to support areas that no longer send individual Purchase Order forms to outside vendors for claims processing. Some of the reports include file save option so they can be easily imported into MS Excel and sent to the outside vendors. See Section 3.0 for more information.

2.2.1 VFY Vendor Usage Report by FY

This report is located under the **CHS Menu - PR - VRPT - VFY Vendor Usage Report by FY** menu option. It provides a list of Purchase Order transactions and a summary report for a selected vendor using the report option listed below:

```
Enter Provider/Vendor: ABC VENDOR 2      DUNS....:
                               EIN.....: 1669875456      SUFFIX: A2
                               MAIL TO.: 100 STREET ST, ALBUQUERQUE
                               REMIT TO: 100 STREET ST, ALBUQUERQUE
                               REMIT TO-CITY..: ALBUQUERQUE
```

The Following are Valid Fiscal Years

2014
2015
2016

```
ENTER FISCAL YEAR: (2007-2016): 2016//
```

```

TYPE of service:      1    43 (HOSPITAL SERVICE)
                    2    57 (DENTAL SERVICE)
                    3    64 (OUTPATIENT SERVICE)

Select TYPE of service (1 - 3 'A' = 'ALL') ALL //

Type of Report:

1 list only PAID documents
2 list only OPEN documents
3 list only CANCELLED documents
4 list ALL documents
5 print TOTALS ONLY (no specific documents)

list ALL documents//

      Select one of the following:

          1      Purchase Order
          2      Patient

Sort by: 2// Patient
-----
*****
CHS,PERSON                                                    Page 1
                PROVIDER-SPECIFIC CHS ACTIVITIES SUMMARY
                ABC VENDOR 2      EIN #: 1669875456-A2
                For Fiscal Year 2016

*****
DOC. #: 6-H01-00005 (Mar 20, 2016)      SERVICE: 64 (OUTPATIENT SERVICE)
* SPECIAL TRANS                          (OPEN: $230.00)
-----
DOC. #: 6-H01-00008 (Apr 08, 2016)      SERVICE: 64 (OUTPATIENT SERVICE)
RCIS,PATIENT EIGHT                       (OPEN: $100.00)
-----
DOC. #: 6-H01-00001 (Oct 08, 2015)      SERVICE: 64 (OUTPATIENT SERVICE)
RCIS,PATIENT ONE                          (PAID: $100.00)
-----
Total documents: 3

TOTAL PAID DOCUMENTS:      1      TOTAL DOLLARS PAID:      $100.00
TOTAL OPEN DOCUMENTS:     2      TOTAL DOLLARS OPEN:     $330.00
    
```

2.2.2 VURS Vendor Usage Report by Vendor

This report is located under the **CHS Menu - PR - VRPT - VURS Vendor Usage Report by Vendor** menu option. It provides a detailed list of Purchase Order transactions with patient information for a selected vendor using the report option listed below. This report includes an option to export the information to a comma-delimited file for importing into MS Excel.

```

Enter The BEGINNING ISSUE Date For The Vendor Usage Report: 01012016 (JAN 01, 2016)
Enter The ENDING ISSUE Date For The Vendor Usage Report: T (MAY 10, 2016)

      Select one of the following:
    
```

```

1          ALL documents
2          OPEN documents only

Print which documents: 1//  ALL documents
Enter Provider/Vendor: ABC VENDOR 2  DUNS....:
                        EIN.....: 1669875456  SUFFIX: A2
                        MAIL TO.: 100 STREET ST, ALBUQUERQUE
                        REMIT TO: 100 STREET ST, ALBUQUERQUE
                        REMIT TO-CITY..: ALBUQUERQUE

Create a file? N// YES
-----
                        2013 DEMO HOSPITAL
                        VENDOR USAGE REPORT - OPEN AND PAID DOCUMENTS
                        Provider: ABC VENDOR 2
                        May 10, 2016@11:28:01
                        For the period Jan 01, 2016 through May 10, 2016

DOCUMENT #  PATIENT NAME                HRN      TYPE   DOS      DOLLARS
STAFF       LAST 4SSN                        OC
=====
15-H01-00048 * SPECIAL TRANS                43   06/04/15
AH          252G                          2,000.00
16-H01-00005 * SPECIAL TRANS                64   03/20/16
AH          2185                          230.00
16-H01-00008 RCIS,PATIENT EIGHT          74875  64   04/08/16
AH          8855                          252L  100.00
-----
TOTALS      DOCUMENTS:    3      DOLLARS:    $2,330.00
-----
=====
TOTAL PAID      DOCUMENTS:    0      DOLLARS:    $0.00
TOTAL OUTSTANDING  DOCUMENTS:    3      DOLLARS:    $2,330.00
-----
GRAND TOTALS   DOCUMENTS:    3      DOLLARS:    $2,330.00
-----

