



Health Financial Systems

User Manual

IRIS SQL Software

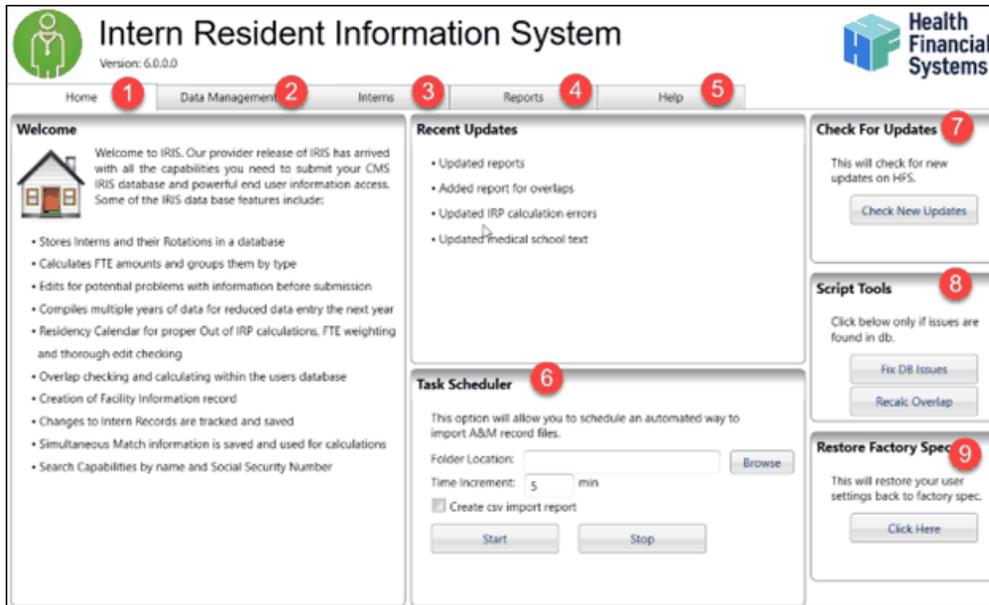
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1 Introduction - The Home Screen

This document serves as a basic overview of the system to assist in entering resident information and navigating through the system at ease. The main screen of the system shows various tabs that direct the user to the various aspects of the system. Below is a summary of the screen and the tabs:

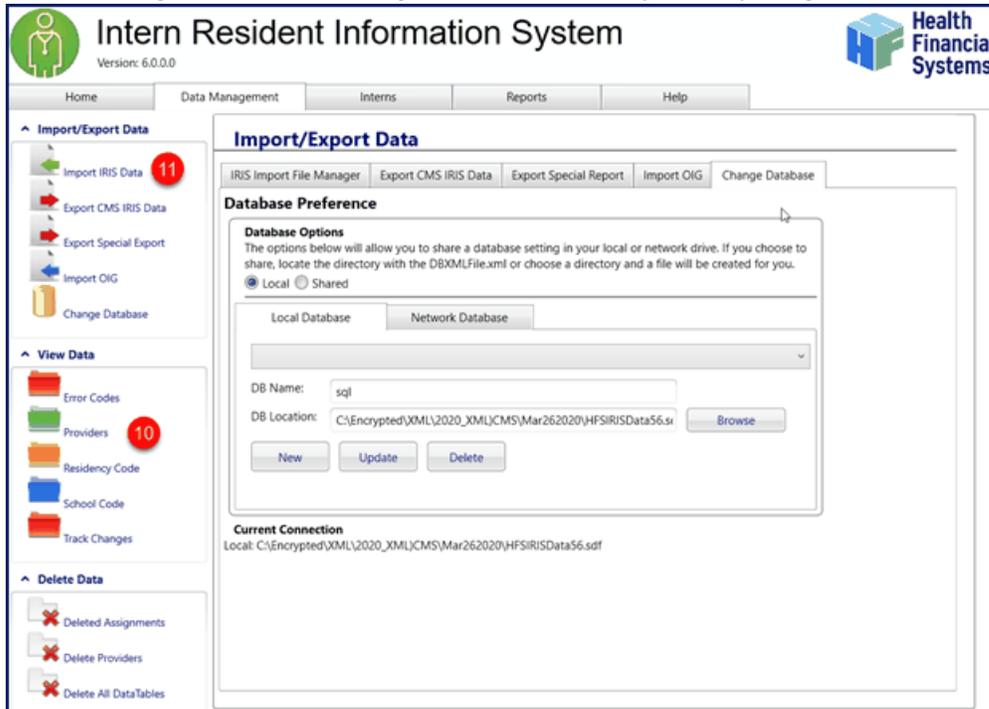


1. The Home page shows the version # at the top left side. The Task Scheduler (6) is mainly for the MACs to assist the importing of M & A files from a specific folder without doing this thru the Batch Import mode. The Check For Updates (7) will get the updates from the HFS Website. The Script Tools section (8) is used when we need to do an update to any of the tables used in the program (such as the Residency Code or Medical School tables). Normally this will be automatic on updates, but there have been times when the FTE weights are not working and running the script fixes this, you just select the “Fix DB Issues” button. The Restore Factory Spec section (9) is used rarely – we included this to fix issues when the system becomes corrupt for some reason or another.
2. The Data Management tab will be discussed in further detail later, this screen houses the ability to Import – Export data files; to identify the location of the database connected and to change or create a new database; includes the list of Providers (and FYE’s) included in the database; the list of Error Codes, Residency Codes, Medical Schools used in the system; the ability to Track Changes done in the database and the ability to Delete Data in the database.
3. The Interns tab is where you manage the FIR (Facility Information Record – this is where a provider will enter the provider name, number and FYE to populate with the entry of resident information); where you Add a new intern; and also where you will search for Interns already in the database.
4. The Reports tab is where you will go to Run the various reports, we will identify these reports later in the guide.

5. The Help tab gives you ability to look up the IRIS version with contact information for HFS (phone, email and website); and this is where you can set up specific Preferences for the IRIS system which will be discussed in detail later in the guide.

2 Getting Started - The Data Management Tab

We will now go to the Data Management tab to identify the steps to get started:



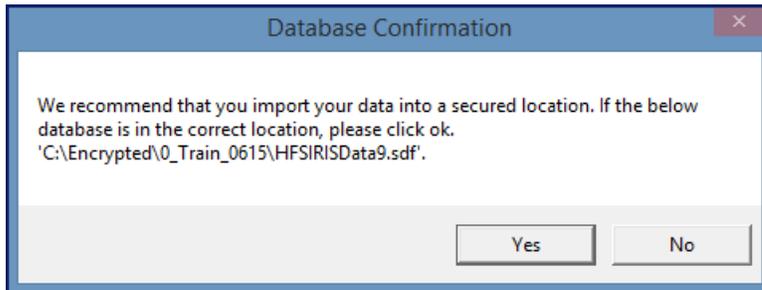
The screen above shows the Change Database screen inside the Data Management screen – this does show the current connection and if you want to switch to an existing, you select Browse and Update. If you want to create a new database, select New then Browse and select the directory where you want to create the file and then select the Save button.

