CREATIVE DATA TECHNOLOGIES, INC.

DATAVAULT

USER’S MANUAL

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II. OVERVIEW OF THE DATAVAULT SYSTEM:

The DataVault System is a web site that helps customers manage reporting of required information to various jurisdictions (both state and federal level). The first module programmed for the DataVault web site is the quarterly reporting that is required by the Florida Agency for Health Care (AHCA), which is completed and up and running now. This module is compliant with the 2010 AHCA Rules (F.A.C. 59B-9).

Future modules planned include cardiology reporting to the American College of Cardiology, as well as cancer reporting to the Florida Cancer Data System (FCDS). If you have others you would like to see added, or if you are interested in using either the Cardiology or Cancer reporting module above, please contact us and let us know (techsupport@creativedatatech.com).

The DataVault System is a web based solution. Since the web site contains confidential sensitive medical information, it is protected by 128-bit SSL (Secure Sockets Layer) encryption. What this means to you is that even though you are accessing the information over the Internet, your web browser session is protected so that no one else can view or intercept the information. This 128-bit encryption is required by HIPAA. At the time you set up your user account(s), you will be required to sign a HIPAA Security Agreement with us.

Here is a list of the features of the new DataVault System:

- No installation required: All you need is a web browser, which already comes installed with your computer.
- Location independence: You can use the system from any computer in the office, or even from home.
- Multiple simultaneous users: Up to 5 user accounts can use the system simultaneously entering data for your facility.
- No downloading updates: All of the program updates are centrally applied overnight to the web site, as needed.
- Nimble and responsive to change: Fast to react to rule changes and bug fixes, as there is only 1 computer to update – the web site!
- Data Security: Each facility's data records are kept separately so that one facility can not look at another facility's data.
- Import capability: There are import capabilities so you can import current visit records into the system so you can stop using the desktop program when you are ready to make the switch.
- Complete backup capability: The system allows and in fact encourages you to back up your own data on a regular basis. The backup data file is downloaded to your computer, and can be easily imported back into the system in the event of any data loss or corruption of the system. We will also maintain backups of the complete system as well.
- Familiar screens: The screen layout of the web system is just about exactly the same as the desktop program; so learning how to use the new system is a cinch.
- AHCA 2010 XML readiness: This new web based system paves the way for us to be ready for the new XML Internet reporting to ACHA for 2010 and beyond.
- Transaction monitoring: The system keeps track of all user activity, and this activity log is available for you to see at any time (so you can monitor your employee's activities if desired).