```

2.2.3 DOSR Actual or Estimated DOS with Issue date

This report is located under the **CHS Menu - PR - SPEC - DOSR Actual or Estimated DOS with Issue date** menu option. It provides a list of Purchase Order documents with patient information using the report option listed below.

```

Report for Actual or Estimated DOS with Issue Date

Select one of the following:

1          Actual Date of Service
2          Estimated Date of Service

Print which documents: 1//  Actual Date of Service

Enter The BEGINNING Date For The Actual Date of Service Report: 10012015(OCT 01,
2015)
Enter The ENDING Date For The Actual Date of Service Report: T (MAY 10, 2016)
-----

```

DOCUMENT LISTING BY PAID DATE OF SERVICE				PAGE: 1
P.O. NO.	PATIENT NAME	ACT D.O.S.	DATE ISSUED	ISSUED BY
6-00001	RCIS,PATIENT ONE	10/8/15	10/6/15	CHS,PERSON
6-00002	RCIS,PATIENT ONE	10/7/15	10/6/15	CHS,PERSON

2.2.4 DSFT Document Status by FY with Totals

This report is located under the **CHS Menu - PR - SPEC - DSFT Document Status by FY with Totals** menu option. It provides a detailed list or totals only report of Purchase Order transactions for a specific fiscal year.

```

Enter the BEGINNING ISSUE DATE for this report: 10012015 (OCT 01, 2015)
Enter the ENDING ISSUE DATE for this report: T (MAY 10, 2016)

Which type of report?

1. OPEN DOCUMENTS only
2. CLOSED DOCUMENTS only
3. COMBINED list

ENTER OPTION (1-3) 3//

TYPE OF DATA ON REPORT:

1. TOTALS ONLY
2. DETAILED DOCUMENTS & TOTALS

ENTER 1 or 2: 1//

Enter Fiscal Year (e.g. 2016): 2016
    
```

DOCUMENT STATUS REPORT
OPEN AND CLOSED DOCUMENTS IN FY 16
For the period OCT 1,2015 through MAY 10,2016

Patient Name Document #/(Clerk)	Provider of Service EIN Number	Issue date Last 4SSN	Status Type	Amount
6-H01-00005(AH)	ABC VENDOR 2 1669875456	3/30/16	OPEN 64	230.00
6-H01-00006(AH)	ABC VENDOR 1669875456	3/30/16	OPEN 43	3,001.00
6-H01-00007(AH)	ABC VENDOR 4 1092837847	3/30/16	OPEN 57	245.00
RCIS,PATIENT EIGHT 6-H01-00008(AH)	ABC VENDOR 2 1669875456	4/8/16 8855	OPEN 64	100.00

Month Issued	# of Documents	Total Amount
OCT 2015	2	200.00
FEB 2016	2	200.00
MAR 2016	3	3,476.00
APR 2016	1	100.00

TOTAL PAID DOCUMENTS:	2	TOTAL DOLLARS PAID:	200.00
TOTAL CANCELLED DOCUMENTS:	1	TOTAL DOLLARS CANCELLED:	100.00

TOTAL OPEN DOCUMENTS:	5	TOTAL DOLLARS:	3,676.00

TOTAL DOCUMENTS:	8	TOTAL DOLLARS:	3,976.00

2.2.5 DSSP Document Status for Special Local PO's

This report is located under the **CHS Menu - PR - SPEC - DSSP Document Status for Special Local PO's** menu option. It provides a detailed list or totals only report of special local obligation purchase orders for a specific fiscal year.

```

Enter The BEGINNING ISSUE Date For The for Special Local PO's Report: 10012015(OCT
01, 2015)

Enter The ENDING ISSUE Date For The for Special Local PO's Report: T (MAY 10,
2016)

TYPE OF DATA ON REPORT:

1. TOTALS ONLY
2. DETAILED DOCUMENTS & TOTALS

ENTER 1 or 2: 1//

Enter Fiscal Year (e.g. 2016): 2016
    
```

