Reducing Data Entry Using the Automated Account Interface.

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Automated Account interface (AAI)

- Allows for the upload of Data from General Ledger to HFS Cost Report.
- Allows Cross-Referencing to be used year-after-year.
- Any input cell can be uploaded to.
- Quick and Efficient Way to Prepare Cost Reports.
- Individual Report or Batch (Numerous Reports) Capability.

- Start with a CSV file.
 - Column A Main Account Number
 - ► Column B Sub-Account Number
 - Column C Value (Numeric, Text, Date)
 - Column D Main Account Description
 - Column E Sub-Account Description
 - Column F Worksheet
 - Column G Worksheet Part
 - ► Column H Title
 - Column I Component (Hospital, SNF, HHA, etc.)
 - Column J Line Number
 - Column K Column Number



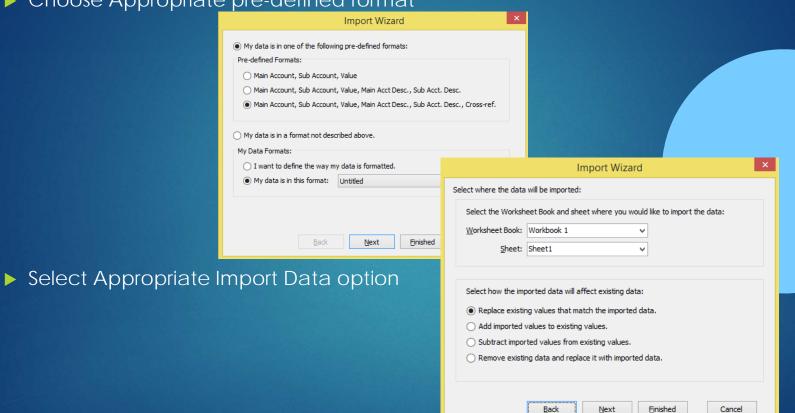
- As we are dealing with a CSV file.
 - You should not have commas in the Account or Sub-Account Name, no comma separators for the numeric fields, no dollar signs, and no headings
 - NOTE: For first three lines below in this CSV file example, the cross-referencing has been handled at the CSV file level

Α	В	С	D	E	F	G	Н	-1	J	K
10		Hospital Name 1	Provider Name		S-2	1			3	1
20		123456	CCN		S-2	1			3	2
30		1	Provider Type		S-2	1			3	4
40		221B Baker St	Street							
50		Sacramento	City							
60		CA	State							
70		95758	Zip							
80		Sacramento	County							
1000	3000	324687	BLD	Other						

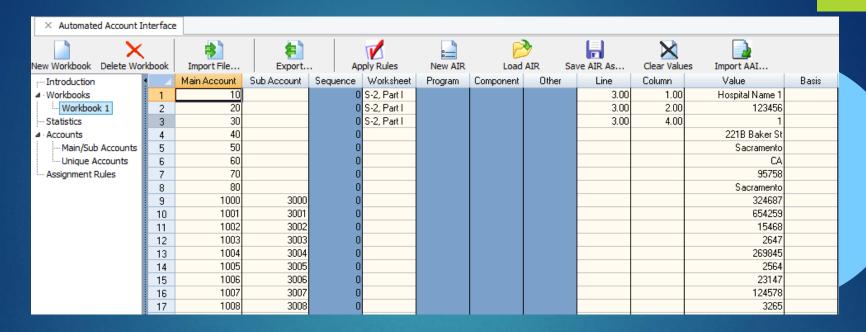
Import the CSV Data file.



Choose Appropriate pre-defined format

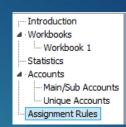


Workbook reflects imported Data



As already mentioned, the cross-Referencing can be handled in CSV file...

- Assignment Rules (.AIRX)
 - ... or by Using the Assignment Rules Feature



1	Street	40	40			S-2, Pa	art I		1.00	1.00
2	City	50	50			S-2, Pa	art I		2.00	1.00
3	State	60	60			S-2, Pa	art I		2.00	2.00
4	Zip	70	70			S-2, Pa	art I		2.00	3.00
5	County	80	80			S-2, Pa	art I		2.00	4.00
6	EXPENSES - OTHER			3000	3005	A				2.00
7	EXPENSES - SALS			3006	3015	A				1.00
8	BLD	1000	1004			A			1.00	
9	MVBL	1002	1002			A			2.00	
10	MVBL	1005	1005			A			2.00	
11	EMP BENS	1006	1010			A			4.00	
12	AG	1011	1011			Α			5.00	
13	DIET	1012	1012			A			10.00	
14	SUPPLIES	1013	1013			А			14.00	

- ▶ When Using Assignment Rules, look for Ranges of Main and Sub-Accounts that go to the same, worksheet, line, or column.
- Remember Assignment Rules are "Assigned" sequentially, with Later Rules Overriding Prior Ones.
- "One-Off" Outliers, should be added Last.

27	PT	2014	2014		C, Part I	Title XVIII	Hospital	66.00	
28	MED SUPPLIES	2015	2015		C, Part I	Title XVIII	Hospital	71.00	
29	Outlier	1003	1003		Α				7.00

Apply Assignment Rules



Main Account	Sub Account	Sequence	Worksheet	Program	Component	Other	Line	Column	Value
10		0	S-2, Part I				3.00	1.00	Hospital Name 1
20		0	S-2, Part I				3.00	2.00	123456
30		0	S-2, Part I				3.00	4.00	1
40		0	S-2, Part I				1.00	1.00	221B Baker St
50		0	S-2, Part I				2.00	1.00	Sacramento
60		0	S-2, Part I				2.00	2.00	CA
70		0	S-2, Part I				2.00	3.00	95758
80		0	S-2, Part I				2.00	4.00	Sacramento
1000	3000	0	Α				1.00	2.00	324687
1001	3001	0	Α				1.00	2.00	654259
1002	3002	0	Α				2.00	2.00	15468
1003	3003	0	Α				1.00	7.00	2647
1004	3004	0	Α				1.00	2.00	269845
1005	3005	0	Α				2.00	2.00	2564
1006	3006	0	Α				4.00	1.00	23147
1007	3007	0	Α				4.00	1.00	124578
1008	3008	0	Α				4.00	1.00	3265
1009	3009	0	Α				4.00	1.00	12459
4040	0040						4.00	4.00	004500

