RESOURCE AND PATIENT MANAGEMENT SYSTEM

Contract Health Management Information System

Announcement and Agenda

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1.0 General Information

1.1 Purpose of Training

The course encompasses one day of instruction and includes demonstration, participant exercises and time for questions. The CHS/MIS module is a facility-based automated document and fiscal management system for the IHS Contract Health Services Program. The CHS/MIS is a fully integrated component of the RPMS and utilizes shared data files for patients and vendors. The system generates authorizations for payment for CHS and maintains a current record of all committed CHS Funds obligated and/or paid to date. CHS/MIS automates document preparation functions including document generation, printing and approval for payment. The application provides for electronic communication of authorization information to the National Data Center and Fiscal Intermediary located in Albuquerque, NM.

1.2 Prerequisites

None

1.3 Intended Audience

This training is intended for any IHS, Tribal, and Urban (I/T/U) personnel to use the functions of the Contract Health Services Management Information System as a beginner or intermediate user.

1.4 Course Material and Reference

1.4.1 At the IHS RPMS FTP Site

The following materials may be downloaded from the RPMS Training FTP site at:
ftp://ftp.ihs.gov/pubs/rpms-training/CHMIS/

- Agenda (this document)
- CHS Training Manual
- Training Updated (Power Point)
- CHS Data Flow (Power Point)

1.4.2 At the IHS RPMS Website

CHS User Manual
http://www.ihs.gov/RPMS/PackageDocs/ACHS/achs031u.pdf

CHS v310_Patch 21 Addendum to User Manual
http://www.ihs.gov/RPMS/PackageDocs/ACHS/achs0310.21o.pdf

2.0　　**Learning Objectives**

1. Identify the components necessary to generate a Contract Health purchase order in the CHS/MIS software application

2. Add a vendor to the Vendor File

3. Create and cancel Contract Health Service documents

4. Set up and use electronic signature to approve CHS documents

5. Display CHS documents on your terminal screen

6. Manually process and post a payment to a CHS document

7. Manually apply a payment adjustment to a CHS document

8. Create a CHEF case for a patient

9. Explain the process for closing the Document Control Register in CHS/MIS

10. Explain the process for preparing and exporting CHS/MIS data to the Area office

11. Identify and display specific CHS/MIS reports

12. Process Denial and Unmet Need Contract Health Service Documents

3.0   Detailed Agenda

3.1   Day 1

Topic	Duration
Welcome: • Introductions • Review Agenda and Training Materials	15 min.
CHS/MIS Overview	15 min.
CHS Document Generation Components • Patient Registration • Vendor File • CAN, Cost Center, Service Class Codes, Document Control Register Account Numbers • Positive Balance (Add/Update Allowance) • Parameter Set-Up • CHS to PCC Link	30 min.
Add a Vendor	30 min.
Break	15 min.
Document Generation • Initial Document – Issuing a Purchase Order • Supplement a Purchase Order • Special Blanket Obligations • Cancel Obligations (Partial & Complete) • Special Local Obligations	60 min.
Electronic Signature • Add/Edit Electronic Signature Parameters • Add/Edit Electronic Signature Officials • Applying Electronic Signature (Authorizing & Ordering) • Electronic Signature Reports	30 min.
Lunch	60 min.
Display Documents • Display Individual CHS Documents • Display All Data for a CHS Document	15 min.
Pay/Edit Options • Pay Documents • Entering Medical Data for Paid Documents • Enter/Edit EOBR Medical Data • Enter a Document Action	60 min.
Payment Adjustment	30 min.
Break	15 min.

Topic	Duration
Catastrophic Health Emergency Fund (CHEF) • Add/ Edit/ Delete CHEF Cases • Print a CHEF Request • Search for CHEF Cases	30 min.
Denial/Unmet Needs • Enter New Unmet Need (UMN) • Denial of Services (DENA) • Cancel Unmet Need (CAN) • Cancel Denial Document (CAN) • Print Unmet Need Letter (PRT) • Print Denial Letters and Fact Sheets (DEN) • Unmet Needs Report (REP) • Denial Reports	60 min.
Reports • Documents Status Report • Expenditure Report • Document Summary Report • CPT/REV FileMan Report • Optional Comments Report • Service Class Report • Vendor Usage Report	45 min.
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