

Key User Web Conference Call

Learning the Flagged Field
Report
January 28, 2010

Introduction

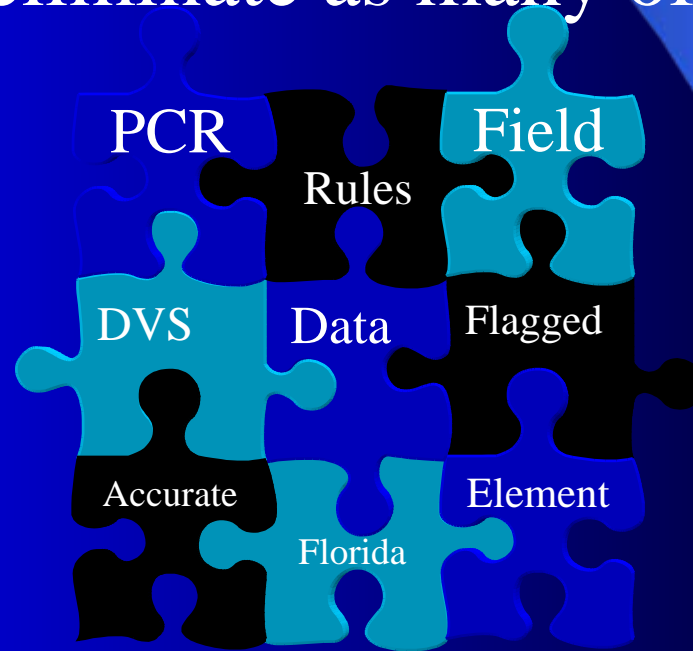
- We will review the flagged field report produced by the system after a file is submitted.
- By the end, you should be able to read the report and identify the errors.

Agenda

- Overview of the Submission Status Page
- View and Download Report
- Review Data found on the Report

Overview

- Understanding the report and why those fields were flagged.
- The purpose is to eliminate as many of the errors as possible.



Submission Status Page Overview

- Batch Information – details about your submission
 - Original File Name – The name of your file
 - Batch Identifier – a unique id assigned to a file when picked up from the sFTP account
 - Date File Received – The date the file is processed

Submission Status Page

- Demographic Information
 - If a demographic file is submitted then it will have information about flagged fields
 - If no demographic file is submitted the it will have “None”

Submission Status Page

- Event Information
 - Total Records with Out Flags
 - Total Records with Flags
 - Total Records Submitted
 - Data Quality Score

Submission Status Page

- Top 5 Flagged Fields
 - List of top 5 flagged fields with in this batch
 - Gives a snapshot of the biggest issue with this file

Submission Status Page

- Acknowledgement
 - Each File must be acknowledged
 - Lets us know that you have looked that the Submission Status page and aware of your flags

View and Download Report

- Accessing Report

- It is recommended that you have excel or a spreadsheet program
- There are two locations to link to the report
- You can Open or Save the file.

Review Data on the Report

- The report has the following columns
 - Patient Care Report Number
 - Element Name
 - Element Description
 - Error Description

Review Flagged Field Report

- The error description will correspond back to validation rules section in the data dictionary
- Use both to identify why that element was flagged.

Tips and Suggestions

- If there is one field that is constantly being flagged:
 - Check your software configuration
 - Add a closed-call rule if possible
 - Contact your software vendor for a solution
 - Consider training on that particular field
- All other errors will be user entry

Summary

- The flagged field report lets you gauge the completeness of your reports.
- Allows you see what your software is not capturing correctly.
- Allows you to identify areas where training might be necessary.
- The target Data Quality Score is 90% or higher for each submission.

Questions

