

HIS SUBMISSION QUICK REFERENCE GUIDE

February 2021

Table of Contents

PENDING APPROVAL	3
EXPORT READY	4
EXPORT HISTORY	4
HELP CENTER.....	5

HIS EXPORT MANAGER

Home/HIS Export Manager

Search for documents in each tab by Patient Name, date range or HIS Export Type.

PENDING APPROVAL - Where the reviewer will review and make changes to the HIS as needed. Reviewers can sign in Z0400 for any changes made as well as approve the HIS and sign in Z0500 that the HIS is completed.

The dots next to each line represent timing of when HIS is due. ● ● ●

Green = More than 5 days remaining

Orange = 5 to 1 days remaining

Red = 0 days remaining or overdue

Review HIS

If a file contains inconsistencies, a blue badge will appear displaying the number of inconsistencies in the document.

1. Select **Edit**.
2. The banner at the top of the screen shows inconsistencies, errors and/or warnings. Use the arrows to review each section that has been flagged.
3. Update documentation.
4. Select **Check Again** to re-run the HIS scrubber.
5. Select **Save** to keep changes.

Approving HIS

- Select **Approve** hyperlink to individual HIS. If any changes were made HIS scrubber runs automatically and cannot be approved with errors.
 - Enter Signature Date.
 - Select electronic signature check box.
 - Select **Complete**.
- A HIS document can be approved with inconsistencies.
 - Select **Approve**.
 - Select electronic signature check box.
 - Select **Complete Without Updating**.
- Approve multiple HIS documents.
 - Select the check boxes.
 - Select **Approve Selected**.

After the HIS is approved, it will be moved to the **Export Ready** tab.

EXPORT READY - Where all HIS awaiting export are located. Users can create export files of individual files or perform a bulk submission. Selecting the **Patient** name goes to patient chart.

1. Select **Generate HIS File** to download files on the user's computer.
2. Submit the HIS per organization guidelines.
3. Return to this page and select **Mark as Exported**.
 - a. Generate multiple HIS files or mark multiple as exported by selecting the check boxes on the left side of the page.
 - b. Select **Selected as Exported** or **Generate HIS File**.

Update Status

1. **Select Update Status.**
2. Choose from Pending Approval, Export Ready, Exported, Accepted or Rejected.
3. Select **Update**.
 - a. Change multiple HIS status by selecting the check boxes on the left side of the page.
 - b. Select **Update Status**.

NOTE: The countdown for submission is 30 days after the admission or discharge date.

EXPORT HISTORY - Where users can mark if a HIS was rejected, accepted, and be able to create modifications or inactivate a HIS.

1. Select **Generate Cancel, Make a Correction** or **Update Status** hyperlinks to make updates to individual HIS.
2. Update multiple by selecting check boxes on the left side of the page, then select one of the **Generate Cancel, Make a Correction** or **Update Status** buttons.

HELP CENTER

A great resource that is available 24/7 is our Help Center. It is a place to get answers to frequently asked questions or watch videos on all our Axxess products. Our Help Center can be accessed by selecting *Help/Help Center* or <https://www.axxess.com/help/>

