RESOURCE AND PATIENT MANAGEMENT SYSTEM

Contract Health System (ACHS)

Patch 7 Addendum

Version 3.1 Patch 7
December 2003

Information Technology Support Center
Division of Information Resources
Albuquerque, New Mexico
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1.0 Introduction

Please review these changes and add a copy of them to any printed documentation your site may be using for ACHS 3.1. 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 release.

**Patch 7** of the Contract Health System contains following changes:

- A new option for applying electronic signatures to a contract health purchase order.

- A new option for viewing purchase orders with electronic signatures by the Ordering Official as well as purchase orders pending electronic signature by the Ordering Official.

This document also contains Patch 5 and 6 addendum information for ease of use.

**Patch 6**

Patch 6, released in June of 2003, contained the following changes:

- Added new options for Denial Appeals: Appeal Status Edit and Denial Status Edit. (Section 3.1 and 3.2)

- Added new option, Send Approval message to FI. (Section 3.3)

**Note:** For a full list of changes in patch 6, please refer to the patch 6 notes file.

**Patch 5**

Patch 5, released in November of 2002, contained the following HIPAA-related changes:

- A new 278 menu with a new X12 Transaction 278 Processing option (section 4.0)

**Note:** Patch 5 also contains a number of non-HIPAA related fixes and modifications. Please refer to the patch 5 notes file for a complete list of changes.
2.0 Patch 7

2.1 Add/Edit Electronic Signature Parameters

This option allows users to set up a facility to be able to apply an electronic signature to a CHS purchase order.

Adding and Editing Electronic Signature Parameters

1. Access the Contract Health Management System menu, as shown in Figure 2-1.

2. Type MGT at the “Select Contract Health System Option:” prompt. The system displays the Facility Management menu, as shown in Figure 2-2.
3. Type **PED** at the “Select Facility Management Option:” prompt. The system displays the Parameter Edit menu, as shown in Figure 2-3.

4. Type **ESIT** at the “Select Parameter Edit Option:” prompt. The system displays the Add or Edit Electronic Signature Parameter options, as shown in Figure 2-4.
5. The name of your facility should appear as the default response at the “Location:” prompt. Press the Enter key to accept the default response.

Note: You cannot modify the default location from CHS. If the default location is incorrect, you must change the information through FileMan.

6. Type Yes at the “Multiple Signatures Required:” prompt to indicate that more than one signature is required for CHS purchase orders. The system will then require both ordering and authorizing signatures for blocks 21 and 23 of the purchase order form. When only one signature is appropriate for the location, type No, the system will then require only an ordering signature for block 21 of the purchase order form.

7. Type the date on which you want to activate the electronic signature capability for your facility at the “E-Sig Feature Activation Date:” prompt.

2.2 Add/Edit Electronic Signature Officials

This option allows designated individuals within the CHS program to add users to the CHS E-Sig Authority file as authorized electronic signature officials. Personnel who are signature officials are not limited to the CHS program.

Adding Electronic Signature Officials
1. Access the Contract Health Management System menu, as shown in Figure 2-5.
**Figure 2-5: Using the Contract Health Management System menu (Step 2)**

2. Type MGT at the “Select Contract Health System Option:” prompt. The system displays the Facility Management menu, as shown in Figure 2-6.

**Figure 2-6: Using the Facility Management menu (Step 3)**

3. Type PED at the “Select Facility Management Option:” prompt. The system displays the Parameter Edit menu, as shown in Figure 2-7.
4. Type EOFF at the “Select Parameter Edit Option:” prompt. The system displays the Add or Edit Electronic Signature Officials options, as shown in Figure 2-8.

5. The name of your facility should appear as the default response at the “Location:” prompt. Press the Enter key to accept the default response. The CHS application will only let you modify your facility’s electronic signature capabilities.

6. Press the Enter key at the “Location:” prompt to accept the default location.

**Note:** You cannot modify the default location from CHS. If the default location is incorrect, you must change the information through FileMan.
7. Type the name of the appropriate user at the “Select Users Name:” prompt.