Previously Created Assignment Rules can be Loaded





And Newly Created Ones Saved for Others to use

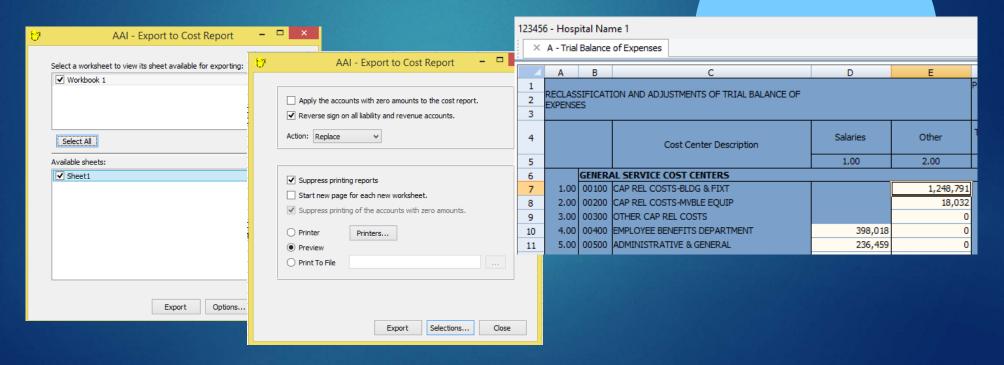






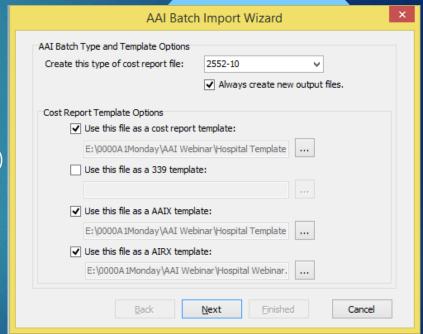
Depending on whether your Revenue and Liability Accounts have a negative sign, you can select the Reverse Sign Option for such Accounts.

... And the Data will Appear in the Cost Report.



BATCH AAI - File | Batch | Batch AAI

- We also have the ability to Import many CSV files (using a Template MCRX file) to create the Appropriate Number of MCRX Files.
- Choose the correct Formset
- Target your Template MCRX file
- Target the 339 Template
- Target your Template AAIX File (if Applicable)
- Target Your Template AIRX File



► Then, Target the folder housing all your CSV Files

AAI Batch Import Wizard

My data is in one of the following pre-defined formats:

Main Account, Sub Account, Value

My data is in a format not described above.

I want to define the way my data is formatted. My data is in this format: Untitled

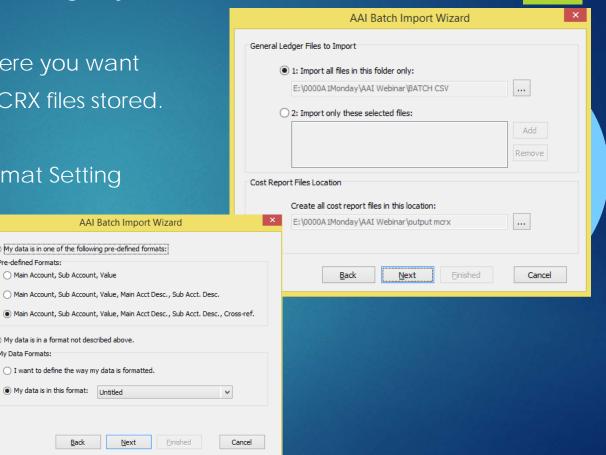
Pre-defined Formats:

My Data Formats:

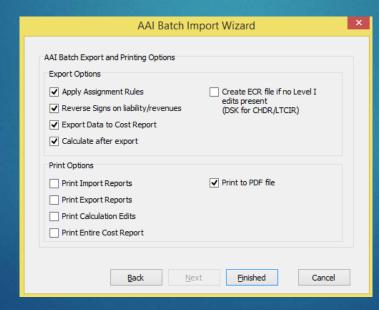
► Target the Location where you want your newly created MCRX files stored.

Set the Appropriate Format Setting

for the CSV files

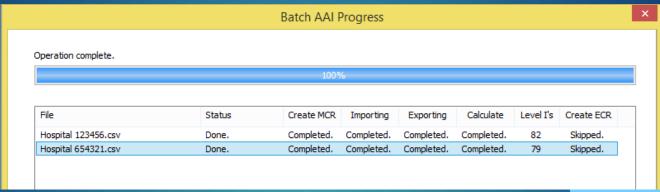


- Select the chosen Import Data Option
- Select the Appropriate Export and Print Options.
- NOTE.
 - You can choose to create an ECR
 File if the Created Reports have NO Level I edits

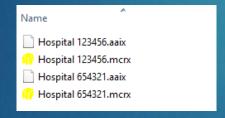




▶ The Results will be Reported



▶ The MCRX Files will be Created



Questions?





Health Financial Systems

Data Extractor & Batch Data Extractor

The Leader in Medicare Cost Report Software



Data Extractor Overview

- Data Extractor ("DE") and Batch Data Extractor ("BDE") extract data from any part of the cost report.
- Data extractor works on 1 open cost report.
- Batch Data Extractor works on one or more cost reports.
- Data Extractor specs are saved in a separate file that can be reused and also shared with coworkers. This file will have the extension .csdx
- Data Extractor spec files are form specific.



Data Extractor Threshold & Special Reports

Did you know that the Data Extractor can extract data from Special Reports:

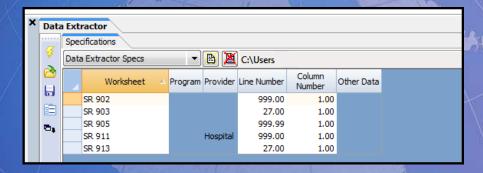
- 902 Interns and Residents to Beds Ratio Report
- 903 Long-Term Care Report
- 905 CAH Medicare Impact Report
- 906 Payment to Cost Ratios Report
- 909 CA 1 RCC Report



Data Extractor Threshold & Special Reports

Did you know that the Data Extractor can extract data from Special Reports:

- 910 CAH 1 RCC Calculation Report
- 911 Psych Rate Report
- 913 CAH 96 Hr Verification Report
- 916 OPPS RCC Report
- 917 Cost to Charge Ratio Report
- 918 Pass Thru Per Diem Report
- 920 Rehab Hospital PPS Report
- 921 HITECH FISS Data Report





Data Extractor Wildcards

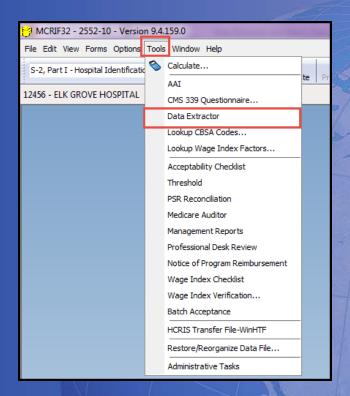
Pre-defined worksheet/column wildcards

- 999.00 Extracts ALL lines/columns (no subscripts).
- X.99 Extracts ALL subscripts for the specified line/column.
- 999.99 Extracts ALL lines/columns and ALL subscripts.

