HIS SUBMISSION
TRAINING MANUAL

March 2022
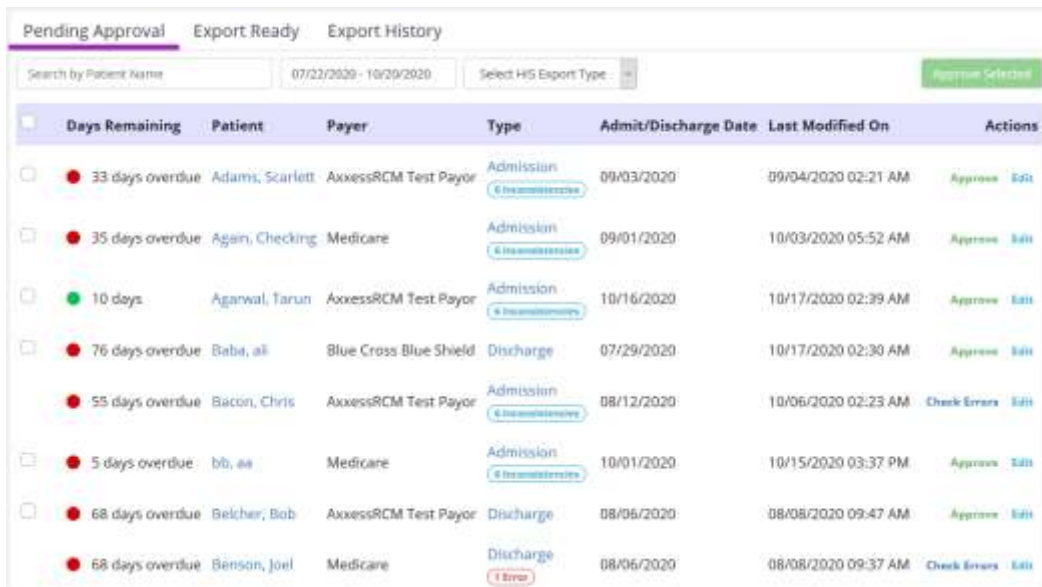
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MENU

Home/HIS Export Manager

Users can manage the exporting of HIS documents from the **Pending Approval**, **Export Ready** and **Export History** tabs.

In each tab, search for patients by their name in the search bar, change the date range of HIS by selecting the date range bar, choose the HIS export type or the branch (if more than one).

PENDING APPROVAL

Where the reviewer will review and make changes to the HIS as needed. The reviewer will be able to sign in Z0400 for any changes they make, as well as be able to approve the HIS and sign in Z0500 that the HIS is completed. After the HIS is approved, it will be moved to the **Export Ready** tab. Admission HIS will have a countdown for approval of admission date + 14 days, and the Discharge HIS will have a countdown for approval of discharge date + seven days.

The dots next to each line represent timing of when HIS is due. 🟢 🔴 🟠

- Green = More than five days remaining
- Orange = Five to one days remaining
- Red = Zero days remaining or overdue

Each line will show the days remaining, patient name (selected will go to patient chart), payer, type (selected will go to HIS), admit/discharge date and last modified on. The Action column hyperlinks allow users to **Approve, Check Errors** or **Edit** the HIS.

Review HIS

If a file contains inconsistencies, a blue badge will appear in the Type column displaying the number of inconsistencies in the document. Warnings will be displayed with an orange badge with the number of warnings shown.

Select **Edit** to open the document. A blue banner at the top of the screen will show inconsistencies, errors and/or warnings in the file. Use the arrows on the right side of the banner to review each section of the document that has been flagged.

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Update the documentation as needed to correct any inconsistencies, warnings or errors. Select **Save** to save your changes or **Cancel** to return to the HIS Export Manager without saving changes. Select **Check Errors** at any time to re-run the HIS scrubber.

Approving HIS

Once the documentation has been reviewed and all necessary changes have been made, select the **Approve** hyperlink to approve the HIS file. If any changes were made to the document, the HIS scrubber will run again to check for any new or remaining inconsistencies, warnings or errors. The system will require users to correct any errors before approving an HIS file. The system will not require users to correct inconsistencies or warnings before approving an HIS file.

To approve an HIS file without correcting inconsistencies/warnings, enter a signature date and time then select the sign checkbox. To complete, select the **Complete Without Updating** button. Select **Return** to navigate back to the flagged areas and make corrections in the documentation before approving the file.

Approve multiple HIS documents by selecting the check box(es) on the left side of the page and then select the **Approve Selected** button in the top right.

EXPORT READY

Where all HIS awaiting export are located. The countdown for submission is 30 days after the admission or discharge date. Users can create export files of individual files or perform a bulk submission. Once the files are downloaded into the appropriate format, they are found in downloads folder on the user's computer. From there, submit the HIS per organization guidelines and then return to this page to mark HIS as submitted.
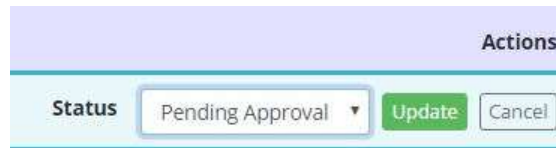

Each line will show the days remaining, patient name (selected will go to patient chart), payer, type, admit/discharge date and approved date. The Action column hyperlinks allow users to **Mark as Exported** or **Generate HIS File**.

Select the **Update Status** hyperlink and choose to update to the following statuses:

- Pending Approval - Select this option to move the file to Pending Approval where information in the file can be updated. Once ready, the file can then be approved to Export Ready status.
- Export Ready - Select to move the file to Export Ready where an .xml file can be generated for submission to CMS. Once ready, it can be marked as Exported.
- Exported - Select to move the file to Export History in Exported status to indicate that the file has been submitted to CMS.
- Accepted - Select to move the file to Export History in Accepted status to indicate the file has been accepted by CMS.
- Rejected - Select to move the file to Export History in Rejected status to indicate that the file has been rejected by CMS.

Once a status is selected, select the green **Update** button. Confirm the action by selecting **Yes, Change**. Select **No** if selected by mistake.

Mark multiple HIS documents as exported, generate multiple HIS files or their statuses by selecting the check box(es) on the left side of the page and then select the **Mark Selected as Exported**, **Generate HIS File** or **Update Status** button in the top right.

EXPORT HISTORY

Once the organization receives the file indicating if it was approved or rejected, users can update the status by selecting the **Update Status** hyperlink in the Actions column. Users can also create correction or cancellation files by selecting **Make a Correction** and **Generate Cancel** hyperlinks in the Actions column.

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Select the check box(es) on the left side of multiple rows and select the **Update Status** button in the top right to update statuses in bulk.

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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/

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