If you select Providers (10), this will then show what providers and FYs that are located in the database. To begin, we always suggest selecting Import IRIS Data (11) which is shown below:

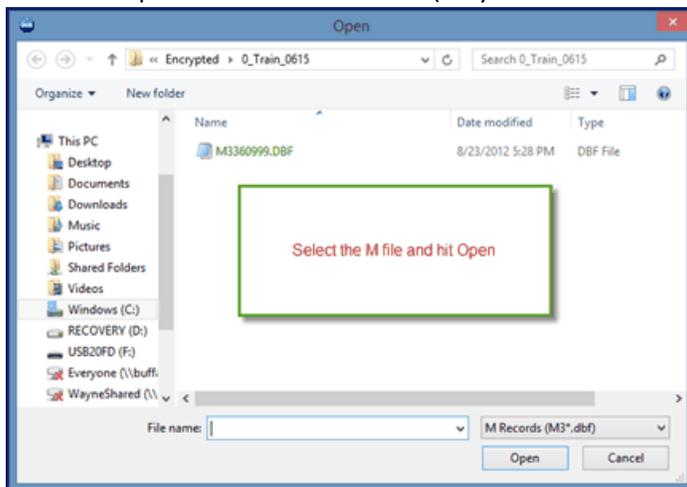


We offer 4 ways to import IRIS data into the database, Single XML File Set, Single DBF File Set,

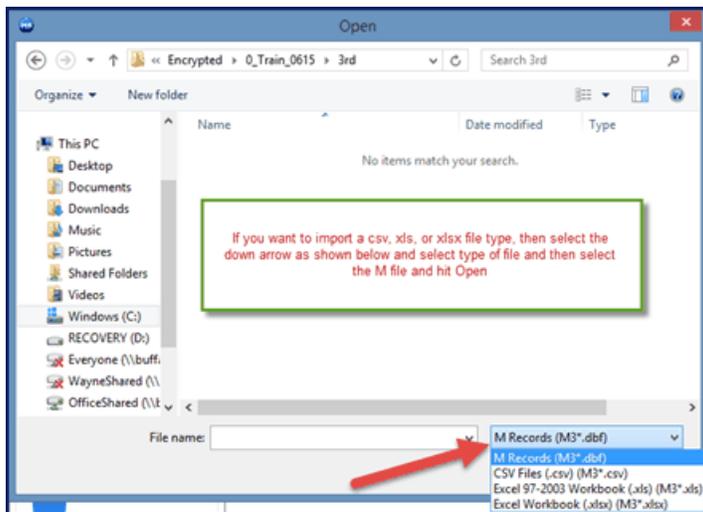
Consolidated File Set and Batch Import (mainly used by MACs when accepting cost reports). The Single XML is new for CR periods beginning on or after 10-1-21 and is to be used rather than the M & A dbf files. We do suggest new providers to import the prior year M & A files so that they will not have to key in info relating to residents used in the previous cost reporting period. When you select either to import date, you will have the following warning pop up:



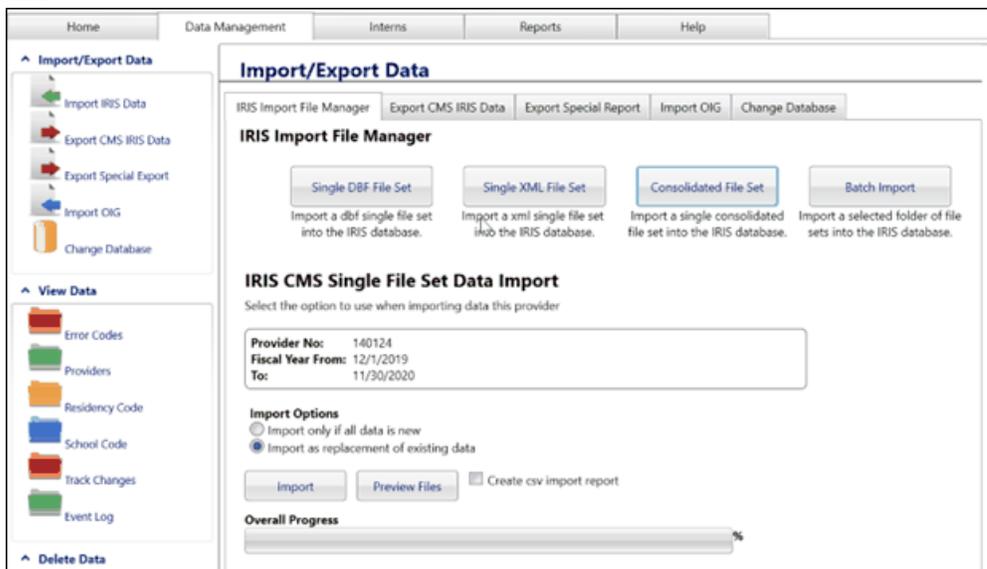
We want to ensure you confirm the database is in a secured location due to PHI. Just hit Yes to continue. Below is the screen shot of the Single File Set – it requests you to browse and select the M file – we import both the M & A files (they must be in the same directory) but only show the M file.



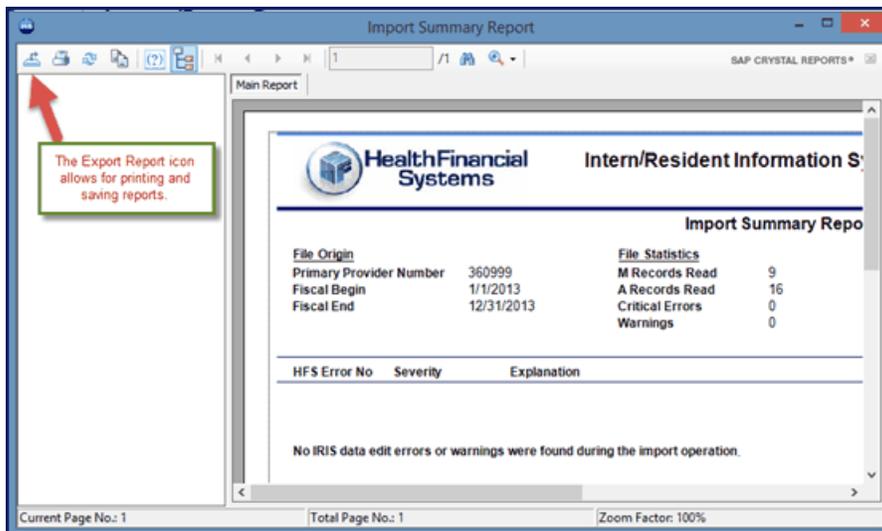
We have added the ability to also import a csv, xls, or xlsx set of files, they must also be with the same M & A Headers and formats. It is best to import csv rather than xls or xlsx. To select a file type other than the default dbf type, you will change the file type as shown below:



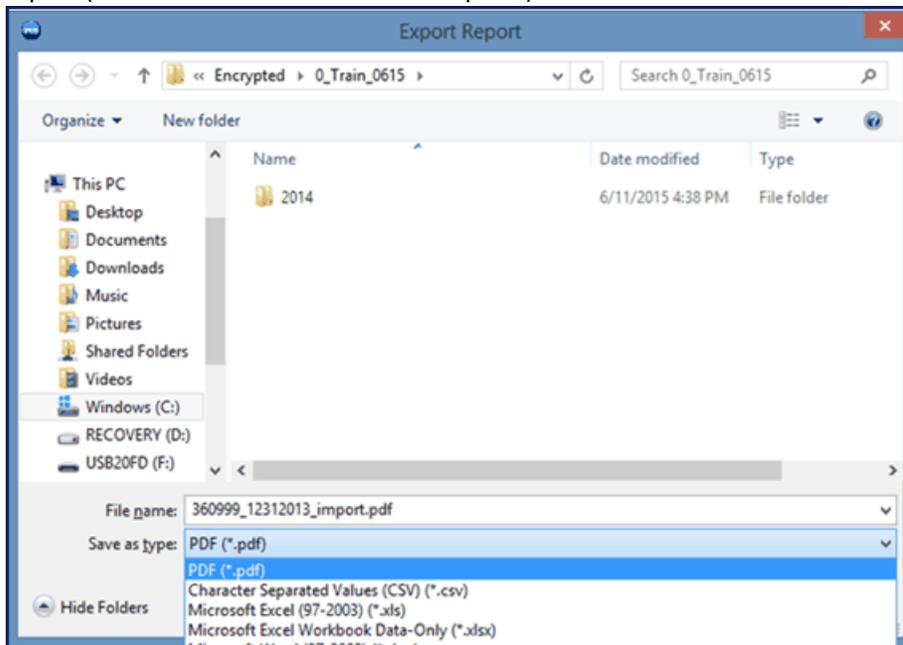
The following is a summary of the data in the M & A files giving you the provider number and FYB & FYE along with the Import Options. To just Preview the results of the import, select the Preview Files but to add to the database, select Import. The Create csv import report box is used by a MAC that shows an import result – the provider number, the FYE and Y or N on whether it passed – this is written to a csv file.