** If 999.99 is used in both the line and the column sections then ALL fields on the worksheet will be extracted.

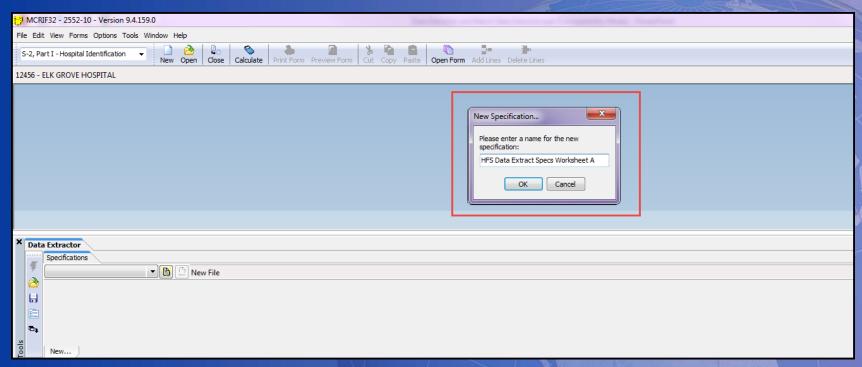


Have a cost report file open and go to Tools | Data Extractor



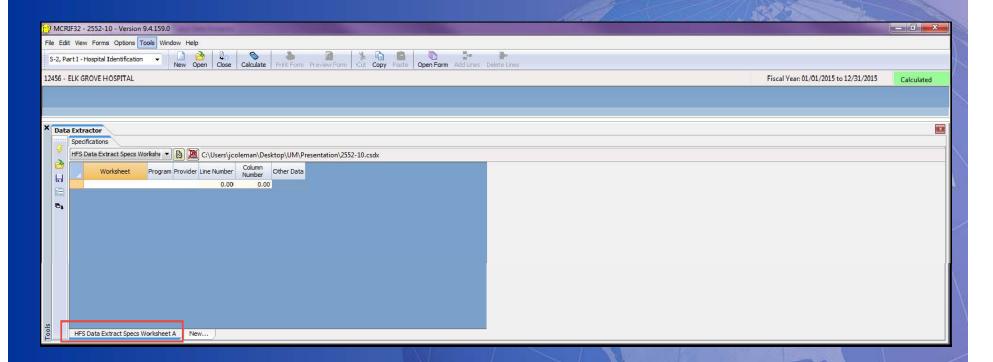


If you do not already have an existing .csdx file, the software will prompt you to create a new one.





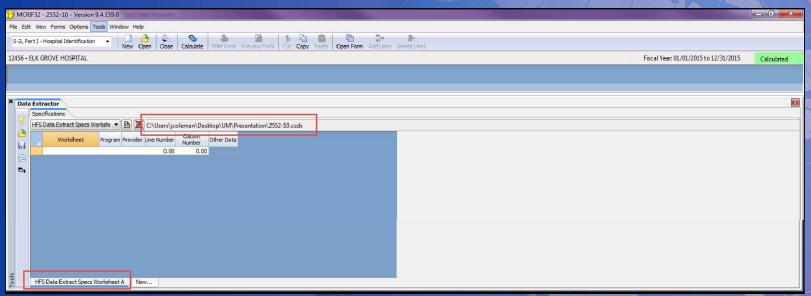
After giving your specs a name, click the OK button. A new tab will be created with that name at the bottom.





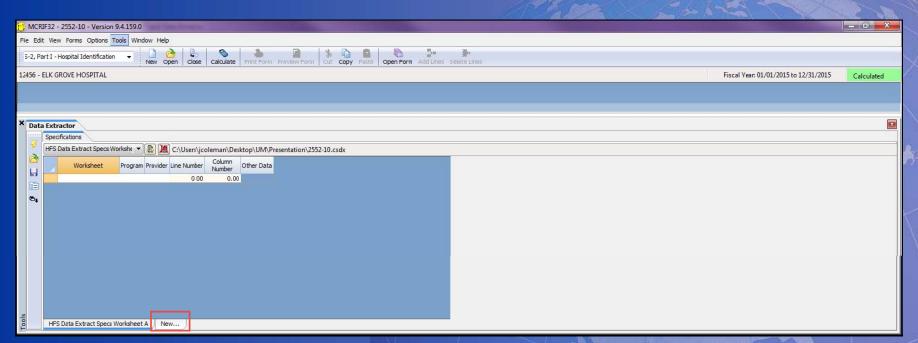
Also, a .csdx file will be created. In this example the file is named 2552-10.csdx because a Hospital 2552-10 report was open.

***If you are an HFS HCRIS website user, you can upload this file into the system and pull these specs out of any 2552-10 file in the database.





You can have multiple tabs with different specs by clicking on the tab titled 'New'. For example you can have a tab for days, payments or particular worksheets.





Data Extractor Explaining the icons

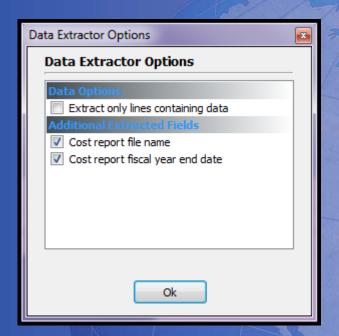
- Action button to extract the data into a file.
- Open and point to a different specification .csdx file.
- Save specification .csdx file with a different name or different location.
- Data Extractor Options, details on next slide.
- Create an extraction from the active worksheet cell. Can click on a cell in a worksheet, click this button and the worksheet, line, column is filled out in the specification. Can highlight an entire section, will use wildcard.



Data Extractor Explaining the icons

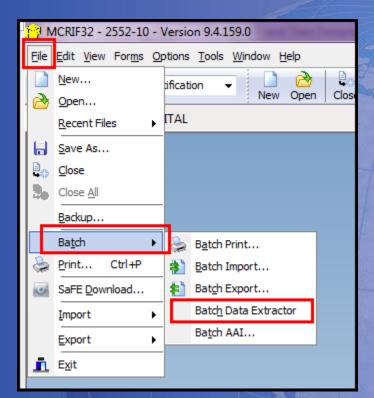
Data Extractor Options will show up in every extract, there is no need to specify these lines.