DOCUMENT STATUS REPORT

SPECIAL LOCAL DOCUMENT REPORT IN FY 16
For the period OCT 1,2015 through MAY 10,2016

Patient Name Document #	Provider of Service EIN Number	Trans Dt Type	Status	Amount
* SPECIAL TRANS 6-H01-00005	ABC VENDOR 2 1669875456	3/30/16 OUTPATIENT	OPEN	230.00
* SPECIAL TRANS 6-H01-00006	ABC VENDOR 1669875456	3/30/16 HOSPITAL	OPEN	3,001.00
* SPECIAL TRANS 6-H01-00007	ABC VENDOR 4 1092837847	3/30/16 DENTAL	OPEN	245.00

Month Issued	# of Documents	Total Amount
MAR 2016	3	3,476.00

TOTAL OPEN DOCUMENTS:	3	TOTAL DOLLARS:	3,476.00

TOTAL DOCUMENTS:	3	TOTAL DOLLARS:	3,476.00

2.2.6 DSFY Document Status by FY with file option

This report is located under the **CHS Menu - PR - SPEC - DSFY Document Status by FY with file option** menu option. It provides a summary by month for this report includes an option to export to a comma-delimited file for importing into MS Excel.

Enter the BEGINNING ISSUE DATE for this report: 01012016 (JAN 01, 2016)

Enter the ENDING ISSUE DATE for this report: T (MAY 10, 2016)

Which type of report?

- 1. OPEN DOCUMENTS only
- 2. CLOSED DOCUMENTS only
- 3. COMBINED list

ENTER OPTION (1-3) 3//

TYPE OF DATA ON REPORT:

- 1. TOTALS ONLY
- 2. DETAILED DOCUMENTS & TOTALS

ENTER 1 or 2: 1//

Enter Fiscal Year (e.g. 2016): 2016

Create a file? N// YES

May 10, 2016@11:17:09 2013 DEMO HOSPITAL page 2
DOCUMENT STATUS REPORT

OPEN AND CLOSED DOCUMENTS IN FY 16
For the period OCT 1,2015 through MAY 10,2016

Patient Name Document #/(Clerk)	Provider of Service Chart# Last 4SSN	Issue date Auth Date	OCC Type	Amount
RCIS,PATIENT ONE 6-H01-00001(AH)	ABC VENDOR 2 999001 0987	10/6/15 10/8/15	252L 64	100.00
RCIS,PATIENT ONE 6-H01-00002(AH)	ABC VENDOR 999001 0987	10/6/15 10/7/15	252L 64	100.00
RCIS,PATIENT EIGHT 6-H01-00003(AH)	ABC VENDOR 074875 8855	2/4/16 2/4/16	2185 64	100.00
RCIS,PATIENT EIGHT 6-H01-00004(AH)	ABC ANESTHESIOLOGISTS PLC 074875 8855	2/19/16 2/17/16	2185 64	100.00
6-H01-00005(AH)	ABC VENDOR 2	3/30/16 3/20/16	2185 64	230.00
6-H01-00006(AH)	ABC VENDOR	3/30/16 12/21/15	252G 43	3,001.00
6-H01-00007(AH)	ABC VENDOR 4	3/30/16 11/1/15	254E 57	245.00
RCIS,PATIENT EIGHT 6-H01-00008(AH)	ABC VENDOR 2 074875 8855	4/8/16 4/8/16	252L 64	100.00

Month Issued	# of Documents	Total Amount
OCT 2015	2	200.00
FEB 2016	2	200.00
MAR 2016	3	3,476.00
APR 2016	1	100.00

TOTAL PAID DOCUMENTS:	2	TOTAL DOLLARS PAID:	200.00
TOTAL CANCELLED DOCUMENTS:	1	TOTAL DOLLARS CANCELLED:	100.00
TOTAL OPEN DOCUMENTS:	5	TOTAL DOLLARS:	3,676.00

