

# HIDI Data Submission Instructions (Part II)

## ONLINE PATIENT RECORD CORRECTION

HIDI offers an online correction tool. This tool is useful if your hospital does not resubmit data to HIDI once the initial submission has been sent. Otherwise, corrections made through the online tool will be overwritten by erroneous data within your billing system. We encourage submitters to do corrections within their own system and then delete their batches and resubmit updated files to HIDI.

## STATUS PAGE

On the Status page, click the "Correct" link under the **Q2 18** heading

The screenshot shows the HIDI web interface. At the top is a blue navigation bar with the following items: HIDINet, Upload, Status (circled in red), Reports, Data Submissions, and Documentation. Below the navigation bar is a table titled "WV999999 - WV Test Hospital, WV City, WV". The table has columns for "Monthly IP Records", "Monthly OP Records", "IP Error Rate", and "OP Error Rate". Each of these columns is further divided into three sub-columns. The rows represent quarters from Q118 to Q419. The "IP Error Rate" for Q118 and Q218 is 100, while for all other quarters it is 0. The "Correct" link in the Q318 row is circled in red.

	Monthly IP Records			Monthly OP Records			IP Error Rate	OP Error Rate	
Q118	0	0	0	0	0	0	100	0	Correct
Q218	139	156	149	0	0	0	100	0	Correct
Q318	0	0	0	0	0	0	0	0	Correct
Q418	0	0	0	0	0	0	0	0	Correct
Q119	0	0	0	0	0	0	0	0	Correct
Q219	0	0	0	0	0	0	0	0	Correct
Q319	0	0	0	0	0	0	0	0	Correct
Q419	0	0	0	0	0	0	0	0	Correct

When the link is clicked, the error list displays. Click the drop-down list to select either Inpatient or Outpatient errors.

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## ERROR CORRECTION LIST

Click the Patient Acct. No. to access the "Error Corrections" screen.

Select Patient Type  
Inpatient

<< < 1 2 3 4 5 > >>

Patient Acct. No. ⚡	Med. Rec. No. ⚡	Admit Date ⚡	Discharge Date ⚡	Error Number ⚡
<a href="#">ACCT0000002</a>	MR0000002	5/23/2018	6/6/2018	1301-Principal DX POA is missing
<a href="#">ACCT0000003</a>	MR0000003	6/2/2018	6/4/2018	4101-Bill type is missing
<a href="#">ACCT0000004</a>	MR0000004	6/27/2018	6/29/2018	403-Payer 2 is invalid
<a href="#">ACCT0000005</a>	MR0000005	5/3/2018	5/5/2018	402-Primary payer is missing
<a href="#">ACCT0000006</a>	MR0000007	6/2/2018	6/9/2018	1304-Other DX 1 POA is missing
<a href="#">ACCT0000008</a>	MR0000008	5/22/2018	5/27/2018	1002-Patient disposition is missing
<a href="#">ACCT0000009</a>	MR0000009	3/29/1970	5/31/2018	3301-Patient SSN is missing
<a href="#">ACCT0000010</a>	MR0000010	5/22/2018	5/24/2018	1002-Patient disposition is missing

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## ERROR CORRECTIONS SCREEN

The corrections screen displays a list of every modifiable field within the patient discharge record. The middle left of the screen displays any Informational, Warning, or Fatal errors that go with this record. To see expanded record details, click on any of the lower-left sections (Demographics, Diagnosis, Procedures, Revenue, Other Codes, Physicians and Payer). Most of the errors within the record will be highlighted as shown in the example below.

The screenshot displays the HIDI Error Corrections Screen for a patient record. At the top, there are four columns of fields: Patient Control Number (ACCT0000002), Patient Name (TAYLOR 2 SMITH 2), Bill Type (redacted), and Medicare No. (319000, redacted). Below these are Medical Record Number (MR0000002), Statement from Date (5/23/2018), Statement thru (Discharge) Date (6/6/2018), and NPI (1234567890, redacted). Action buttons include 'Save Record', 'Delete Record', and 'Back to Index'.

**Errors:**

- 1301-Principal DX POA is missing
- 1304-Other DX 1 POA is missing
- 1601-Operating physician, but no principal PX
- 2703-Operating physician reported, no principal PX
- 3303-Default patient SSN
- 4101-Bill type is missing
- 6002-Medicare number is invalid
- 6303-Facility NPI is not on file

The 'Demographics' section is expanded, showing fields for Last Name (SMITH 2), Suffix, First Name (TAYLOR 2), Middle Name, Address (TEST ADDR 2), City (TEST CITY 2), State (WV), Zip (25130), Country, Birth Date (5/10/2018), Sex (Unknown), SSN (999999999, highlighted in yellow), Admit Date (5/23/2018), Admit Hour (00 - 12:00am), Discharge Hour (09 - 9:00am), Admit Type (3 - Elective), Admit Source (9 - Informatic), Discharge Status (02 - Discharg), Acc. State, Admit Diagnosis (P961), Race (1), and Ethnicity.

Scrolling down through the record, the field in error will display highlighted in red and yellow, and the informational field will be highlighted in blue. Move the cursor over the error field and the message related to that field will display.

Make the appropriate corrections to the record and click the blue/grey "Save Record" button on the left-hand side. Click "Back to Index" to return to the Error Correction List page. Clicking "Delete Record" will remove the entire patient record from HIDI's database.

The update process will run every weeknight by HIDI. Login the following morning after corrections are keyed to view an updated Edit Detail report. This process can be repeated as often as necessary to correct errors. It is recommended that ALL errors be corrected in the source system and resubmitted. Remember, if data is resubmitted from the facility billing system and corrections were not made within, the online corrections will be overwritten with the original erroneous data.