Common settings are:



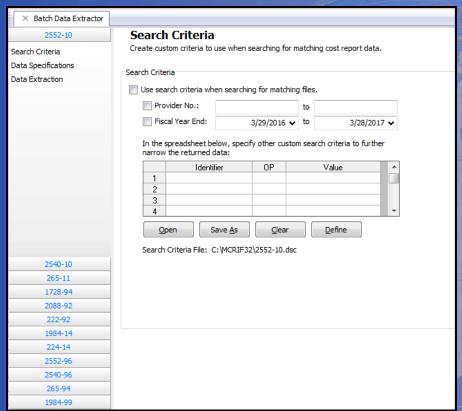


You can have a cost report file open or not, go to File | Batch | Batch Data Extractor





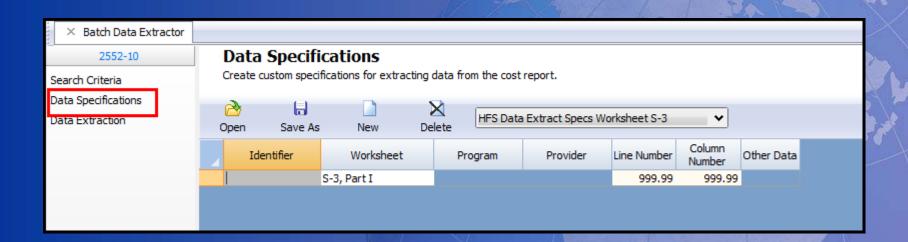
All form sets that are available will be shown, make sure the system you want to extract from is selected.





Data Specifications

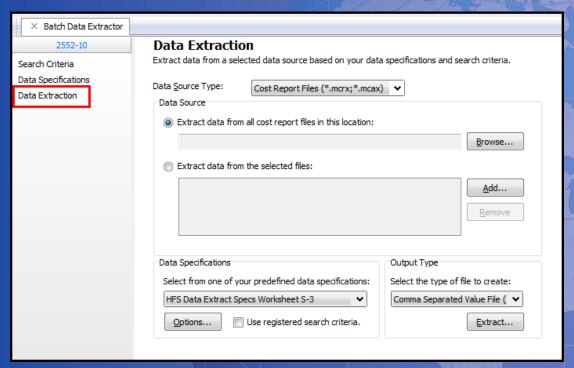
- Opens the same .csdx file we were just using in the single file data extractor.
- Can add to the specification file with new specifications.
- Can point to a different file.





Data Extraction

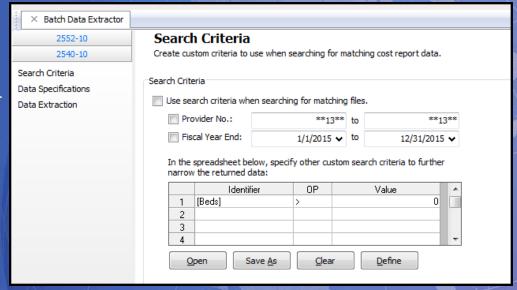
- Can extract from .mcrx and .mcax files.
- Can add individual file or can point to a whole folder of files.
- Can select what format the extract should be in.





Search Criteria

- Helps to filter through the selected file so you are only extracting data from files that meet your criteria
 - Provider No.
 - Need knowledge about the Oscar number.
 - 1st and 2nd digits are state code.
 - 3rd and 4th digits tell what kind of hospital it is.
 - Fiscal year
 - This is a range.
 - Custom Search
 - Can create custom specifications.





If the search criteria is not met, the file's data will not be extracted. The Data Extraction File Progress popup will show which files were used in the extract.

Data	a Extraction File Progress		Image: second control of the s
	Operation complete.		
	100%		
	File	Status	
	A0 010104 06302015.567814.mcrx	Done.	
	A0_010113_03312015.560814.mcrx	Done.	
	A0_010144_12312015.578128.mcrx	Done.	
	A0_012007_03312015.561019.mcrx	File excluded.	
	A0_012013_01312015.558482.mcrx	File excluded.	=
	A0_012013_08312015.571125.mcrx	File excluded.	
	A0_013032_12312015.576629.mcrx	File excluded.	
	A0_020006_12312015.577691.mcrx	File excluded.	
	Close		



Health Financial Systems

API Excel Spreadsheet Application Programming Interface

The Leader in Medicare Cost Report Software



API

- API is used for both writing data to and extracting data from the HFS cost report
- Also can write data to the .Auditor file
- Works with all HFS systems
- HFS API spreadsheet can be found on our website, www.hfssoft.com, under the Download tab at the bottom



API

The downloaded spreadsheet will look like this when on the API Setup tab

	Α	В	С	D	Е	F	G
1	Mealth Fina	poiol	Extract data from a c	ost report file or write data to a	cost report fi	ile	
2	System		Version 2.3.0.0				Update
3	System:		2552-10				Write to File
5	Data File 1 Location:	Browse					F F
6	Data File 2 Location:	Browse					Extract from File
		Browse					Pick ECR ID
7	Data File 3 Location:	Browse					PICK LOIN ID
8	Data File 4 Location:						
9	MCRIF32 Location:	MCRIF32 Folder	C:\MCRIF32				
10	Output Sheet:	results		Show Results After Write			
11	WKS ECR	Worksheet	Program	Component	Line	Column	Write Value
12							
13							
14							
15							
16							
4	results API Setup	Auditor Setup (+)					



API **Explaining the tabs**

Three tabs at the bottom

- Results show the results of what was extracted from the cost report and also gives a quick overview of what was written into the cost report
- <u>API</u> Setup is where you put in the criteria for what you are wanting to have written into the cost report or what you would like to have extracted from the cost report
- <u>Auditor Setup</u> is where you put in the criteria that will be written to the .Auditor file