**Note:** Users who are authorized to enter electronic signatures on purchase orders must have system access to the CHS package at that particular facility.

8. Type the amount of financial authority associated with the indicated user at the “Level of Authority:” prompt. This is the maximum dollar amount for which this individual can obligate funds. The individual will not be able to sign purchase orders above the indicated level of financial authority.

9. Type the date on which you want to activate this electronic signature capability at the “Activation Date:” prompt.

10. When a user is no longer authorized to sign CHS purchase orders, enter the date on which this authorization should be removed at the “Inactivation Date;” prompt. It is not recommended that a future date be entered in this field.

11. If the individual is authorized to sign as the Ordering Official, type **Yes** at the “Ordering Official:” prompt.

12. If the individual is authorized to sign as the Authorizing Official, type **Yes** at the “Authorizing Official:” prompt. The Authorizing Official is normally a person who supervises the Ordering Official or might be a second tier in the procurement process.

**Important:** The ordering official and the authorizing official cannot be the same person on a purchase order.

When the Authorizing Official is not physically located at the facility, you must ensure that this individual has access to the CHS application at the facility.

13. Repeat steps 1-12 as necessary. When you are finished entering users, press the Enter key to return to the Parameter Edit Menu.

**Note:** There is no limit to the number of users that serve as Ordering or Authorizing Officials.

**Important:** In order for the electronic signature functionality to work properly, users must setup their electronic signature within the Tool Box option of RPMS and also include their titles.

### 2.3 Apply Electronic Signatures

This option allows authorized users to apply electronic signatures to a purchase order. Depending on the user’s authority, individuals can sign as Ordering Official or Authorizing Official.
**Important:** One person cannot sign as both Ordering Official and Authorizing Official on the same document.

The Ordering Official’s signature must be placed first on the purchase order. The Authorizing Official’s signature cannot be applied to a purchase order until the Ordering Official’s signature is applied. If your facility requires only one signature, it must be that of the Ordering Official.

**Important:** All electronic signatures must be applied before printing the purchase orders or the signature blocks on the purchase order will be blank. Unsigned purchase orders can be signed and re-printed as necessary.

**Note:** An unsigned purchase order will not allow export of data to CORE or the fiscal intermediary, and will remain in the signature queue until it is signed or canceled.

### 2.3.1 Apply the Ordering Official Electronic Signature

This option allows Ordering Officials to apply electronic signatures to purchase orders within their authorization level.

**Applying the Ordering Official Electronic Signature**

1. Access the Contract Health Management System menu, as shown in Figure 2-9.

```
Indian Health Service
* CONTRACT HEALTH MGMT SYSTEM *
* Version 3.1, Jun 11, 2001 *

UNSPECIFIED TRIBE HEALTH CLINIC

DOC Document Generation ...
PAY Pay/Edit Documents ...
PRT Document Printing ...
ACC Account Balances ...
PT Patient Data
VEN Provider/Vendor Data
DIS Display Documents ...
DCR Document Control Register
MGT Facility Management ...
DEN CHS Denial/Deferred Services ...
EMNU Electronic Signature Authorization Menu ...
XXX CHS Programmer Utilities

Select Contract Health System Option: EMNU
```

*Figure 2-9: Using the Contract Health Management System menu (Step 2)*
2. Type **EMNU** at the “Select Contract Health System Option:” prompt. The system displays the Electronic Signature Authorization menu, as shown in Figure 2-10.

![Figure 2-10: Using the Electronic Signature Authorization menu (Step 3)](image)

3. Type **SIGO** at the “Electronic Signature Authorization Menu Option:” prompt. The system displays the Apply Electronic Signature Authorizing Official option, as shown in Figure 2-11.

![Figure 2-11: Entering your electronic signature (Step 4)](image)

4. Type your electronic signature at the “Enter Your Signature Code:” prompt. The system verifies your signature and displays purchase orders within your level of authority.