TOTAL DOCUMENTS:	8	TOTAL DOLLARS:	3,976.00

2.2.7 DSEB Document Status Report with EOBR dates

This report is located under the **CHS Menu - PR - SPEC - DSEB Document Status Report with EOBR dates** menu option. It provides a list of paid purchase orders for a specific fiscal year.

```

Enter The BEGINNING ISSUE Date For The DOCUMENT STATUS Report: 01012016 (JAN 01, 2016)

Enter The ENDING ISSUE Date For The DOCUMENT STATUS Report: T (MAY 10, 2016)

Enter Fiscal (e.g. 2016): 2016

ONLY DOCUMENTS THAT HAVE HAD PAYMENTS WILL BE LISTED (P/IP/ZA)
-----
                2013 DEMO HOSPITAL
                DOCUMENT STATUS REPORT - FY-16
                May 10, 2016@11:18:48
                PAYMENTS
                For the period Oct 01, 2015 through May 10, 2016

Patient Name          Provider of Service      Trans Date  Status  Amount
Document Number      Type                    EOBR Date
-----
RCIS,PATIENT ONE     ABC VENDOR 2           10/06/15   P       100.00
6-H01-00001          OUTPATIENT              10/06/15
RCIS,PATIENT ONE     ABC VENDOR              10/06/15   P       100.00
6-H01-00002          OUTPATIENT              10/06/15
-----
TOTAL PAID DOCUMENTS:      2          TOTAL DOLLARS PAID:      $200.00
    
```

2.2.8 TRD Display Document Transactions

This report is located under the **CHS Menu - DIS - TRD Display Document Transactions** menu option. It provides a list of all transactions for a specific purchase order document.

```

Select Document: 2          10-06-15          PAID          6
-----
DOC. #   TYPE   PATIENT          VENDOR
TRANSACTION  DATE     TYPE              AMT
-----
6-00002  64     RCIS,PATIENT ONE          ABC VENDOR
TRANSACTIONS:
          OCT 6,2015  INI              100.00
          OCT 6,2015  PAY              100.00
    
```

2.2.9 PVDS Denials By Selected Provider

This report is located under the **CHS Menu - DEN - DEN - REP - PVDS Denials By Selected Provider (On-File)** menu option. It provides a list of denials issued by vendor and denial reason with estimated denial amounts. It can be run for a specific vendor or all vendors using the report option listed below.

```

Enter The BEGINNING Date For The PROVIDER (On File) Report: 01012016 (JAN 01,
2016)

Enter The ENDING Date For The PROVIDER (On File) Report: T (MAY 10, 2016)

Select one of the following:

1          ALL Vendors
2          One Vendor only

Select 1 or 2: 1//  ALL Vendors
    
```

2013 DEMO HOSPITAL
 CONTRACT HEALTH PROVIDER (ON-FILE) REPORT
 From Jan 01, 2016 To May 10, 2016

May 10, 2016@11:22:22

=====

PROVIDER: PHYSICAL THERAPY ASSOC INC

PRIMARY DENIAL REASON: Medical Priority

PRIMARY DENIAL OPTION: Not Within Medical Priorities

ISSUE DATE	DOCUMENT #	PATIENT	DOS	EST AMT
Jan 22, 2016	153-HHQ2-7	REFERRAL,BRITTNEY D	May 01, 2015	200.00
PROVIDER TOTAL				200.00