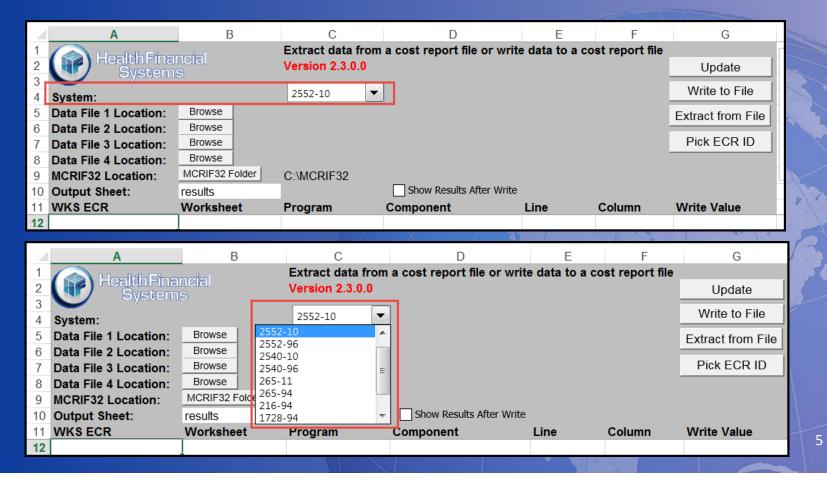
11	WKS	SECR		Worksheet		Program
12						
13						
14						
15						
16						
4	-	results	API Setup	Auditor Setup	+	



API Setup buttons

System drop down menu

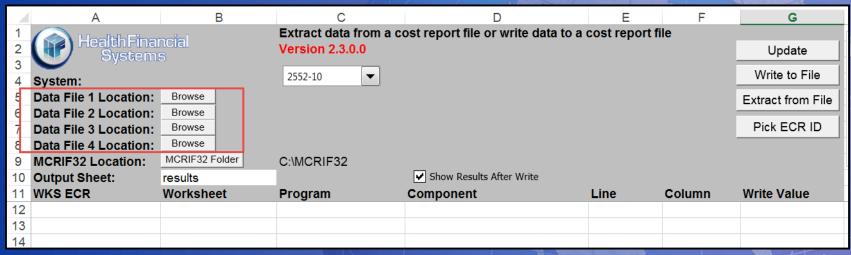
Select the system to work with





Data File 1 – 4 locations

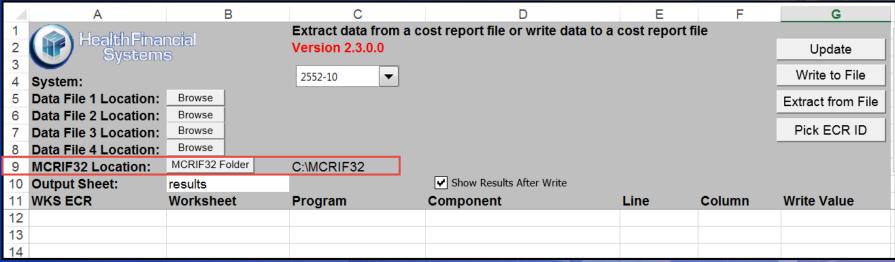
- By selecting the browse button for these you can select 1-4 HFS cost reports
 - For writing to a cost report only Data File 1 can be selected
 - For extracting data, having the option to grab the same data from 4 different cost reports can come in handy when comparing years and establishing trends





MCRIF32 location

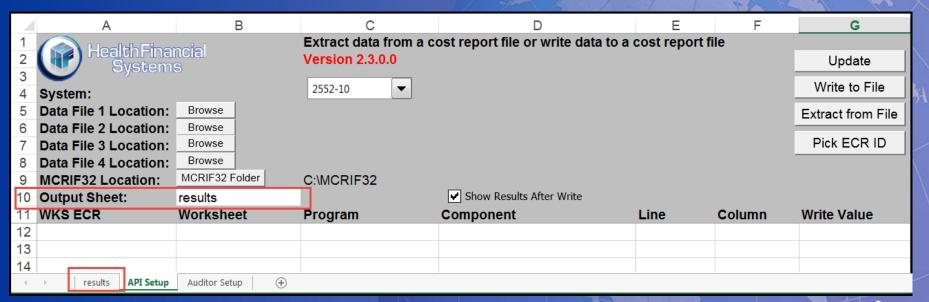
- Default is to the local C drive
 - If your MCRIF32 folder is not located at this location please change this data path by clicking on the MCRIF32 Folder button and navigating to your MCRIF32 folder





Output Sheet

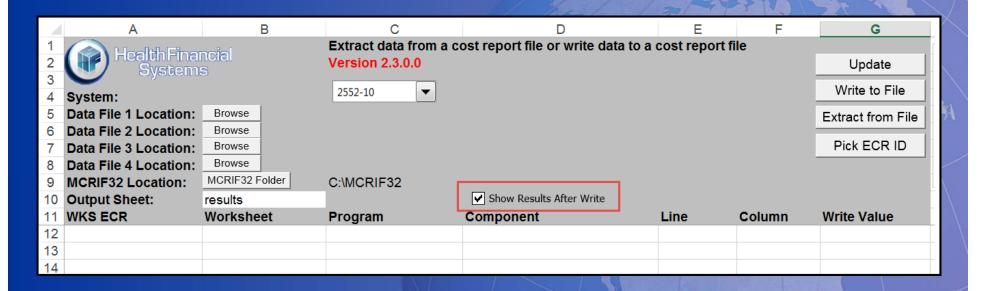
- Where extracted data will be placed
- Refers to the results tab at the bottom
- If you decide you want to rename the results, you will need to change the
 Output Sheet text box to have the exact same name





Show Results After Write check box

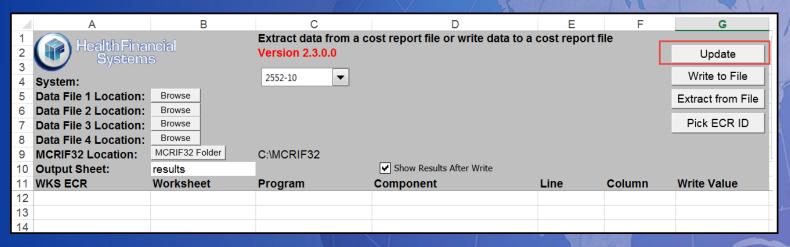
- If checked, after the Write to File button is clicked you will be taken you to the results tab
- Shows the values that were written to the cost report





Update

- Updates your API excel spreadsheet
- When a Help | Check for updates is done in the HFS software, a file will be placed into your MCRIF32 folder (this is why it is important to have the MCRIF32 Location)
- If there is an update, the next time the API spreadsheet is opened, a notification will prompt you that an update is available
- Updating your current spreadsheet to the new one (to include the Auditor Setup tab takes couple steps. We will cover this later in the presentation)