**Note:** If you do not have an electronic signature on file, please contact your site manager.
5. When you have reviewed the purchase orders, type Q at the “Select Action:” prompt to exit the browser. The system displays the electronic signature options, as shown in Figure 2-13.

6. At the “Do You Want ALL Documents Stamped With Your Electronic Signature:” prompt, type Yes to approve all current purchase orders within your authorization level. Type No to indicate that certain purchase orders within your authorization level should not be signed.

7. When you elect to withhold signature from some purchase orders, the system displays the “Select The ITEM NO. That You DO NOT Want Your Electronic Signature Applied To:” Prompt.

8. Type the item number(s) associated with purchase orders you DO NOT want to sign at the “0-1000:” prompt.
Note: The numbers displayed in this prompt are set within the viewer for those items that are within your authorization level. When you elect to leave an item unsigned, it is removed from the view only. Unsigned purchase orders remain in the signature queue. To completely remove an unsigned purchase order from the signature queue, you must cancel the purchase order.

9. Type Yes at the “Are You Done?” prompt to indicate that you are done signing purchase orders. Type No to continue reviewing and signing purchase orders.

10. When you are finished signing purchase orders, the system displays the number of documents that received your electronic signature during this session, as shown in Figure 2-14.

11. Review this number for accuracy and type Q at the “Select Action:” prompt to exit the browser.

2.3.2 Apply the Authorizing Official Electronic Signature

This option allows Authorizing Officials to apply electronic signatures to purchase orders within their authorization level. An Ordering Official must have already signed the purchase order in order for an Authorizing Official to be able to sign the purchase order.

Applying the Authorizing Official Electronic Signature

1. Access the Contract Health Management System menu, as shown in Figure 2-15.
2. Type EMNU at the “Select Contract Health System Option:” prompt. The system displays the Electronic Signature Authorization menu, as shown in Figure 2-16.

![Figure 2-16: Using the Electronic Signature Authorization menu (Step 3)](image)

3. Type SIGO at the “Electronic Signature Authorization Menu Option:” prompt. The system displays the Apply Electronic Signature Authorizing Official option, as shown in Figure 2-17.

![Figure 2-17: Entering your electronic signature (Step 4)](image)

4. Type your electronic signature at the “Enter Your Signature Code:” prompt. The system verifies your signature and displays purchase orders within your level of authority.
**Note:** If you do not have an electronic signature on file, please contact your site manager.

OUTPUT BROWSER Nov 05, 2003 08:30:04 Page: 1 of 3
 DEMO, OFFICIAL Page 1

*** CONTRACT HEALTH MANAGEMENT SYSTEM ***

UNSPECIFIED TRIBE HEALTH CLINIC
Nov 05, 2003 08:30:04

Purchase Orders to be Approved

<table>
<thead>
<tr>
<th>ITEM NO. PO No.</th>
<th>Vendor</th>
<th>Obligation Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4-017-00013 OKLAHOMA CITY CLINIC</td>
<td>575.00</td>
</tr>
<tr>
<td>CAN-OCC-SCC: J50AB75-4182-252D</td>
<td>Hospital</td>
<td></td>
</tr>
<tr>
<td>DEMO,PATIENT</td>
<td>2</td>
<td>4-017-00015 CARDIOLOGY CONSULTANTS OF TOPEKA PA</td>
</tr>
<tr>
<td>CAN-OCC-SCC: J50AB75-4182-252D</td>
<td>Hospital</td>
<td></td>
</tr>
<tr>
<td>DEMO,PATIENT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter ?? for more actions >>>
+ NEXT SCREEN - PREVIOUS SCREEN Q QUIT

Select Action: +/- Q

---

5. When you have reviewed the purchase orders, type **Q** at the “Select Action:” prompt to exit the browser. The system displays the electronic signature options, as shown in Figure 2-19.

---

6. At the “Do You Want ALL Documents Stamped With Your Electronic Signature:” prompt, type **Yes** to approve all current purchase orders within your authorization level. Type **No** to indicate that certain purchase orders within your authorization level should not be signed.