2.3 Facility re-export option allows range of files

A new prompt located under the **RETD - Re-Export CHS Transmission Data** option allows users to enter a range of documents for re-exporting instead of entering each document number individually.

```

CONTRACT HEALTH MGMT SYSTEM
VERSION: 3.1 PATCH 26
2011 DEMO HOSPITAL
Re-Export CHS Transmission Data

Export data will be made for 2011 DEMO HOSPITAL

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

ENTER DATE SENT TO AREA OFFICE : (2/26/2016 - 3/2/2016): T//
    
```

```

ENTER OUTPUT REPORT DEVICE # HOME//  CONSOLE

      Select one of the following:

          1      Re-Export a Batch
          2      Select (up to) 101 transactions
          3      Select range for Intial transactions only

Which Re-export option: 1// 3  Select range for Intial transactions only

ENTER THE BEGINNING DOCUMENT NUMBER

Select Document: 4-1      02-26-14      PAID      4

ENTER THE ENDING DOCUMENT NUMBER

Select Document: 4-5      02-28-14      PAID      4

Add additional Documents? N// YES

ENTER THE BEGINNING DOCUMENT NUMBER

Select Document: 6-1      11-16-05      PAID      6

ENTER THE ENDING DOCUMENT NUMBER

Select Document: 6-10     11-16-05      PAID      6

Add additional Documents? N// O

The list now consists of the following transactions:
  1. 6-H03-00001 Nov 16, 2005  I      45.50  <INITIAL>
  2. 6-H03-00002 Nov 16, 2005  I     134.40  <INITIAL>
  3. 6-H03-00003 Nov 16, 2005  I     96.00  <INITIAL>
  4. 6-H03-00004 Nov 16, 2005  I    111.00  <INITIAL>
  5. 6-H03-00005 Nov 16, 2005  I     55.25  <INITIAL>
  6. 6-H03-00006 Nov 16, 2005  I   1,301.63  <INITIAL>
  7. 6-H03-00007 Nov 16, 2005  I   7,101.25  <INITIAL>
  8. 6-H03-00008 Nov 16, 2005  I    170.40  <INITIAL>
  9. 6-H03-00009 Nov 16, 2005  I    210.00  <INITIAL>
 10. 6-H03-00010 Nov 16, 2005  I     70.00  <INITIAL>
 11. 4-H03-00001 Feb 26, 2014  I      0.00  <INITIAL>
 12. 4-H03-00002 Feb 27, 2014  I      0.00  <INITIAL>
 13. 4-H03-00003 Feb 27, 2014  I      0.00  <INITIAL>
 14. 4-H03-00004 Feb 28, 2014  I    100.00  <INITIAL>
 15. 4-H03-00005 Feb 28, 2014  I    200.00  <INITIAL>

CONTINUE TO EXPORT RECORDS
    
```

3.0 Tips for importing to MS Excel

1. Open the Microsoft Excel application and go to the **File | Open** menu option.
2. On the **Open** screen, change the files dropdown on the bottom right to **All Files** and then select the report file that was exported from RPMS.