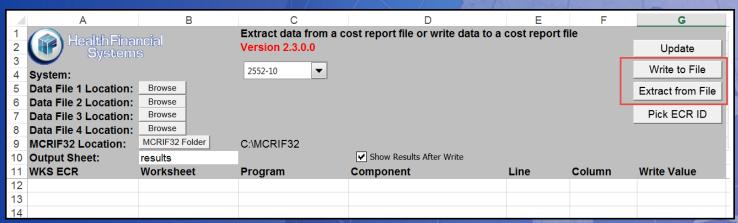


Write to File

- Will take the specified data on the API Setup tab and write it into the specified cost report
- This button can take all the totals and numbers from your <u>STANDARDIZED</u> workpapers and input it all into the specified cost <u>report</u>

Extract from File

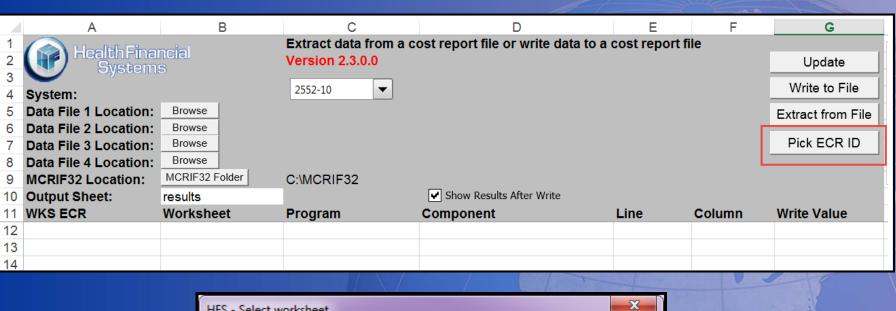
- Will take the criteria from the API Setup tab, extract it from 1-4 cost reports and present the data on the results tab
- Add a VLOOKUP to your workpapers and the API Excel extract will not only grab data from the cost report but then populate your workpapers with this information

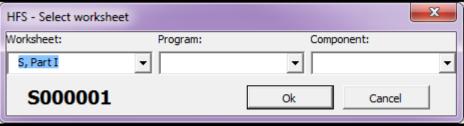




Pick ECR ID

 Helps to fill out the spreadsheet below telling the API which worksheets it needs to be writing/extracting data to/from

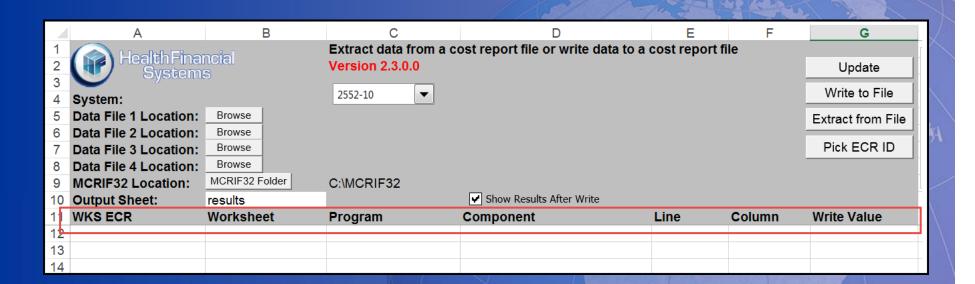






Column Headings

Worksheet ECR, Worksheet, Program, Component, Line, Column and Write
 Value





API Setup Note

If you are writing to the cost report and you have entered line 72.01 on the API Setup tab – if that line does not already exist in the cost report, API will not write this value in. API cannot create subscripted lines. You will need to go into the cost report, create line 72.01, exit out of the cost report and then chose to write to the file.



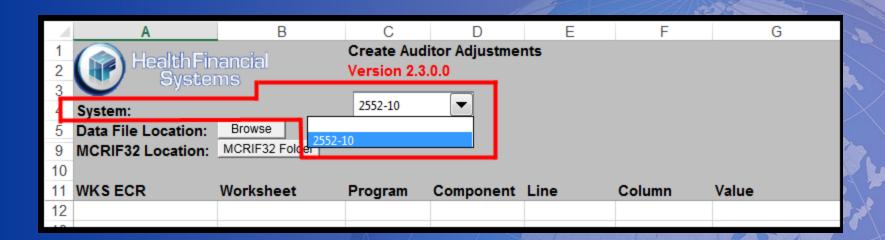
The downloaded spreadsheet will look like this when on the Auditor Setup tab





System drop down menu

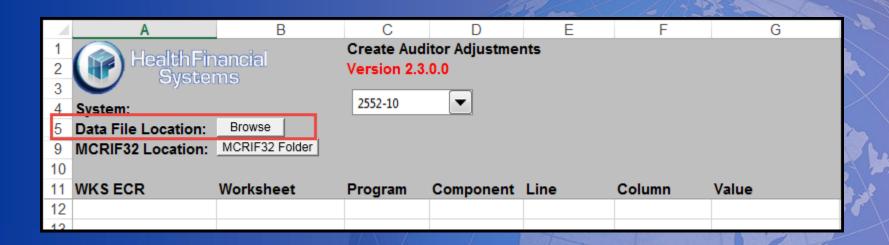
Select the system to work with, currently only the 2252-10 is available





Data File Location

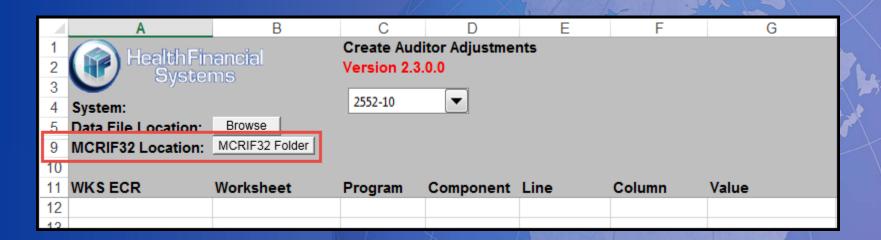
By selecting the browse button you can select one HFS cost report





MCRIF32 location

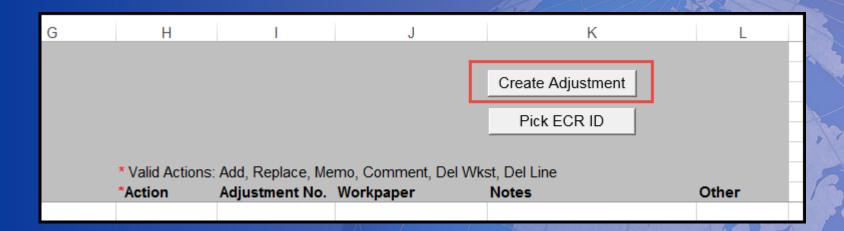
- Default is to the local C drive
 - If your MCRIF32 folder is not located at this location please change this data path by clicking on the MCRIF32 Folder button and navigating to your MCRIF32 folder