---

7. When you elect to withhold signature from some purchase orders, the system displays the “Select The ITEM NO. That You DO NOT Want Your Electronic Signature Applied To:” Prompt.

---

8. Type the item number(s) associated with purchase orders you DO NOT want to sign at the “0-1000:” prompt.
Note: The numbers displayed in this prompt vary based on the Purchase Order Item Numbers within your authorization level.

9. Type Yes at the “Are You Done?” prompt to indicate that you are done signing purchase orders. Type No to continue reviewing and signing purchase orders.

10. When you are finished signing purchase orders, the system displays the number of documents that received your electronic signature during this session, as shown in Figure 2-20.

![Figure 2-20: Reviewing the total number of documents approved and exiting the browser (Step 11)](image)

11. Review this number for accuracy and type Q at the “Select Action:” prompt to exit the browser.

### 2.4 Electronic Signature Reports

This option allows you to create reports that include either signed purchase orders or those purchase orders that are still pending an electronic signature. Both of these reports pertain to the Ordering Official’s signature only.

**Creating and Viewing Electronic Signature Reports**

1. Access the Contract Health Management System menu, as shown in Figure 2-21.
2. Type MGT at the “Select Contract Health System Option:” prompt. The system displays the Facilities Management menu, as shown in Figure 2-22.

3. Type PR at the “Select Facility Management Option:” prompt. The system displays the Reports menu, as shown in Figure 2-23.
4. Type ERPT at the “Select Reports Option:” prompt. The system displays the Electronic Signature Reports menu, as shown in Figure 2-24.

2.4.1 Electronic Signature Approved by Ordering Official

This option allows you to create reports that include purchase orders that have been approved by an Ordering Official in a specified date range.
Creating and Viewing Purchase Orders Approved by Ordering Official

1. From the Electronic Signature Reports menu, type ESAP at the “Select Electronic Signature Reports Option:” prompt. The system displays the Electronic Signature Approved by Ordering Official report options, as shown in Figure 2-26.

   This report captures documents signed over a specific dates range.

   Enter The BEGINNING E-SIG Date For The E-Signature Approved Report: 1001
   (OCT 01, 2003)

   Enter The ENDING E-SIG Date For The E-Signature Approved Report: T
   (NOV 05, 2003)

   Figure 2-26: Entering Electronic Signature Approved by Ordering Official report options (Step 2)

2. Type the earliest date for which you want purchase orders to display at the “Enter the BEGINNING E_SIG Date for the E-Signature Approved Report:” prompt.

3. Type the latest date for which you want purchase orders to display at the “Enter the ENDING E_SIG Date for the E-Signature Approved Report:” prompt. The system displays the print/browse options available for this report, as shown in Figure 2-27.

   Select one of the following:
   
   P        PRINT Output
   B        BROWSE Output on Screen

   Do you want to : PRINT// P
   DEVICE: HOME// <ENT>

   Figure 2-27: Entering Print/Browse report options (Steps 4 and 5)

4. At the “Do You Want To:” prompt, type P to print the report output to a printer, or B to display the report output on your computer screen.

5. When you choose to print the report output, enter the appropriate device at the “Device:” prompt.

2.4.1.1 Sample Report

   Figure 2-1 includes purchase orders signed between January 1, 2003 and November 17, 2003. The report output was sent to the computer screen.

   This report includes the Purchase Order Number, Provider of Service, Signature Date, Signature Date, Ordering Official, Patient Name, Obligation Amount, Order Date, and Authorizing Official. When an Ordering Official has approved a purchase order, the report displays the name of the individual. Purchase orders with no Ordering Official signature do not display on this report. When an Authorizing Official has
approved a purchase order with a signature, the report displays the name of the individual; otherwise, the report displays Needs Auth. Ofc. Sig.

**Note:** If your site only requires one signature to approve purchase orders, you will only see the Ordering Official’s name on this report. If your site requires multiple signatures to approve purchase orders, you will see both the Ordering and Authorizing Official’s names, as well as “Needs Auth. Ofc. Sig” for purchase orders pending Authorizing Official signature.