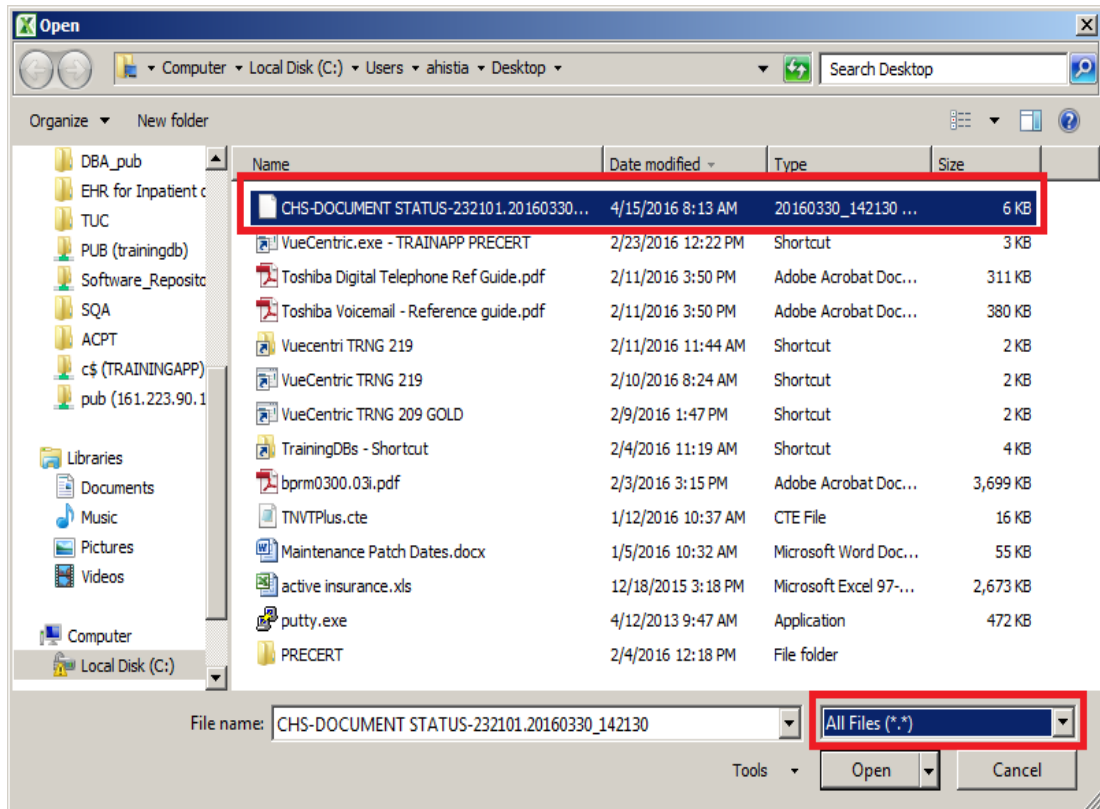


Figure 3-1: Microsoft Excel Open document Screen

3. On the Text Import Wizard - Step 1 screen, choose the **Delimited** option and then click **Next**.

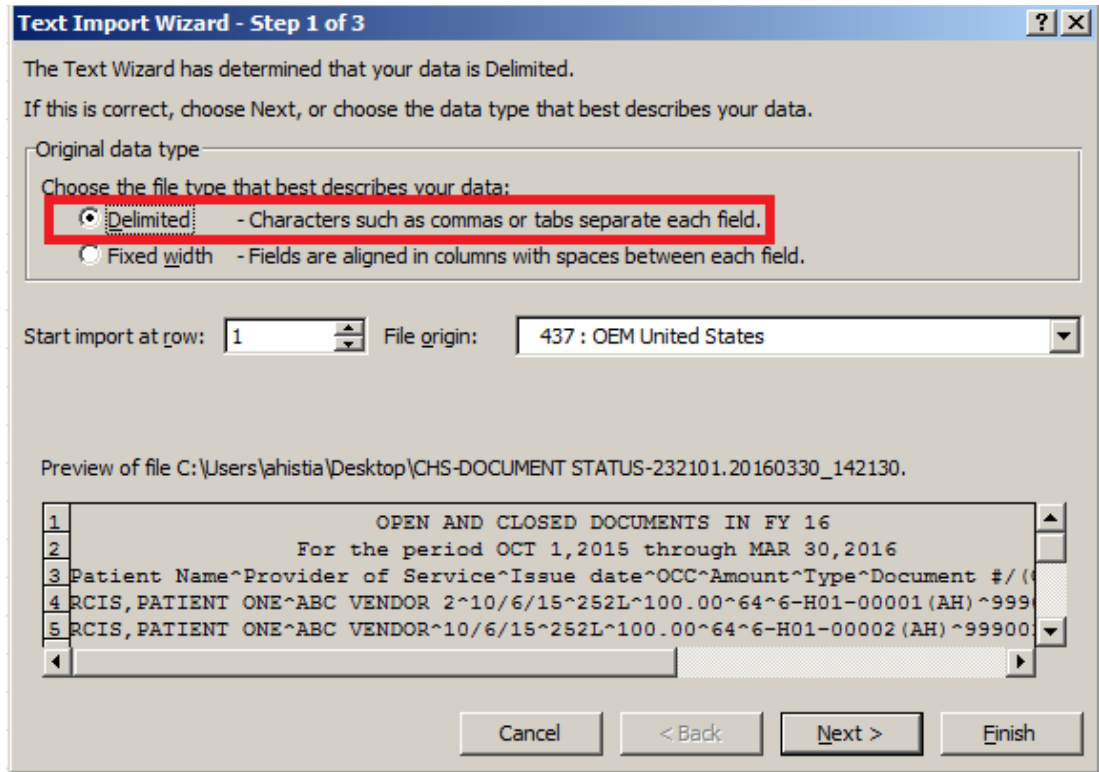


Figure 3-2: Microsoft Excel Text Import Wizard Step 1

4. On the Text Import Wizard - Step 2 screen, uncheck all of the Delimiters checkboxes. Check only the **Other** checkbox and type a caret or an up-hat (^) (shift-6) character. Then click **Finish**.