Create Adjustment

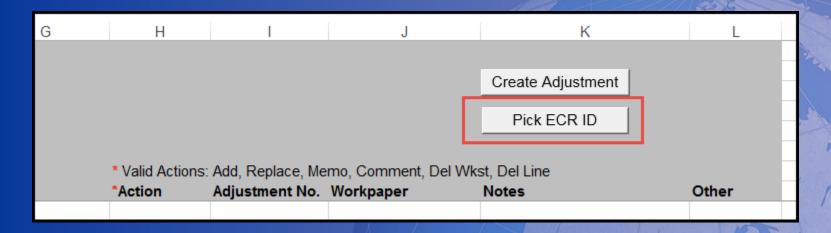
This is the action button that will create or append to the .Auditor file

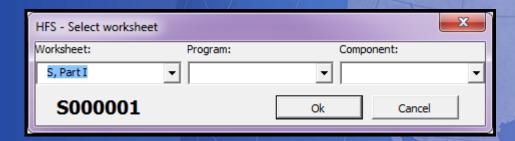




Pick ECR ID

 Helps to fill out the spreadsheet below telling the API which worksheets it needs to be creating adjustments for

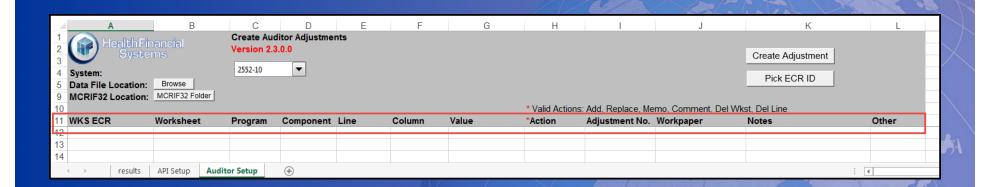






Column Headings

Worksheet ECR, Worksheet, Program, Component, Line, Column, Value,
 Action, Adjustment No., Workpaper, Notes, and Other







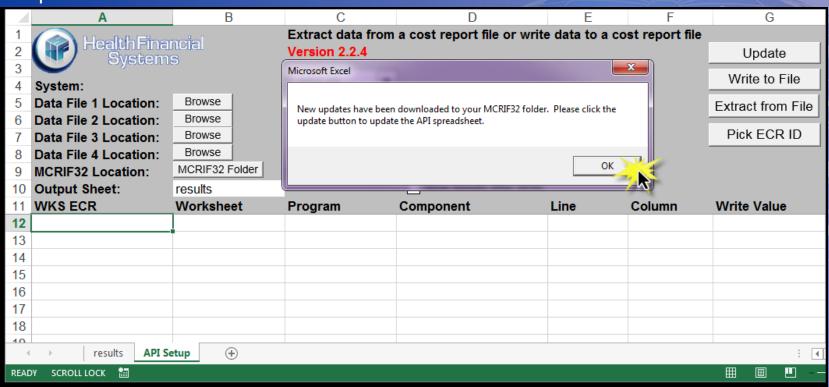
API Updating a current spreadsheet to include the new Auditor Setup tab

How to update:



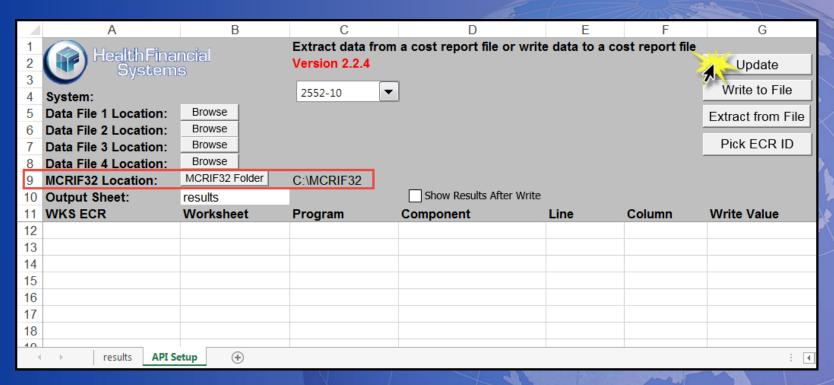
Updating a current spreadsheet to include the new Auditor Setup tab

You will open up your existing spreadsheet and see the pop-up alerting you that there is an update available. Click OK.



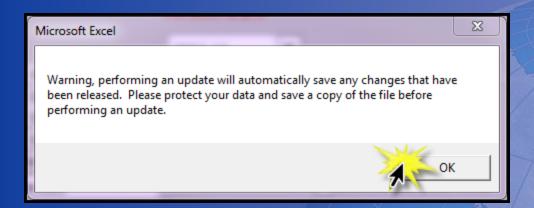
Updating a current spreadsheet to include the new Auditor Setup tab

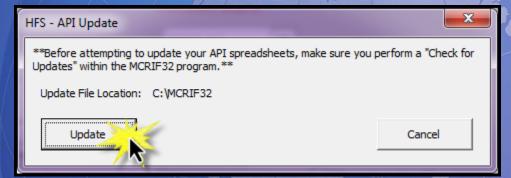
Make sure the MCFIR32 Folder option is pointing to your MCRIF32 folder. Then click to the update button.



Updating a current spreadsheet to include the new Auditor Setup tab

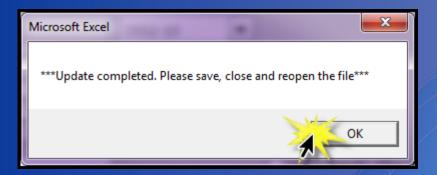
Read the popup screens, clicking through each one.





Updating a current spreadsheet to include the new Auditor Setup tab

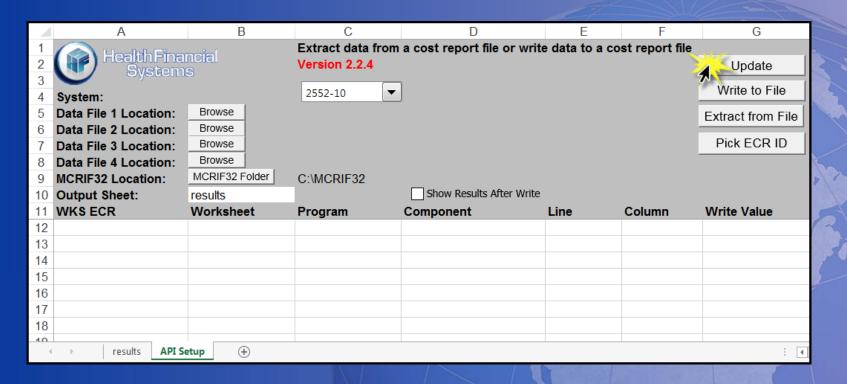
After the update you will get a message saying the update is complete, click OK.