### Figure 2-28: Viewing signed purchase orders

#### 2.4.2 Pending Electronic Signature of Ordering Official

This option allows you to create reports that include purchase orders that are awaiting an electronic signature approval from an Ordering Official.


Creating and Viewing Purchase Orders Pending Approval

1. From the Electronic Signature Reports menu, type ESPD at the “Select Electronic Signature Reports Option:” prompt. The system displays the Pending Electronic Signature of Ordering Official report options, as shown in Figure 2-30.

2. At the “Do You Want To:” prompt, type P to print the report output to a printer, or B to display the report output on your computer screen.

3. When you choose to print the report output, enter the appropriate device at the “Device:” prompt.

2.4.2.1 Report Example

The report shown in Figure 2-31 includes purchase orders awaiting electronic signature by an Ordering Official. This report includes the Purchase Order Number, Provider of Service, Issue Date, Obligation Amount, and Type. The report output was sent to the computer screen.
Purchase Orders Pending for Electronic Signature

Run date of Nov 05, 2003

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Provider of Service</th>
<th>Issue Date</th>
<th>Obligation Amt.</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-O17-00019</td>
<td>HILLCREST MEDICAL CENTER</td>
<td>110503</td>
<td>175.00</td>
<td>Outpatient</td>
</tr>
<tr>
<td>4-O17-00020</td>
<td>ADAMS ORTHODONTIC &amp; PED. L</td>
<td>110503</td>
<td>175.00</td>
<td>Outpatient</td>
</tr>
</tbody>
</table>

Total Documents: 2

Figure 2-31: Viewing pending purchase orders

2.4.2.2 Printed Purchase Order Example

The example shown in Figure 2-32 illustrates a printed purchase order with both Ordering Official and Authorizing Official E-Signatures.
**Figure 2-32: Viewing a signed and printed purchase order**
3.0  **Patch 6**

3.1  **Appeal Status Edit (DAE)**

This option allows for the addition and edit of the appeal status of patient appeals for payment reconsideration by IHS. You can track when the appeal entry was entered followed by its status (upheld, reversed etc.) and the respective appeal level (Local facility, Area, Headquarters). For Tribal programs, Second Level and Final Level were added for the various entities that consider the appeal in the typical Contract Health Service tri-level process.

**Editing an Appeal Status**

1. Type **DEN** at the “Select Contract Health System Option:” prompt.

2. Type **APP** at the “Select CHS Denial/Deferred Services Option:” prompt.

3. Type **DAE** at the “Select Denial Appeal Status Menu Option:” prompt.
DEMO TRIBE HEALTH CLINIC

DOC Document Generation ...
PAY Pay/Edit Documents ...
PRT Document Printing ...
ACC Account Balances ...
PT Patient Data
VEN Provider/Vendor Data
DIS Display Documents ...
DCR Document Control Register
MGT Facility Management ...
DEN CHS Denial/Deferred Services ...
XXXX CHS Programmer Utilities

Select Contract Health System Option: DEN CHS Denial/Deferred Services

ADD Enter New Document(s) ...
CAN Cancel Document ...
PAR Parameters ...
PRT Print Patient and/or Vendor Letters ...
REP Reports ...
SUPP Enter Supplemental Information ...
APP Denial Appeal Status Menu ...

Select CHS Denial/Deferred Services Option: APP Denial Appeal Status Menu

CONTRACT HEALTH MGMT SYSTEM, 3.1
DEMO TRIBE HEALTH CLINIC
Denial Appeal Status Menu

DAE Appeal Status Edit
DSE Denial Status Edit

Select Denial Appeal Status Menu Option: DAE Appeal Status Edit

Figure 3-1: Editing an appeal (steps 1-3)
4. Type the denial number or patient number at the “Enter the Denial Number or Patient:” prompt. The system will display the patient’s information.

5. Press the Return key at the “Is This Correct:” prompt if the patient information is correct. The system will then display the patient’s CHS denial document information.

