



PLEASE USE THE FORWARD  
ARROW AND BACKWARD ARROW  
KEYS ON YOUR KEYBOARD TO  
NAVIGATE THROUGH THE SELF  
TUTORIAL

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ONLINE COUNT ENTRY  
DATA COORDINATOR TRAINING  
SELF TUTORIAL PART 2

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## OBJECTIVES

- What are Discharge Case Counts?
- Benefits and Information
- Accessing System
- Web Page Header Information
- Inpatient Count Entry
- Outpatient Count Entry
- Exiting the System
- Count Submission Reminders

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## WHAT IS A MONTHLY DISCHARGE CASE COUNT?



- Numeric Figure Representing Patient Volume
- Calculate Figure for Each Month
- One Count Figure for Inpatient
- Separate Outpatient Counts According to the Number of Categories Required for Your State
  - ❖ Outpatient Category Specs are Listed in Data Coordinator Manual
- E.g. 100 Inpatient Discharges Last Month Total
- E.g. 50 Outpatient Surgery (OS) Cases, 30 Emergency Dept. (ED) Cases and 20 Observation Care (OC) Cases Last Month
- Reported Monthly Via Online Entry

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## WHY DO WE NEED THESE NUMBERS?



- The Case Count is Entered in the System as the Benchmark for How Many Cases You Say You Had the Previous Month
- We Use the Count Values to Determine How Many Cases We Should Receive in Your Patient Data Files
- The Volume Count Figure is Compared to the **Error Free** Cases Sent in Your Patient Data Files
- Discharge Percentage Loaded/Accepted is Calculated as Follows: Error Free Cases Accepted into Database Divided by Monthly Reported Counts
  - ❖ E.g. 100% Accepted Data or Less
  - ❖ Have You Met Your State's Minimum Compliance %? – Listed in Data Coordinator Manual

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## BENEFITS AND INFORMATION

- Allows Data Coordinators to Enter and Adjust Counts as Needed
- Enter Counts Monthly, but Can Adjust Until Final Close Date
- No "Middle-Man" Reduces Chance for Errors
- Once Entered, Counts are Immediately Available in Database

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## COUNT SUBMISSION REMINDERS

- Count Bucket Specs for What Qualifies in Each Outpatient Category Follow Individual State Requirements
  - ❖ See the First 15 Pages of the Data Coordinator Manual for Your State's Requirements
- Submit According to State Guidelines
  - ❖ IL Counts Due by State Mandate Within 30 Days After End of EVERY Month – Corrections Close 5 Days Prior to Quarterly Data File Close Date
  - ❖ All Other States' Counts Close on Same Date as Data Files – MS Exempt from Counts
    - However, Monthly Submission Preferred by State Organizations
- Values Freeze at End of Day on Close Date Deadlines
- No Adjustments After Closed



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## NEXT STEPS



- Submission of Data Files and Counts is Now Complete
- Feedback Reports Must be Retrieved
  - ❖ See Self Tutorial Part 3
- All Feedback Reports Must Be Used to Correct Errors and Ensure Data Quality
  - ❖ See Self Tutorial Parts 4 & 5
- Ad Hoc Report Online Creation
  - ❖ Self Tutorial Part 6

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## RESOURCE REMINDERS

- Technical/Functional Inquiries: [ubhelp@ihastaff.org](mailto:ubhelp@ihastaff.org)
- Training Questions: [compdataedu@ihastaff.org](mailto:compdataedu@ihastaff.org)
- General Info and Links to All Systems: [www.compdatainfo.com](http://www.compdatainfo.com)
- Tools and Aids: <http://www.compdatainfo.com/datacollection/tools.html>
- Helpline: 800/634-4248




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[UBHELP@IHASTAFF.ORG](mailto:UBHELP@IHASTAFF.ORG)

800/634-4248

**QUESTIONS ???**

SUGGESTIONS ???

**CONCERNS ???**

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