Then save the file, close out of it and open it back up.

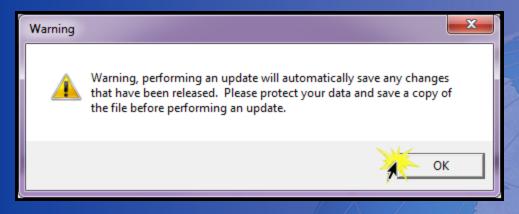
Updating a current spreadsheet to include the new Auditor Setup tab

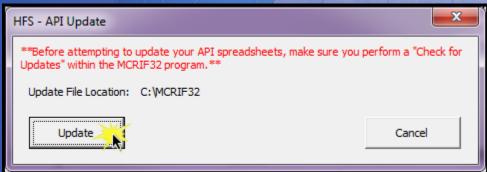
When the file has been reopened click the Update button again.



Updating a current spreadsheet to include the new Auditor Setup tab

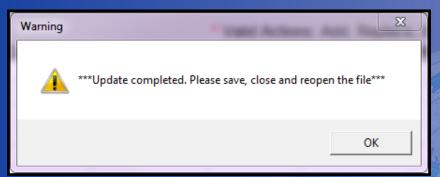
And click through the next popup screens





Updating a current spreadsheet to include the new Auditor Setup tab

You will get the same message as before saying your update is complete, click ok.



After this, the Auditor Setup tab will be placed at the bottom of the workbook.

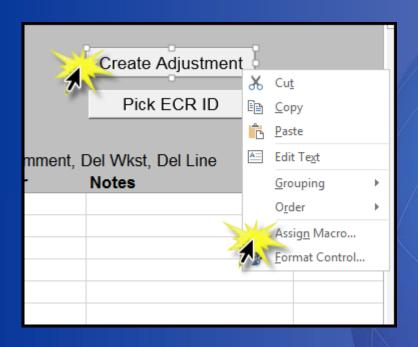
	Α	В	С	D	E	F	G
1	Health Financial		Extract data from				
2	System		Version 2.3.0.0				Update
3	•		2552-10 ▼	Î			Write to File
4	System:		2552-10 ▼	ļ			WITE TO THE
5	Data File 1 Location:	Browse					Extract from File
6	Data File 2 Location:	Browse					
7	Data File 3 Location:	Browse					Pick ECR ID
8	Data File 4 Location:	Browse					
9	MCRIF32 Location:	MCRIF32 Folder	C:\MCRIF32				
10	Output Sheet:	results		Show Results After Write			
11	WKS ECR	Worksheet	Program	Component	Line	Column	Write Value
12							
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,	results API Se	Auditor Setup	+				
REAL	DY SCROLL LOCK 🔠						■ ■

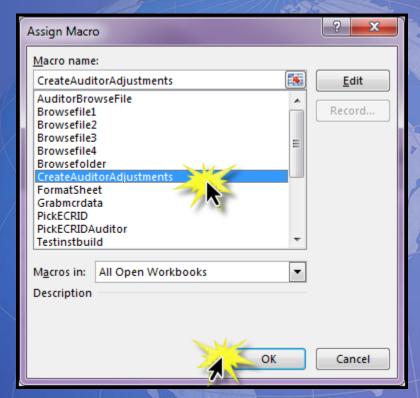
API Updating a current spreadsheet to include the new Auditor Setup tab

***You will need manually add in the button commands. So again go ahead and choose to save the file, close and reopen.

Updating a current spreadsheet to include the new Auditor Setup tab

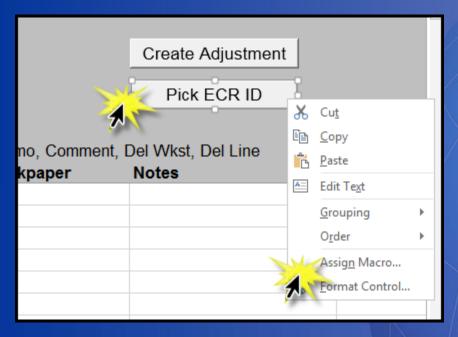
Right click on the Create Adjustment button and select Assign Macro. Then select CreateAuditorAdjustments and click OK.





Updating a current spreadsheet to include the new Auditor Setup tab

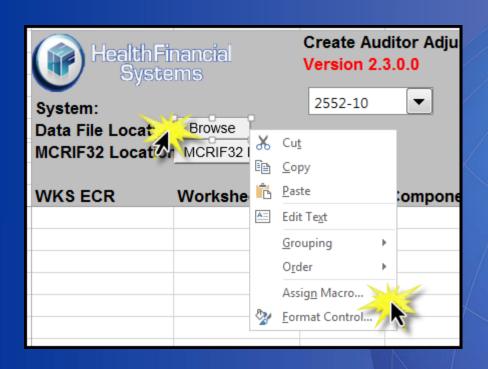
Right click on the Pick ECR ID button and select Assign Macro. Then select PickECRIDAuditor and click OK.

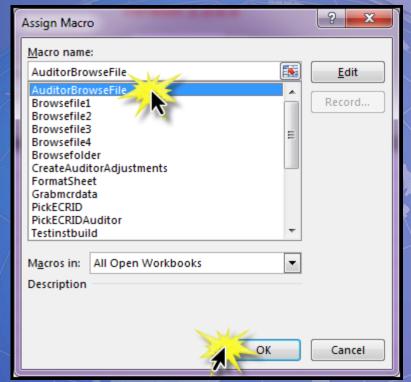


Assign Macro		í	? X
Macro name	:		
PickECRIDA	<u>E</u> dit		
AuditorBrowseFile Browsefile1 Browsefile2 Browsefile3 Browsefile4 Browsefolder CreateAuditorAdjustments FormatSheet Grabmcrdata PickECRID PickECRIDAuditor Testinstbuild		•	Record
Macros in:	All Open Workbooks	•	
Description		ОК	Cancel

Updating a current spreadsheet to include the new Auditor Setup tab

Right click on the Browse button and select Assign Macro. Then select AuditorBrowseFile and click OK.





Updating a current spreadsheet to include the new Auditor Setup tab

Right click on the MCRIF32 Folder button and select Assign Macro. Then select AuditorBrowseFolder and click OK.