6. Type 10 (APPEAL STATUS) at the “Enter Number Of Field To Edit or <RETURN> To Accept: (#-#):” prompt.

---

**Figure 3-2: Editing an appeal (steps 4-6)**
7. Type the date of the appeal transaction at the “Select Appeal Transaction Date:” prompt. If you are adding a new appeal transaction date, the system will prompt you to confirm your choice.

8. Type the appeal transaction status at the “Appeal Transaction Status:” prompt. Type ?? for a list of available options.

<table>
<thead>
<tr>
<th>APPEAL TRANSACTION MENU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select APPEAL TRANSACTION DATE: APRIL 3 1997  APR 03, 1997</td>
</tr>
<tr>
<td>Are you adding 'APR 03, 1997' as a new APPEAL TRANSACTION DATE (the 1ST for this DENIAL NUMBER)? No// Y (Yes)</td>
</tr>
<tr>
<td>APPEAL TRANSACTION STATUS: ??</td>
</tr>
<tr>
<td>Choose from:</td>
</tr>
<tr>
<td>APPEAL PENDING</td>
</tr>
<tr>
<td>PAID WITH ADDITIONAL MONEY</td>
</tr>
<tr>
<td>REVERSED AFTER APPEAL</td>
</tr>
<tr>
<td>UPHELD AFTER APPEAL</td>
</tr>
<tr>
<td>APPEAL TRANSACTION STATUS: REVERSED AFTER APPEAL</td>
</tr>
</tbody>
</table>

Figure 3-3: Editing an appeal (steps 7-8)

9. Type the appeal level at the “Appeal Level:” prompt. Type ?? for a list of available options.

10. Type the date the appeal was resolved at the “Appeal Resolve Date:” prompt.

11. Type any comments relating to the appeal (50 characters max) at the “Appeal Comments:” prompt.

12. The system will then display the updated patient’s CHS denial document information.
### 3.2 Denial Status Edit (DSE)

This option allows you to edit the status of a denial document. You have the option of Reversing, Canceling, or Activating the denial.

If you use the appeal menu to Reverse a denial then the Denial status will be updated accordingly. This option corrects unintentional cancels and reactivates the appeal.

**Note:** When the denial is active it means it is still upheld as a denial.

#### Editing a denial status

1. Type **DSE** at the “Select Denial Appeal Status Menu Option:” prompt.

2. Type the denial number or patient number at the “Enter the Denial Number or Patient:” prompt. The system will display the patient’s information.
3. Press the Return key at the “Is This Correct?” prompt if the patient information is correct. The system will then display the patient’s CHS denial document information.

4. The system will display the status of the appeal.

```
CONTRACT HEALTH MGMT SYSTEM
DEMO TRIBE HEALTH CLINIC
Denial Appeal Status Menu

DAE    Appeal Status Edit
DSE    Denial Status Edit

Select Denial Appeal Status Menu Option: DSE Denial Status Edit

CONTRACT HEALTH MGMT SYSTEM, 3.1
DEMO TRIBE HEALTH CLINIC
Denial Status Edit

Enter the DENIAL NUMBER or PATIENT: 000-OANY-2 ISS: 03/10/1997 SRV: 02/24/1997

You have chosen denial document 000-OANY-2

JONES, DEMO
BOX 1234
UNSPECIFIED OK 74027

Date of service Feb 24, 1997

Is this correct? YES// [RET]

THE STATUS OF THIS DENIAL IS ACTIVE
```

Figure 3-5: Editing a denial status (steps 1-4)

5. Type YES at the “Do You Want To Edit The Denial Status?” prompt.

6. Type C (Cancel), R (Reverse), or A (Activate) at the “Cancel, Reverse or Activate this denial? (C/R/A):” prompt.

7. The system will then prompt you to confirm your selection by typing YES at the “Are You Sure You Want To (your selection) This Denial? (Y/N)?” prompt.