After the Import, you will receive 2 pop ups, the first telling you that the Process Completed and then Computations completed. Depending on the size of the files and the size of the database, the computation may take more time to complete as we are going thru the database to compute any overlaps and the FTE's. You will just hit OK to close those pop ups and then you will also see our Import Summary page as shown below:



The top left corner has an Export Report icon and selecting this will allow you to save the output in various formats (default is pdf but also csv, xls, xlsx doc, rtf and xml) and have names set up for type of report (this feature is available for all reports):



With the HFS IRIS program there is not a calculate trigger, the system automatically calculates upon entry and import. After you close the Import Summary Report window, another window pops up with the FTE counts for E, Pt A, E-3, Pts II & III, S-3 Pt I, E-4 and S-2 Pt I lines 66 & 67.

Residency FTE Summary for Fiscal Year: 12/1/2019 -			
Worksheet E, Part A			
	FTE	OverLaps	Net FT
Line 10 Allopathic & Osteopathic (IME unweighted)	146.46	0.00	146.46
Line 11 Dental & Podiatry (IME unweighted)	25.66	0.00	25.66
Line 16 CY FTE New	21.07	0.00	21.07
Line 17 CY FTE Displaced	16.60	0.00	16.60
Worksheet E-3, Part II			
Line 4.01 Col 1 CY FTE Displaced	0.07	0.00	0.07
Line 6, Col 1 CY FTE excluding New Program	0.54	0.00	0.54

3 Setting Preferences - The Help Tab

So now we are ready to begin with the Current Year input of data into the database (manually keying in the info), we 1st suggest going to Help – Preferences:

Help

- About IRIS
- Preferences

Residency Calendar
Set the beginning and ending periods for the Residency Calendar. All new interns added will use these periods in his/her residency calendar. To rebuild all existing residency calendars with these periods, click 'Rebuild Residency Calendars'.

Start MM/DD: 7/1
End MM/DD: 6/30

Rebuild Residency Calendars

Rebuild Status: Ready

IRIS Data Archive
Move IRIS data to archive status by fiscal year or by provider/fiscal year.

Archive Settings

IRIS Extended Features
Name matching tool useful for identifying potential duplicate entries with different SSNs.

Dup Finder Utility

IRIS Settings

- CMS imports default to 'New'
Process all CMS import selections as 'New' data. Uncheck to allow IRIS to recommend an import operation.
- Default to Day-Based (Ordinal) Overlaps
Default the IRIS system to use Day-Based (Ordinal) overlaps. Uncheck to default to Entire Rotation overlaps.
- Turn on SSN masking
Mask SSN (000001234) on all IRIS screens and reports.
- Input Assistant
The Input Assistant offers additional real-time information and guidance when entering interns or assignments.
- Permit CMS Import on Error
If errors are detected in the A or M data files during import, allow the user to decide to continue import. If not permitted the import process will not proceed until all file errors are cleared.
- Change Fiscal Year for Provider
Providers with XX33XX will have fiscal year ranges of 7/1-6/30.
- Import Partial Import
Allows existing M records to import A records.
- Page Numbering
Allow page numbering in the reports.

Network Synchronization

Never Synchronize
Synchronize at Start Up
Synchronize on Demand

Last Synchronized: _____
Synchronization Folder: _____
Browse

Update Software

We always suggest having the IRIS settings shown above, the Input Assistant is beneficial for Providers (not recommended for MACs as they do not enter assignments). The Input Assistant gives the user the resident's latest assignment and the Years Complete that is in the database. This allows the user to

know what is there to assist in determining the current additional assignment being entered. We do have an option for providers at the bottom of the IRIS settings to Import Partial Import (highlighted above), this is for providers that may want to import files from multiple sources (have different medical schools who oversees the residents) which would cause a duplicate error. Now we allow for partial imports when this box is checked off. We also have an option to print page numbers or not when running reports. Network Synchronization is for clients that have multiple machines in their organization but want only one user to get updates. They can post this update to a network drive and the other users would synchronize to that directory to get the update.

We do have a preference for Children's Hospitals, the "Change Fiscal Year for Provider" is to allow these providers to change their FY range to 7-1 to 6-30 (if they are not already) to get FTE reports needed for CHGME reimbursement.

4 Entering Data - The Interns Tab

If you are going to manually enter residents and assignments into the software, the next thing we would want to do is to set up the Facility Information Record (FIR). The FIR is accessed through the Interns tab (Add / View FIR) and it holds data about the facility to be populated on all new intern records and any new assignments added to an existing intern record. You will want to enter the info as shown below and ensure that the Default Provider Record box is checked. You may have multiple records populated if entering multiple providers in your database, you just need to be careful to change the default (when you have multiple FIR's) prior to entering new residents or assignments for the pre-filling of the provider data.



The screenshot displays the 'IRIS Intern Resident Information System' interface. The top navigation bar includes 'Home', 'Data Management', 'Interns', 'Reports', and 'Help'. The 'Interns' tab is selected, and a red arrow points to it. On the left sidebar, under the 'Interns' section, there are three options: 'Add Intern', 'Search Intern', and 'Add / View FIR'. A red arrow points to the 'Add / View FIR' option. The main content area shows the 'IRIS Facility Information Record' form. At the top of the form, there is a checkbox for 'Default Provider Record' which is checked, and a 'Last Updated' field. Below this is a dropdown menu. The form fields include: 'Provider Number' (360999), 'Facility Name' (St. Luke Test), 'OHIO MULTIPLE HOSPITAL COMPONENT IN A MEDICAL COMPLEX (NUMBERS RETIRED)', 'Fiscal Period' (OHIO), 'From' (1/1/2014), 'To' (12/31/2014), and '365 days in this period'. There is also a 'Memo' field and buttons for 'Save' and 'Clear Record'.

We are now ready to enter the 2014 resident information. We have the 2013 info in, so we will begin by selecting the PY residents and entering in current assignments. To select these residents, you select Name Search in the Interns tab as shown below:

Fiscal Year Begin	Fiscal Year End	Comments	Years #
7/1/2012	6/30/2013		0
7/1/2013	6/30/2014		1
7/1/2014	6/30/2015		2
7/1/2015	6/30/2016		3
7/1/2016	6/30/2017		4
7/1/2017	6/30/2018		5
7/1/2018	6/30/2019		6
7/1/2019	6/30/2020		7
7/1/2020	6/30/2021		8
7/1/2021	6/30/2022		9

The main thing to understand when entering the year, you are entering in **Years Complete** and not what PGY the resident is in. So for this resident's grad date is 6-1-12 so we assume they will begin their residency on 7-1-12 so assignments between 7-1-12 to 6-30-13 you would enter 0 as Year and then for assignments from 7-1-13 to 6-30-14, you would enter 1 for 1 year completed. CMS has mentioned they will soon be mandating providers to split assignments at 7-1 if you are entering assignments that overlap 7-1.

To enter CY assignments, select the Add Assignment Records and the following pops up:

Add Provider Record/Assignments

SSN U111113333 Last Name JONES First Name PEARL M.I.

Provider No 360997 FYB 1/1/2017 FYE 12/31/2017 Res Type 1201 **Last Res/Asn End: 1 12/31/2017**

Paying Institution ST MATTHEW

Add Line

Asgn Begin	Asgn End	Res Year	Res Type	FTE Wg	Time Pt	IME Per	GME Pe	IRF%	IPF%	NonProv%	NewProg	Displaced	Provide
<input type="text"/>	<input type="text"/>	1	1201	1.00	100	100	100	0	0	0	<input type="checkbox"/>	<input type="checkbox"/>	360997

This is the screen to add assignments, the area at top with the green check is brought in from the FIR. The area circled identifies the last assignment end date and residency year completed located in the database. This is used to assist in the CY entry.

To enter CY assignments, enter in the begin & end dates in boxes above. If you need to add more than 1 assignment, hit the Add Line button.