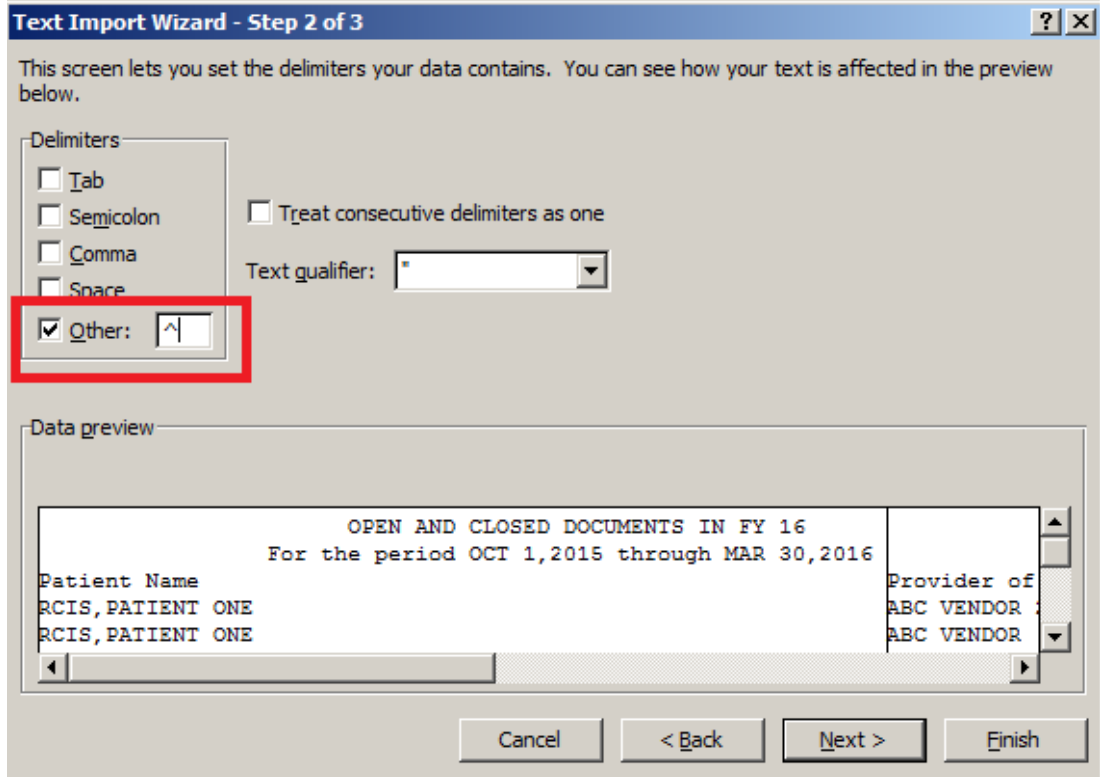


Figure 3-3: Microsoft Excel Text Import Wizard Step 2

5. After the screen closes, it will take you back to the Excel worksheet with the data formatted into columns. At this point, you can edit the formatting and save the Excel document if needed.

OPEN AND CLOSED DOCUMENTS IN FY 16									
For the period OCT 1,2015 through MAR 30,2016									
Patient Name	Provider of Service	Issue date	OCC	Amount	Type	Document	Chart#	Last 4SSN	Auth Date
RCIS,PATIENT ONE	ABC VENDOR 2	10/6/2015	252L	100	64	6-H01-000	999001	987	#####
RCIS,PATIENT ONE	ABC VENDOR	10/6/2015	252L	100	64	6-H01-000	999001	987	#####
RCIS,PATIENT EIGHT	ABC VENDOR	2/4/2016	2185	100	64	6-H01-000	74875	8855	2/4/2016
RCIS,PATIENT EIGHT	ABC ANESTHESIOLOGISTS PLC	2/19/2016	2185	100	64	6-H01-000	74875	8855	#####
	ABC VENDOR 2	3/30/2016	2185	230	64	6-H01-00005(AH)			#####
	ABC VENDOR	3/30/2016	252G	3,001.00	43	6-H01-00006(AH)			#####
	ABC VENDOR 4	3/30/2016	254E	245	57	6-H01-00007(AH)			#####
Month Issued	# of Documents	Total Amount							
Oct-15	2	200							
Feb-16	2	200							
Mar-16	3	3,476.00							
TOTAL OPEN DOCUMENT	TOTAL DOLLARS: 3,676.00								
TOTAL PAID DOCUMENT	TOTAL DOLLARS PAID: 200.00								
TOTAL DOCUMENTS: 7	TOTAL DOLLARS: 3,876.00								

Figure 3-4: Microsoft Excel Worksheet

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