

GETTING STARTED:

Website to Use:

- ✓ Click on <http://www.compdatainfo.com> to access the website
- ✓ Click on Data Submission Services
- ✓ Click on your State, Administrative Data
- ✓ Click on "Login"

Data Submissions System -

Login

- ✓ Enter your user ID and password

Data Requirements:

- ✓ File > 50MB or multiple files must be zipped
- ✓ Flat and 5010 files can combine inpatient and outpatient records in the same file

HOW TO PROCEED:

STEP 1: Upload Data

- ✓ Left side screen is the "Navigator Bar" – contains all buttons needed for the submission process
- ✓ Click on Upload Data

Upload Data

- ✓ All files will be sent to Production
 - ◇ Important Note: If you indicate "this is a test file", the file will process after hours
- ✓ Click the "Browse" button
- ✓ Select the file you wish to upload
- ✓ Click the "Upload" button
- ✓ Production files will process during the day in the order that it was received
- ✓ Successful upload confirmation number will appear at the bottom of the screen
 - ◇ Record this number for tracking purposes
- ✓ The confirmation number is your tracking number, called a Batch ID
- ✓ You will be notified by email when your file has processed

STEP 2: View Status

- Navigator Bar – Click on View Status

View Status

Part 1:

- Top of screen – Data Submission Summary
 - ◇ Enter your counts for the respective months
 - ◇ Click on “Save” and your percentage (%) accepted will populate

Part 2:

- The bottom of the screen – Data Submission Status

Data Submission Status								
Batch ID	Received	Low Date	High Date	IP Records	OP Records	Status	Delete	Test

- Batch ID – the internal tracking number assigned to each file uploaded
 - ◇ The Batch ID is the confirmation number you received at the time of submission. Click on the Batch ID to review the batch details
- Received – date the batch was received by COMPdata
- Low date/high date – the discharge date range submitted in the file
- IP Records/OP Records – numeric value showing record count
- Status – Loaded, Pending, and Deleted
- Delete – a link that allows you to remove a complete batch (file) from the database and all feedback reports associated with the batch
- Test – Yes or No

STEP 3: Download Reports

- Navigator Bar – Click on Download Reports

Download Reports

- This section contains all feedback and user generated reports
- Click on the report you wish to review
 - ◇ **Edit Detail Report** – displays information about any record in which a fatal and/or warning error has been detected
 1. Error summary report (part 1) provides a summary of your errors, showing them as Fatal (F) or Warning (W)
 2. Error Detail report (part 2) shows each individual record that contains a fatal error and all errors for that record

Important note:

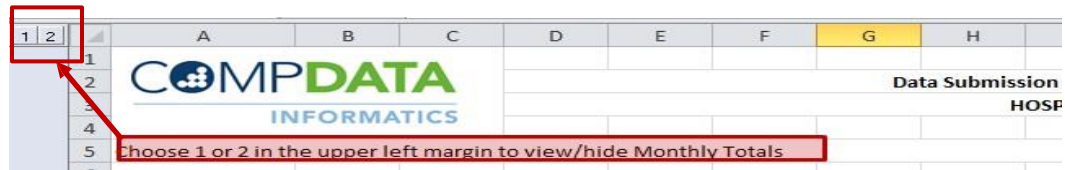
The edit detail report is cumulative by quarter and is updated upon the processing of each file and/or manual correction. The errors will remain on the report until corrected. The report is automatically removed after the quarter is closed.

Data Submission Step by Step Guidelines

- DSVR-DQSR is an Excel spreadsheet; your choices are at the bottom of the page (displayed below):



- DSVR** – displays quarterly totals for the year
 - ◇ To see monthly or quarterly, click on:
 - Box 1 = quarterly totals
 - Box 2 = monthly totals



- AdHoc Reports** are located in **Download Reports** after you create a report

STEP 4: UB Claims Review

- Navigator Bar – click on UB Claims Review to display a list of accounts that received a fatal error and to make online corrections

UB Claims Review

- Your state and facility will display
- Select Patient Type from the drop down arrow
- Select the Quarter from the drop down arrow
- Click on Build Index

STEP 5: AdHoc Report

- Navigator Bar – click on AdHoc Report to create a quarterly report of records that have successfully loaded and/or an error report

AdHoc Reports

Part 1:

- Your state and facility will display
- Select Patient Type from the drop down arrow to create the loaded records report
- Select the Quarter from the drop down arrow
- Click on Submit

Part 2:

- Select the Quarter from the drop down arrow to create the error report
- Check All Errors, All Fatal Errors or Error Number(s) to create an error report
- Click on Submit
- The AdHoc report you have requested will be found in Download Reports

STEP 6: Change Password

- ✓ Navigator Bar – click on Change Password and follow the instructions to change your password

Change Password

STEP 7: Resources

- ✓ Navigator Bar – click on Resources

Resources

- ✓ The resources provide a library of printable information and guidelines to help facilities to effectively manage their COMPdata data coordinator duties

If you have questions, please contact customerservice@team-iha.org call 866.262.6222.