The resident we are keying in was at the hospital from 1-1-17 to 3-31-17 then 6-1-17 to 7-31-17 and finally from 11-15-17 to 12-31-17. Below is how to enter in the assignment begin and end dates with the fields from the FIR. As you see, the 6-1-17 to 7-31-17 time is split between 2 assignments with the Res Year changing from 1 to 2 at 7-1-17.

	Asgn Begin	Asgn End	Res Year	Res Type	FTE Wg	Time Pe	IME Per	GME Pe	IRF%	IPF%	NonProv%	NewProg	Displ
X	1/1/2017	3/31/2017	1	1201	1.00	100	100	100	0	0	0		
X	6/1/2017	6/30/2017	1	1201	1.00	100	100	100	0	0	0		
X	7/1/2017	7/31/2017	2	1201	1.00	100	100	100	0	0	0		
X	11/15/2017	12/31/2017	2	1201	1.00	100	100	100	0	0	0		

A couple of notes for entering data, you must click into the Asgn Begin Date field – then double click to open the field for entry then tab to Asgn End field and hit tab a 2nd time to open the field for entry. Per CMS, the Time Percentage is to be used for slot-sharing. Enter "100" percent if the intern/resident (IR) worked full time during the assignment period, even in cases where the resident’s time was split between multiple providers. The IME & GME Percentage should be entered as whole numbers. For IME, CMS has defined this to be the IR’s time that the provider is allowed to claim for IME purposes as defined in the regulations. Refer to 42 CFR 412.105(f). The IME percentage is also used for computing the FTEs applicable to the IPF and IRF Teaching Adjustments. The GME percentage is defined as the IR’s time that the provider is allowed to claim for GME purposes as defined in the regulations. Refer to 42 CFR 413.78. This percentage of time is not weighted (for years outside of the Initial Residency Period) for IRIS reporting purposes, and is to be weighted outside of IRIS for Medicare cost reporting purposes. One major point when entering the percentage where a resident rotates to another hospital, if you enter your resident that rotates to your facility in April but is at another hospital from 4-11 to 4-16 (6 days), do not enter 4-1 to 4-30 with IME and GME % at 80 but rather split the assignment and enter 4-1 to 4-10 and 4-17 to 4-30 at 100. If the other provider lists their assignment 4-11 to 4-16 at 100, then you would have an overlap when listing your assignment from 4-1 to 4-30 at 80.

Once you are finished entering the PY residents’ CY assignments, you are ready to enter new resident info. You will need to know the resident’s Medical School and Residency code. If you are unfamiliar of the specific codes, it may be easier to download the codes from the Data Management tab as shown below:

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Intern Resident Information System

Version: 6.39.0.1



Home
Data Management
Interns
Reports
Help

Import/Export Data

- Import IRIS Data
- Export CMS IRIS Data
- Export Special Export
- Import OIG
- Change Database

View Data

- Error Codes
- Providers
- Residency Code
- School Code
- Track Changes
- Event Log

Delete Data

Residency Codes

Residency Code	Primary Description	Secondary Description	ResYearLimit	Gerifellk
1050	ALLERGY & IMMUNOLOGY	GENERAL	5	<input type="checkbox"/>
1051	ALLERGY & IMMUNOLOGY	DIAGNOSTIC LABORATORY IMMUNOLOGY	5	<input type="checkbox"/>
1052	ALLERGY & IMMUNOLOGY	CLINICAL IMMUNOLOGY	5	<input type="checkbox"/>
1100	ANESTHESIOLOGY	GENERAL	4	<input type="checkbox"/>
1101	ANESTHESIOLOGY	CRITICAL CARE MEDICINE	5	<input type="checkbox"/>
1102	ANESTHESIOLOGY	PAIN MEDICINE & REGIONAL ANESTHESIOLOGY	5	<input type="checkbox"/>
1103	ANESTHESIOLOGY	PEDIATRIC ANESTHESIOLOGY	5	<input type="checkbox"/>
1104	ANESTHESIOLOGY	ADULT CARDIOTHORACIC ANESTHESIOLOGY	5	<input type="checkbox"/>
1105	ANESTHESIOLOGY	OBSTETRIC ANESTHESIOLOGY	5	<input type="checkbox"/>
1106	ANESTHESIOLOGY	HOSPICE & PALLIATIVE MEDICINE	5	<input type="checkbox"/>
1107	ANESTHESIOLOGY	SLEEP MEDICINE	5	<input type="checkbox"/>
1108	ANESTHESIOLOGY	CLINICAL INFORMATICS	6	<input type="checkbox"/>
1109	ANESTHESIOLOGY	ADDICTION MEDICINE	5	<input type="checkbox"/>
1110	ANESTHESIOLOGY	PAIN MEDICINE	5	<input type="checkbox"/>
1111	ANESTHESIOLOGY	PEDIATRIC CARDIAC ANESTHESIOLOGY	5	<input type="checkbox"/>
1150	COLON AND RECTAL SURGERY	GENERAL	6	<input type="checkbox"/>
1200	DERMATOLOGY	GENERAL	4	<input type="checkbox"/>
1201	DERMATOLOGY	DERMATOPATHOLOGY	5	<input type="checkbox"/>
1202	DERMATOLOGY	CLINICAL & LAB'Y DERM'L IMMUNOLOGY	4	<input type="checkbox"/>
1203	DERMATOLOGY	DERMATOLOGICAL MICROGRAPHIC SURGERY	5	<input type="checkbox"/>
1204	DERMATOLOGY	PROCEDURAL DERMATOLOGY	5	<input type="checkbox"/>

Residency Codes

Main Report
SAP CRYSTAL REPORTS*

Type	PrimDescription	SecDescription	Gerifellow	PrimaryCare	PreventMe R
1050	Allergy & Immunology	General	False	False	False
1051	Allergy & Immunology	Diagnostic Laboratory Immunology	False	False	False
1052	Allergy & Immunology	Clinical Immunology	False	False	False
1100	Anesthesiology	General	False	False	False
1101	Anesthesiology	Critical Care Medicine	False	False	False
1102	Anesthesiology	Pain Medicine & Regional Anesthesiology	False	False	False

Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 100%

Now you are ready to begin entering new residents, to get to the screen, you select Add Intern from the Interns tab and you receive the following screen:

The U and C button is for US SSN and Canadian SIN. It defaults to U but if you need to enter a Canadian SIN, you change this to C. We do have edits on entry of the SSN/SIN to ensure it meets the guidelines for validity. You enter the SSN or SIN and then tab through the other fields of the screen. CMS is now asking for Middle Name (MN above) rather than Middle Initial. The CHGME ID is N/A at this time, we added this for Children's Hospital GME reimbursement submissions. The Residency field should generally be populated with the residency type code for the program the IR was participating in on the first day of the resident's first rotation after graduating from medical school, even if that rotation did not occur within the provider submitting the IRIS file or within the provider's current cost reporting period. Note that this still applies even for residents going into additional residency programs, whether first residency is completed or not. The Non-IRP Year One Residency field is to be populated if you are entering a resident in year 2 or more and they were in a preliminary or transitional program in year 1 (codes 2525, 2550, 2600 or 6400). It is also populated when the resident simultaneously matched into a residency prior to year 1. If you have a Foreign Graduate, the Foreign Cert Date must be on or after the Medical School Grad date (this is a CMS requirement). The Foreign Cert Number is not required and is not exported in the IRIS file sent to the MAC, just for info purposes if you would like IRIS to track this. As you can see, the Provider No., the FY and Paying Institution are coming from the FIR you entered. Once you have the upper portion of the screen entered, if you have the assignments to enter, click the Add Assignments button, otherwise, hit the Add Intern button. When entering the Assignment – the Residency Type Code is the IR's current Residency Training program, not where they are rotating to. Enter the 4-digit Residency Type Code for the medical specialty program in which the intern/resident (IR) is seeking board certification. For example, if the Intern is rotating through a Psych area as part of their approved Internal Medicine program, report the rotation as Internal Medicine, not Psychology. If you do not want to manually key in the assignments, we also allow for importing a csv file created in excel which is beneficial for clients that have multiple residents and are much more comfortable working in excel. We have the capability for you to export your PY information directly to a csv file that can be opened in excel so you can delete residents no longer at your facility for your CY file. This then