8. The system will confirm that you have Canceled, Reversed, or Activated the denial.

9. Type any comments at the “CHS Office Comments:” prompt. When you are done typing comments, press the Escape key to exit and then press the Return key at the “EDIT Option:” prompt.

11. Type another denial number or patient number at the “Enter the Denial Number or Patient:” prompt or press the Return key to exit this option.

DO YOU WANT TO EDIT THE DENIAL STATUS? NO// YES

Cancel, Reverse or Activate this denial? (C/R/A): R

Are You Sure You Want To Reverse This Denial?

The status change will be recorded

Are You Sure You Want To Reverse This Denial? (Y/N)? NO// YES

Now Reversing Denial Number 000-OANY-2

Completed

Enter Notes

CHS OFFICE COMMENTS:

1>REVERSED BY UNIT CHSO

2> [ESC]

EDIT Option: [RET]

DO YOU WANT TO EDIT THE APPEAL STATUS? NO// [RET]

Figure 3-6: Editing a denial status (steps 5-11)

3.3 Send Approval Message to FI (FIM)

Use this option to eliminate the need for paper authorizations being sent to the Fiscal Intermediary (FI) for particular services such as sterilizations and other procedures in support of direct care. Upon issuing a purchase order authorization, you should use this option to send the approval via the Electronic Purchase order transmission to the FI. This option should be used immediately after issuing the purchase order.

Sending an approval message

1. Type DOC at the “Select Contract Health System Option:” prompt.

2. Type FIM at the “Select Document Generation Option:” prompt.
Figure 3-7: Sending an approval message (steps 1-2)

3. Type the document number at the “Select Document:” prompt. The system will display the document information.

4. Press the Return key to accept the default entry of YES at the “Do you want to send a EPO approval message to the FI?” prompt.
5. Type your message at the “CHS-FI Messages:” prompt. You can type ?? for a list of available options.

6. The system will then redisplay the document with the added approval message.

7. You may type another message at the “Do you want to send a EPO approval message to the FI?” prompt or type NO to exit this option.
4.0 Patch 5

X12 Transaction 278 Processing Option
Patch 5 of the Contract Health System addresses issues related to recent HIPAA Title II requirements. To meet these requirements, this patch implements the X12 transaction set 278 for HIPAA transaction set compliance.

To manually send a 278 transaction:

1. Type DOC at the main CHS menu.

2. Type 278O (capital “o”) at the “Select Document Generation Option:” prompt.

3. Type 278O (capital “o”) at the “Select X12 Transaction 278 Processing Option:” prompt.

4. Follow the prompts as they appear on your screen.

---

CONTRACT HEALTH MGMT SYSTEM
DEMO HOSP
X12 Transaction 278 Processing

278O Manually Send a 278 Trans

Select X12 Transaction 278 Processing Option: 278O Manually Send a 278 Trans

Device: 76 Job no.: 21 Unix Device: /dev/pts/12 [UCI,VOL]: PRD,DSD

CONTRACT HEALTH MGMT SYSTEM, 3.1
DEMO HOSP
Manually Send a 278 Trans

Select Document: 1-00001 08-27-01 CANCELED 1

<table>
<thead>
<tr>
<th>TRANS NUM</th>
<th>DATE</th>
<th>TYPE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aug 27, 2001</td>
<td>I</td>
<td>3,000.95</td>
</tr>
<tr>
<td>2</td>
<td>Aug 27, 2001</td>
<td>CF</td>
<td>3,000.95</td>
</tr>
</tbody>
</table>

Select a transaction: (1-2): 1
Proceed with the send of the Outbound 278? Y// Y

Figure 4-1: Patch 5 changes
5.0 **Contact Information**

If you have any questions or comments regarding this distribution, please contact the ITSC Help Desk by:

**Phone:** (505) 248-4371 or (888) 830-7280

**Fax:** (505) 248-4199

**Web:** [http://www rpms.ihs.gov/TechSupp.asp](http://www rpms.ihs.gov/TechSupp.asp)

**Email:** ITSCHelp@mail.ihs.gov