

## **CHECKLIST FOR RECONCILING EDIT ERROR REJECTIONS ON FEEDBACK REPORTS**

For use by all facilities in Idaho, Illinois, Mississippi, Montana, and Oregon.

Obtain the following materials:

- Edit Error Report
- Spec Layout for file format being used – found in the Data Coordinator Manual or File Format Guide
- Actual file submitted by your facility
- UB-04 or HCFA 1500 billing form from your internal system

Information to verify:

- Facility system is mapping all data elements as required in the specs
- Data is in correct position within the file record as required in the specs
- Content of the data is keyed correctly
- For 837 Format, all segments are populated correctly per specs
- Coding is up to date in facility system, per UB-04 or HCFA 1500 guidelines
- Test data are utilizing the correct discharge dates

Viewing your file:

- Manual viewing and space counting can be done on paper
- Preferred method is to use an editor software tool
- If your facility does not have editor software:
  - o For Expanded Flat File Format, EditPlus is obtainable at [www.editplus.com](http://www.editplus.com) for a minimal cost. There is also a trial version that is offered on this site.\*
  - o For 837 File Format, inquire with your IT Staff or Vendor for the best software to use.

Reviewing process:

- From the Edit Error line item in question, identify the Patient ID
- From the spec layout, identify the Data Element/Segment and Position for each of the following:
  - o Patient ID
  - o Data Element that is in error per the Edit Error Report
- From the view of your raw data file, locate the position of the following:
  - o Patient ID
  - o Data Element in error
- Compare the position and content of these fields between your raw data file and the required file format per the specs

Resolution tips:

- If the data field is populated in your internal system but NOT in the file, this is a mapping issue requiring IT assistance
- If the data field in your system is unpopulated or incorrectly entered, this is either a system issue or a mis-key error. This requires either IT assistance or correction of keyed information by whoever entered the field contents.
- If all data is populated, but out of date, review the spec layout, definitions, instructions, and reference charts in the most recent version of the Manual or Guide. Re-enter data according to current standards.
- For further assistance, please contact your IT staff, vendor, or state agency as applicable.
- Upon correction of all errors, resubmit the records or files to COMPdata.

\*COMPdata is in no way affiliated with or endorsing the use of EditPlus editor software. This information is provided solely for customer convenience.