Intern Resident Information System
Version: 6.0.0.0

Home | Data Management | Interns | **Reports** | Help

IRIS Audit Report

1. Choose a report type:

Print only ECFMG residents by Provider
 Print only edit records by Provider
 Print all Intern records by Provider / FY (default)

2. Select a provider/fiscal year and click preview report:

Provider: [Dropdown] FY Begin: [Calendar] FY End: [Calendar]

Sorted By:
 SSN (default)
 Name
 Assign/Name
 Assign/SSN

Assignment Fields:
 IME (default)
 IRF
 IPF
 Non-Prov
 New Program
 Displaced

1 Intern per page
 Audit Report Only
 Audit Report and FTE Summary

SR File (Optional): [Text Box] [Browse]

[Preview Report]

You must select the Provider from the dropdown and then the FY you want to select. We have added the ability to compare the IRIS FTEs to the cost report (HFS mcrx file) with the feature "SR File (Optional)", when you calculate the mcrx file and you are a teaching hospital, we automatically create a SR923.csv file (the file prefix will be the mcrx file name). This file identifies the FTEs on the cost report to compare what IRIS calculates. CMS will be doing this same comparison with CR periods beginning 10-1-22 and could cause rejections. Once you have the provider and FY selected, you can select different sorting ability and can request the report without the FTE summary page (we will show example of this page below). When you run Preview Report you get the following screen:

Health Financial Systems Intern/Resident Information System (IRIS) Version Number: 1.3.3.125
Date: Monday, June 15, 2015
Time: 4:54:43PM

IRIS Intern Audit - Provider: 360998 Ordered by SSN (All Interns Reporting)
Fiscal Year: 07/01/2013 to 06/30/2014

US56443333	Roberts	Date	Initial Residency:	1402	Int Med - Cardiology	[3]	Invalid IRP																										
Med School:	00516	Un of California, Irvine, College of Medicine	Potential Sim Match:			[]																											
Graduation Date:	6/1/2008	Foreign Certificate Date:	Active Residency:	1402	Int Med - Cardiology	[3]																											
Comments:																																	
Beg Date	End Date	Assign Day	Res Type	Residency Description	Yrs Com	Time %	Wgt	GME %	IME%	GME-p	GME-o	GME-dp	IME	UnGME	Error Info																		
7/1/2013	7/31/2013	31	1402	Int Med - Cardiology	5	100	0.50	100	100	0.0000	0.0425	0.0000	0.0849	0.0849																			
<table border="1"> <tr> <td>Intern's Total FTEs:</td> <td>0.0000</td> <td>0.0425</td> <td>0.0000</td> <td>0.0849</td> <td>0.0849</td> </tr> <tr> <td>Overlaps:</td> <td>0.0000</td> <td>0.0000</td> <td>0.0000</td> <td>0.0000</td> <td>0.0000</td> </tr> <tr> <td>Net of Overlaps:</td> <td>0.0000</td> <td>0.0425</td> <td>0.0000</td> <td>0.0849</td> <td>0.0849</td> </tr> </table>																Intern's Total FTEs:	0.0000	0.0425	0.0000	0.0849	0.0849	Overlaps:	0.0000	0.0000	0.0000	0.0000	0.0000	Net of Overlaps:	0.0000	0.0425	0.0000	0.0849	0.0849
Intern's Total FTEs:	0.0000	0.0425	0.0000	0.0849	0.0849																												
Overlaps:	0.0000	0.0000	0.0000	0.0000	0.0000																												
Net of Overlaps:	0.0000	0.0425	0.0000	0.0849	0.0849																												
US55889999	Anthony	Linda	Initial Residency:	1400	Int Med - Gen	[3]																											
Med School:	02012	University of Kentucky College of Medicine	Potential Sim Match:			[]																											
Graduation Date:	6/30/2012	Foreign Certificate Date:	Active Residency:	1400	Int Med - Gen	[3]																											
Comments:																																	
Beg Date	End Date	Assign Day	Res Type	Residency Description	Yrs Com	Time %	Wgt	GME %	IME%	GME-p	GME-o	GME-dp	IME	UnGME	Error Info																		
10/1/2013	11/30/2013	61	1400	Int Med - Gen	1	100	1.00	100	100	0.1671	0.0000	0.0000	0.1671	0.1671	Overlap > 100																		
1/1/2014	3/31/2014	90	1400	Int Med - Gen	1	100	1.00	100	100	0.2466	0.0000	0.0000	0.2466	0.2466																			
<table border="1"> <tr> <td>Intern's Total FTEs:</td> <td>0.4137</td> <td>0.0000</td> <td>0.0000</td> <td>0.4137</td> <td>0.4137</td> </tr> <tr> <td>Overlaps:</td> <td>0.0000</td> <td>0.0000</td> <td>0.0000</td> <td>0.0000</td> <td>0.0000</td> </tr> <tr> <td>Net of Overlaps:</td> <td>0.4137</td> <td>0.0000</td> <td>0.0000</td> <td>0.4137</td> <td>0.4137</td> </tr> </table>																Intern's Total FTEs:	0.4137	0.0000	0.0000	0.4137	0.4137	Overlaps:	0.0000	0.0000	0.0000	0.0000	0.0000	Net of Overlaps:	0.4137	0.0000	0.0000	0.4137	0.4137
Intern's Total FTEs:	0.4137	0.0000	0.0000	0.4137	0.4137																												
Overlaps:	0.0000	0.0000	0.0000	0.0000	0.0000																												
Net of Overlaps:	0.4137	0.0000	0.0000	0.4137	0.4137																												

The 2 underlined items are edits that are created that are not always fatal but may be just warnings that we feel you may want to review before submission. Any edits in the grayed area (the top section) are related to the Master Record whereas any edits next to the assignments are related to that specific assignment. The IRP (Initial Residency Periods) edits are shown & summarized below:

IRP Warnings		Warnings Summary
Code	Details	No. Interns
IRP ≠ 1st Rotation	IRP ≠ 1st rotation which was within 1st year of grad	0
IRP ≠ 1st Record	IRP ≠ 1st record, while record > 1 year after grad-info	2
Invalid IRP	Invalid Initial Residency Program (IRP) code	0

The edit message “IRP ≠ 1st rotation was within 1st year of grad” tells you that the database has the residency code that is an IRP and the assignment is within the residency year of 0 (1st year); however, the assignment’s residency code is not in agreement to the residency code in the Master record. This is not a fatal error message but it is more than likely an error that should be corrected.

The edit message “IRP ≠ 1st record, while record > 1 year after grad-info” tells you that the database has the residency code that is an IRP; however, the 1st rotation schedule post graduation is not in the database. This is not a fatal error message but rather could be valid as the resident may not have been at your facility until year 2 (or beyond) of resident’s rotation schedule.

The Invalid IRP is telling us that the Master residency code is not an initial residency period code but rather one of an advance study (prerequisite required program).

The assignment edits are summarized at the end of the audit report and an example of this is shown below:

Assignment Warnings			
Code	Details	Assignments	No. Interns
Overlap > 100	Overlap > 100% Time	0	0
Yrs Comp Wght	Years in program error affects weighting	8	5
Yrs Complete	Years completed inconsistent with Graduation Date	5	4

The overlap edit is showing that there is an assignment that is overlapped either within the specific provider or other providers in the database if you have multiple providers. The years complete edits are triggered based upon the Grad date (or FMG Cert date) and what is shown on the Residency Calendar screen (see page 10). This is a warning as there may be times where the resident takes time away from their residency (maybe due to maternity leave).

The end of the audit report also shows the residency counts in totals and the Cost Report line references.

HealthFinancial Systems		Intern/Resident Information System (IRIS)				Version Number	1.3.3.125		
						Date	Monday, June 15, 2015		
						Time	4:54:43PM		
IRIS Intern Audit - Provider:				360998		Ordered by SSN			
Fiscal Year:				07/01/2013 to 06/30/2014		(All Interns Reporting)			
Intern Specialty Summary									
Provider	Res Type	Residency Description	Interns	GME	GME Ov	Net GME	IME	IME Ov	Net IME
360998	1200	Dermatology - Gen	1	0.3370	0.0822	0.2548	0.3370	0.0822	0.2548
360998	1250	Emerg Med - Gen	1	0.0849	0.0000	0.0849	0.0849	0.0000	0.0849
360998	1350	Family Med - Gen	5	2.0082	0.0000	2.0082	2.0082	0.0000	2.0082
360998	1400	Int Med - Gen	5	1.2932	0.3753	0.9179	1.2932	0.3753	0.9179
360998	1402	Int Med - Cardiology	1	0.0425	0.0000	0.0425	0.0849	0.0000	0.0849
360998	1407	Int Med - Gastroent	1	0.1260	0.0000	0.1260	0.2521	0.0000	0.2521
360998	1412	Int Med - Nephrology	1	0.0836	0.0000	0.0836	0.1671	0.0000	0.1671
360998	1414	Int Med - Pulm Disease	1	0.1260	0.0000	0.1260	0.2521	0.0000	0.2521
360998	1963	Path. Anatom & Clin - Molec	1	0.4192	0.0000	0.4192	0.4192	0.0000	0.4192
360998	6400	Tradl Rot'g Intern'p (Osteo)	2	0.6411	0.0000	0.6411	0.6411	0.0000	0.6411
Total			19	5.1617	0.4575	4.7042	5.5398	0.4575	5.0823
Day-Based (Ordinal) Method									
Net FTE Summary						4.7042			5.0823

Health Financial Systems		Intern/Resident Information System (IRIS)		Version Number	6.39.0.1
				Date	Monday, September 18, 2023
				Time	1:12:02PM
Residency FTE Summary for Provider: 140124					
Fiscal Year: 12/01/2019 - 11/30/2020					
Worksheet E, Part A		FTE	OverLaps	Net FTE	
Line 10	Allopathic & Osteopathic (IME unweighted)	146.46	0.00	146.46	
Line 11	Dental & Podiatry (IME unweighted)	25.66	0.00	25.66	
Line 16	CY FTE New	21.07	0.00	21.07	
Line 17	CY FTE Displaced	16.60	0.00	16.60	
Worksheet E-3, Part II					
Line 4.01	Col 1 CY FTE Displaced	0.07	0.00	0.07	
Line 6,	Col 1 CY FTE excluding New Program	0.54	0.00	0.54	
Line 7,	Col 1 CY FTE in New Program	0.23	0.00	0.23	
Worksheet E-3, Part III					
Line 5.01	Col 1 CY FTE Displaced	0.03	0.00	0.03	
Line 7,	Col 1 CY FTE excluding New Program	0.35	0.00	0.35	
Line 8,	Col 1 CY FTE in New Program	0.23	0.00	0.23	
Worksheet S-3, Part I					
Line 14	Col 9 Total Hospital	209.79	0.00	209.79	
Line 16	Col 9 Subprovider - IPF	0.77	0.00	0.77	
Line 17	Col 9 Subprovider - IRF	0.58	0.00	0.58	
This information contains confidential and/or privileged material. Any review, dissemination or other use of, or taking on any action in reliance upon, this information by persons or entities other than the approved person(s) or entity is prohibited. Data Linked: C:\Encrypted\IRIS\Test\HFSIRISData2_739.sdf					
Copyright 2023 by Health Financial Systems. All rights reserved.				Page 1 of 3	

Health Financial Systems		Intern/Resident Information System (IRIS)		Version Number	6.39.0.1
				Date	Monday, September 18, 2023
				Time	1:12:02PM
Residency FTE Summary for Provider: 140124					
Fiscal Year: 12/01/2019 - 11/30/2020					
Worksheet E-4		FTE	Overlaps	Net FTE	
Line 6	Allopathic & Osteopathic (GME unweighted)	150.73	0.00	150.73	
Line 8	Col 1 OB / GYN & Primary (weighted)	39.97	0.00	39.97	
Line 8	Col 2 Other (weighted)	94.06	0.00	94.06	
Line 10	Col 2 Dental (weighted)	6.82	0.00	6.82	
Line 10	Col 2 Podiatry (weighted)	15.16	0.00	15.16	
Line 10	Col 2 Dental & Podiatry (weighted)	21.99	0.00	21.99	
Line 10.01	Col 2 Dental (unweighted)	7.24	0.00	7.24	
Line 10.01	Col 2 Podiatry (unweighted)	18.42	0.00	18.42	
Line 10.01	Col 2 Dental & Podiatry (unweighted)	25.66	0.00	25.66	
Line 15	Col 1 OB/GYN & Primary - New Program (weighted)	7.19	0.00	7.19	
Line 15	Col 2 Other - New Program (weighted)	9.71	0.00	9.71	
Line 15.01	Col 1 OB/GYN & Primary - New Program (unweighted)	7.38	0.00	7.38	
Line 15.01	Col 2 Other - New Program (unweighted)	11.51	0.00	11.51	
Line 16	Col 1 OB/GYN & Primary - Displaced (weighted)	5.09	0.00	5.09	
Line 16	Col 2 Other - Displaced (weighted)	10.13	0.00	10.13	
Line 16.01	Col 1 OB/GYN & Primary - Displaced (unweighted)	5.17	0.00	5.17	
Line 16.01	Col 2 Other - Displaced (unweighted)	11.62	0.00	11.62	

Health Financial Systems		Intern/Resident Information System (IRIS)		Version Number	6.39.0.1
				Date	Monday, September 18, 2023
				Time	1:12:02PM
Residency FTE Summary for Provider: 140124					
Fiscal Year: 12/01/2019 - 11/30/2020					
Worksheet S-2, Part I					
Line 66 Col 1 Unweighted Non-primary FTEs in Non-Provider Settings	FTE	Overlaps	Net FTE		
	7.28	0.00	7.28 ***		
Line 66 Col 2 Unweighted Non-Primary FTEs at Hospital	163.60	0.00	163.60 ***		
Line 67 Primary FTE summary					
Program Name	Program Code	Unweighted FTEs Non-Prov Site	Unweighted FTEs in Hospital		
FAMILY MEDICINE	1350	1.2682	20.7316		
INTERNAL MEDICINE	1400	0.5631	9.4440		
INTERNAL MEDICINE /PEDIATRICS	1450	0.0000	2.0000		
INTERNAL MEDICINE/PREVENTIVE MED.	1515	0.0000	0.1530		
PEDIATRICS	2000	0.3634	6.5260		
PUBLIC HEALTH & GEN. PREVEN. MED.	2175	0.0000	0.1380		
Grand Total:		2.19	39.00		
*** There is no Non-Provider Setting % in IRIS, ensure this is correct prior to posting to the cost report.					

Note that we do include the location of the database (sdf file) on the bottom left corner of the report. This is beneficial to know when working next year.

6 SR923 – Comparison FTE count to the Medicare Cost Report

CMS has created a National Database that is being stored in their STAR system. Each MAC has access to this system and is required to load the submitted M & A database files into the STAR system when the cost report is submitted. CMS is pushing to compare the cost report FTEs to what they calculate the FTEs from the submitted IRIS files. They are planning to begin holding up accepting cost reports in the near future (at the earliest it will be the 6-30-20 FYEs). To prepare for this change, HFS has created a Special Report 923 (SR923) in the cost report software and also in the IRIS software to run a comparison. In the MCRIF32 system (the cost report software), we issue a Level II edit relating to SR923 when the FTE count on the cost report does not agree to the IRIS FTE calculation. In the cost report software, the new SR923 report (can locate this thru Open Forms and scroll to the bottom) that we created in response to the CMS STAR IRIS FTE calculation. In the HFS IRIS you can export a csv file from IRIS and upload the csv file to the SR923 report. To get the csv from IRIS, go to reports –

Residency Report and select the 3rd bullet as shown below:

Report Type: Intern Assignment Residency FTE Summary (E Part A and E-4 FTE's)

Provider: Residency: FY Begin: FY End:

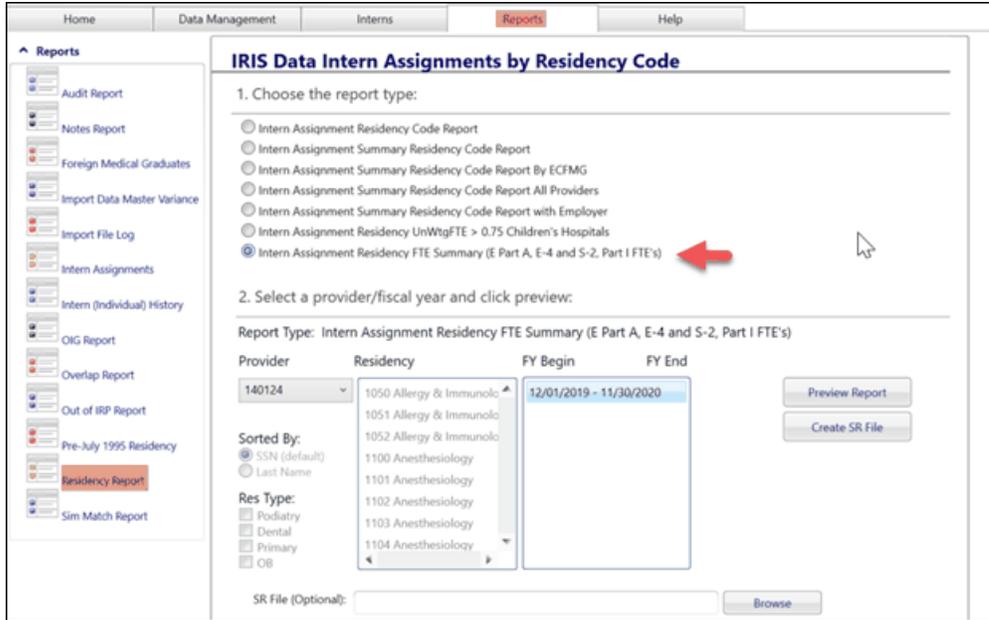
Sorted By: SSN (default) Last Name

SR File (Optional):

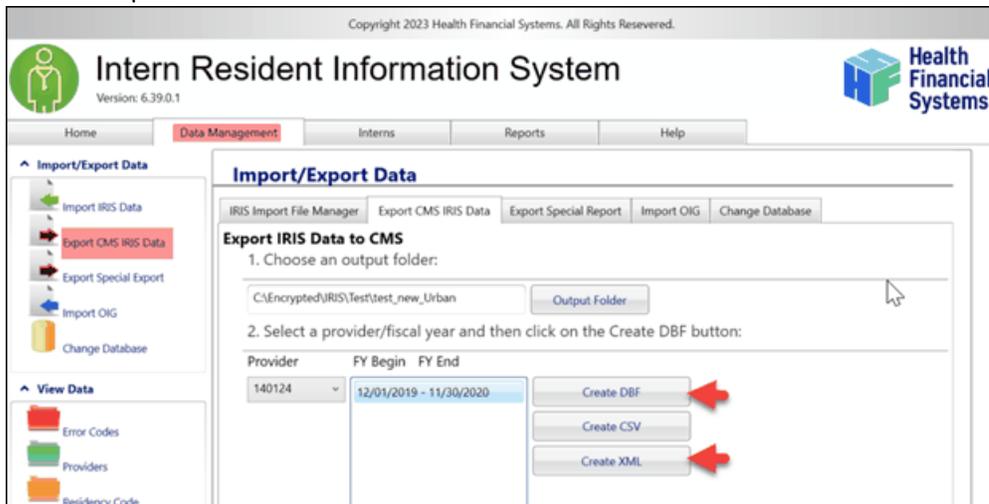
This is to import the csv file from SR923 mcrx file to IRIS for a comparison.

Then take the csv file from IRIS (will be named xxxxxx.YYYYMMDD.YYYYMMDD.SR923.csv where xxxxxx is provider # and we will have FYB and FYE identified) and open up the SR923 in the cost report and select the Browse on line 100 to import this file. We also create a csv file from the mcrx file which will be named Cost_Report_Name.SR923.csv that can be imported into the HFS IRIS Audit and Residency Reports. To import the cost report csv file, you select the Browse button shown above at the end of the SR File (Optional) section.

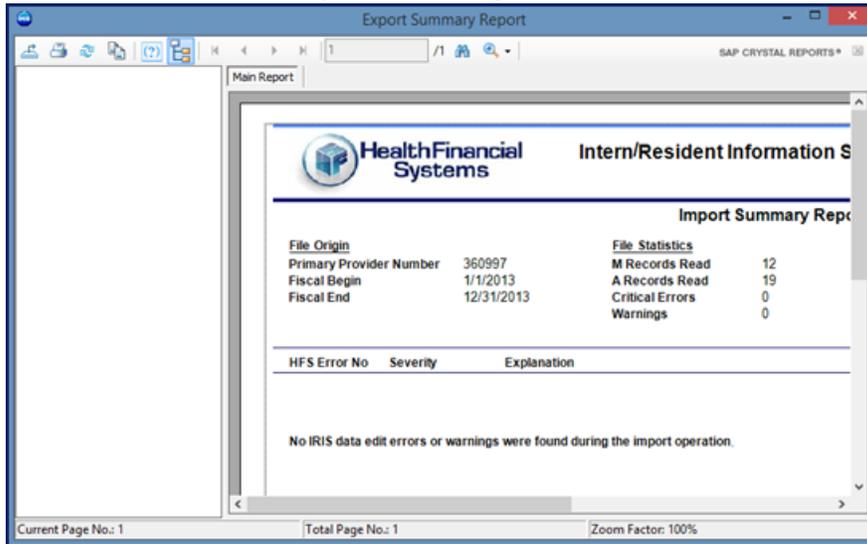
The SR923 report in IRIS is included at the end of the Audit Report and also in the Residency Report – Intern Assignment Residency FTE Summary (E Part A and E-4 FTE’s):



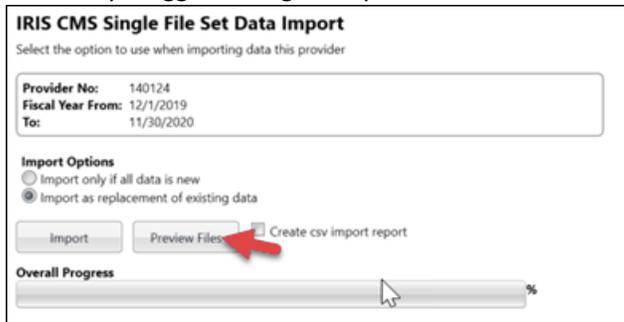
Once you have reviewed the reports and have determined all of the items are correct, you are ready to create the IRIS files to submit to the MAC. If the cost reporting period begins prior to 10-1-21, you will create M & A dbf files. The files are named MXXXXXX_YYYY-MM-DD.dbf and AXXXXXX_YYYY-MM-DD.dbf (the XXXXXX is provider # and the YYYYMMDD is the FYE). If your cost reporting period begins on or after 10-1-21, you will need to submit XML file. To create the file, you select the Data Management Tab and Export CMS IRIS Data as shown below:



You will also receive an output file showing the success.

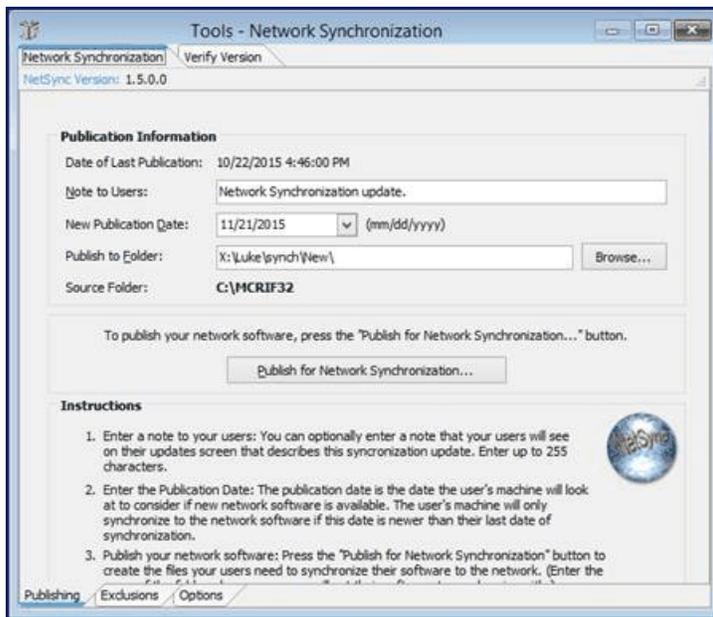


We always suggest doing an import of the new M files but hit Preview rather than import:

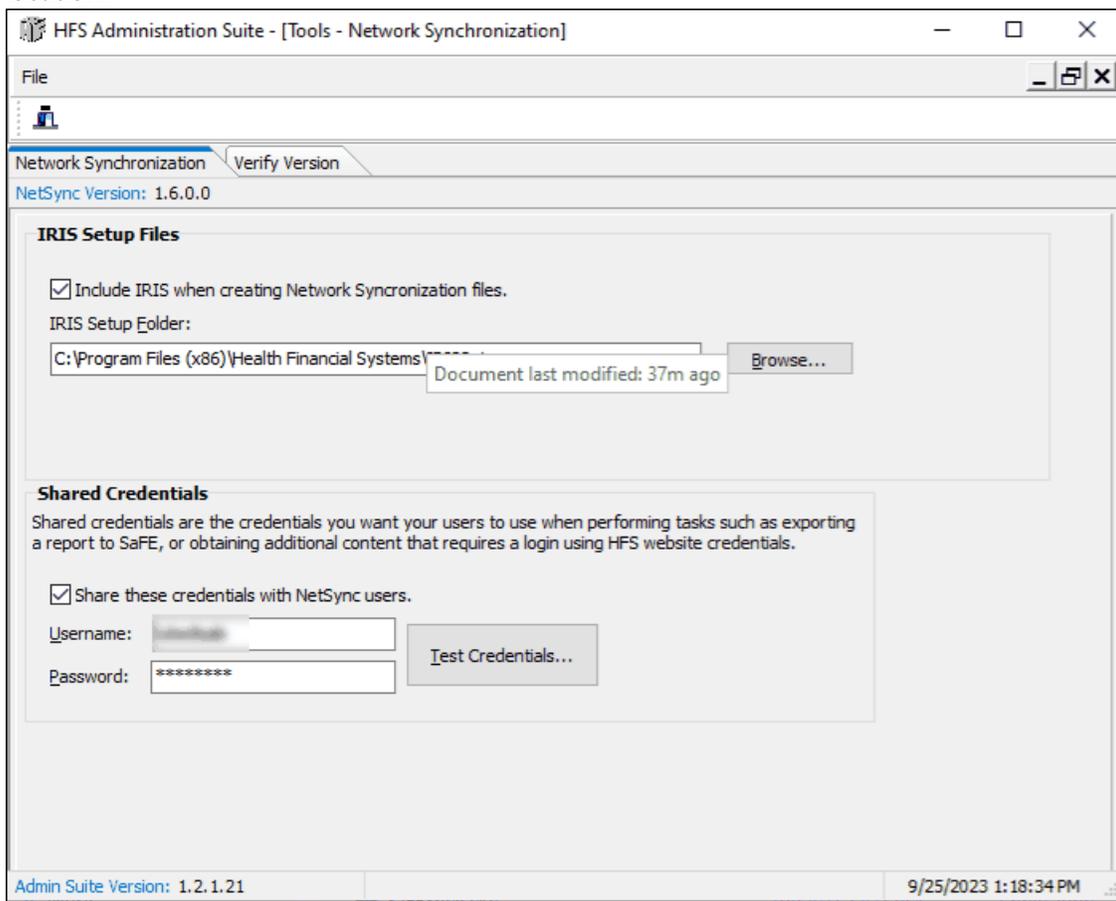


7 Using Net Sync

The Admin Suite is located in the hospital cost report package in the c:\mcrif32 directory. The file is named "HFSAAdminSuite.exe". Double click on the file to start the Admin Suite. (You can also create a shortcut to the file on your desktop to right clicking on the file and selecting "Create Shortcut".) You will see the following screen when the program launches. You need to identify the network folder where you want to publish the updates using the browse button.

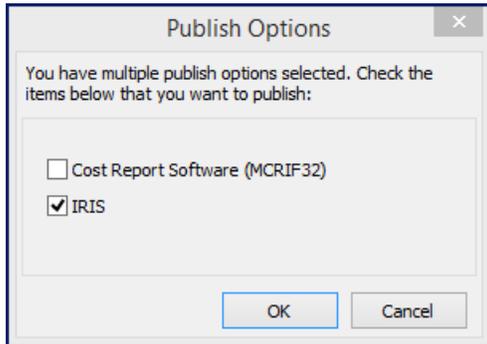


Select the Options tab to setup the IRIS. Click the Browse button to select your IRIS Setup Folder location.

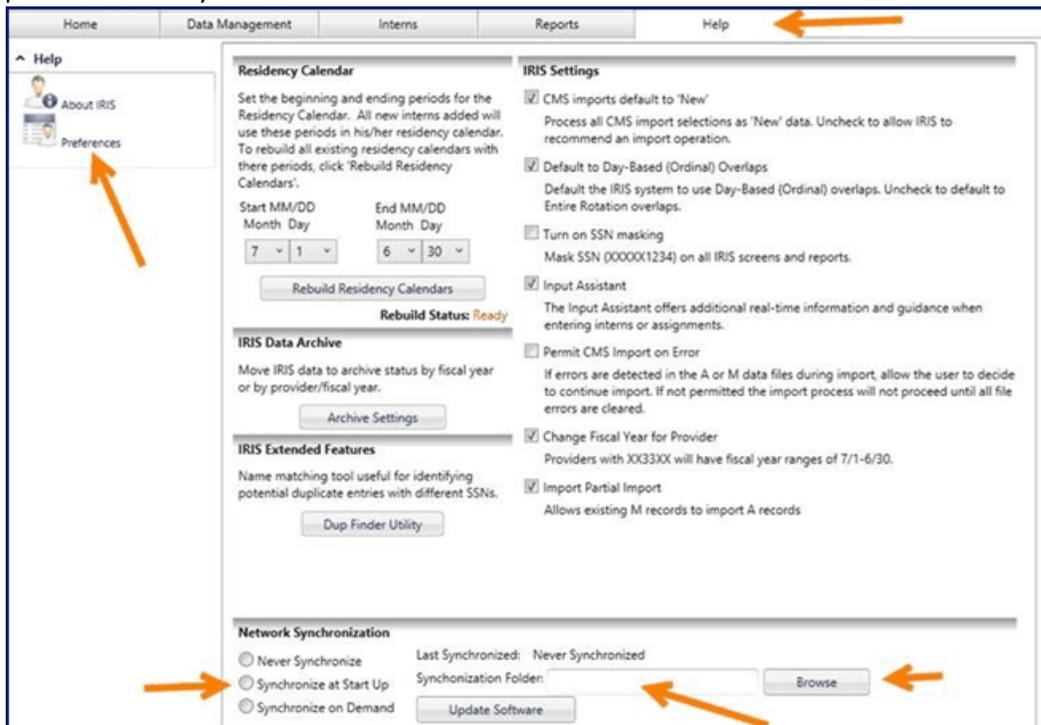


Then go to the Publishing tab and select the Publish for Network Synchronization and you will see the

following screen. Deselect the Cost Report Software (MCRIF32) and make sure the IRIS option is selected.



This will publish the IRIS software update files to the designated shared location. Other users will need to open the IRIS program and select Help and Preferences. At the bottom of the screen they can set up the network synchronization by selecting "Synchronize at Start Up" and browse to the folder where you posted the Net Sync files.



After the other users configure their Net Sync settings, the IRIS software will check the shared Net Sync location for updates when the software is started. If updated files are found, the IRIS software will be updated.