III. GETTING STARTED:

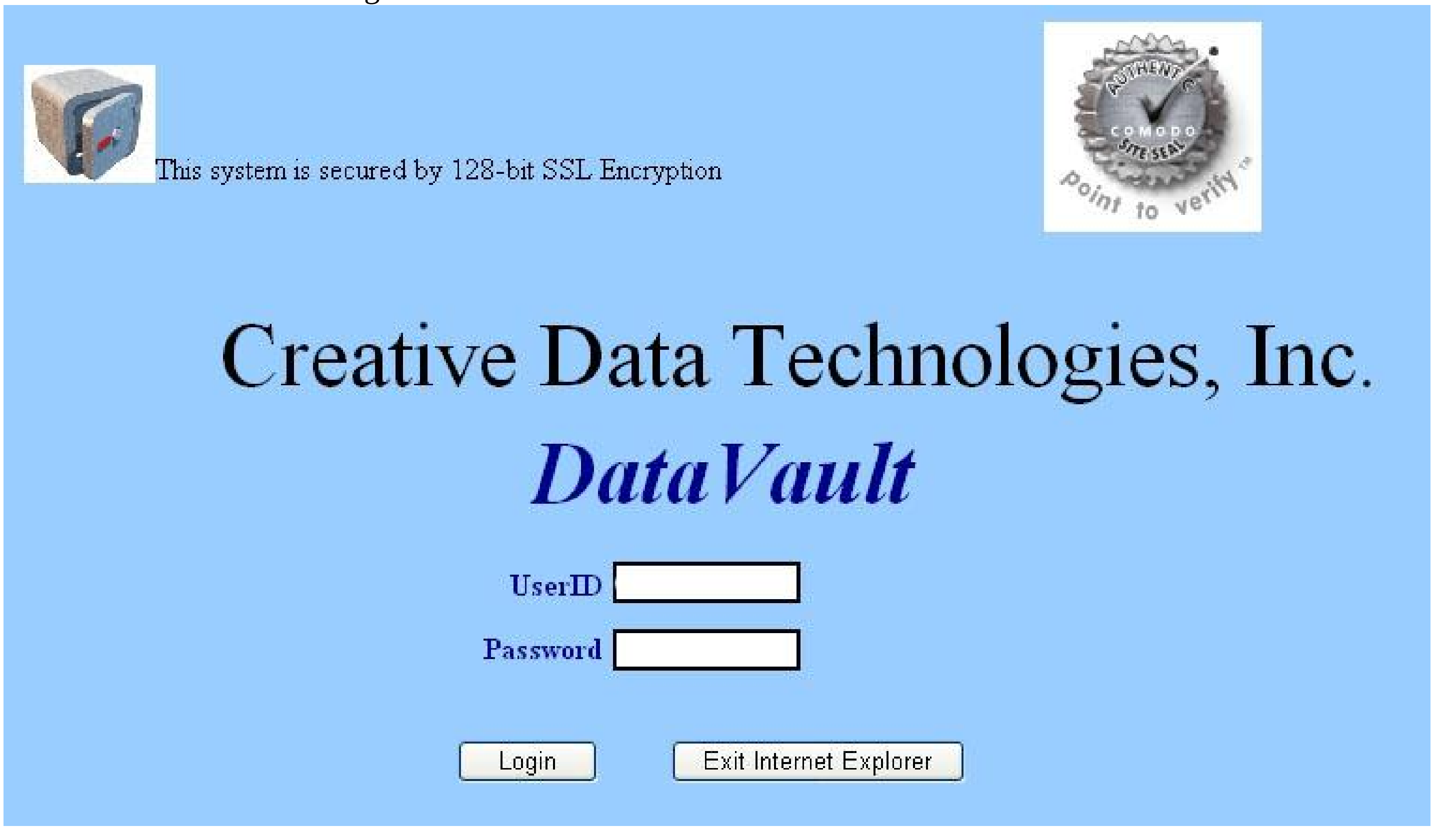
System Requirements:
The DataVault is a web-based solution, so the requirements on the hardware are minimal. You will need at least a Pentium III class computer (or higher) running at 500 Mhz or faster, with at least 256Mb of RAM. The computer must be running Windows XP, Vista, or 7 (Home or Pro), and you must have Internet Explorer version 6.0 or higher. You can check your version of Internet Explorer by selecting the Help menu item "About Internet Explorer". Updates to Internet Explorer may be downloaded from Microsoft directly at http://www.microsoft.com/windows/ie/default.asp

The DataVault web site is a 128-bit SSL encrypted web site. This is to ensure the privacy of the information that is being managed. However, the SSL encryption adds some overhead to the amount of actual information that must travel back and forth between your web browser and our web server. Therefore, it is recommended that you get a reliable, fast Internet connection to use the DataVault system. Examples of good Internet connections are DSL, Cable Modem, or ISDN. If you are still using a modem to dial up to connect to the Internet, we would strongly recommend you to upgrade to DSL at this time. You CAN use the DataVault System with a dial-up modem, but the screens update slowly so it is not as pleasant of an experience as it should be.

Support for other Operating Systems & Browsers:
The DataVault web site was built using Microsoft's technology called ASP.NET (Active Server Pages). This technology utilizes DHTML features inside the Internet Explorer web browser. If our web server detects that you are running some other browser besides Internet Explorer, it downgrades the DHTML calls to standard HTML. However, this will run noticeably slower than the Internet Explorer, and may not look and feel 100% the same as the Internet Explorer. Therefore, if you wish to use some other operating system and/or web browser, you can, but we will not support or troubleshoot any problems that are particular to using the non-standard browser and/or operating system.

Obtaining a UserID and Password to access the DataVault system:
There is a user agreement form that includes HIPAA Security Agreement that must be filled out, signed, and faxed or mailed back to us in order to set your account up. Only 1 signed agreement per facility is required. Separate user accounts are set up for each person using the system. Up to 5 user accounts can be created for each facility at no extra charge.

Logging into the DataVault system:
Direct your web browser to the following address (notice that it starts with https instead of http):
https://www.creativedatatech.com/datavault
You should see the following screen:

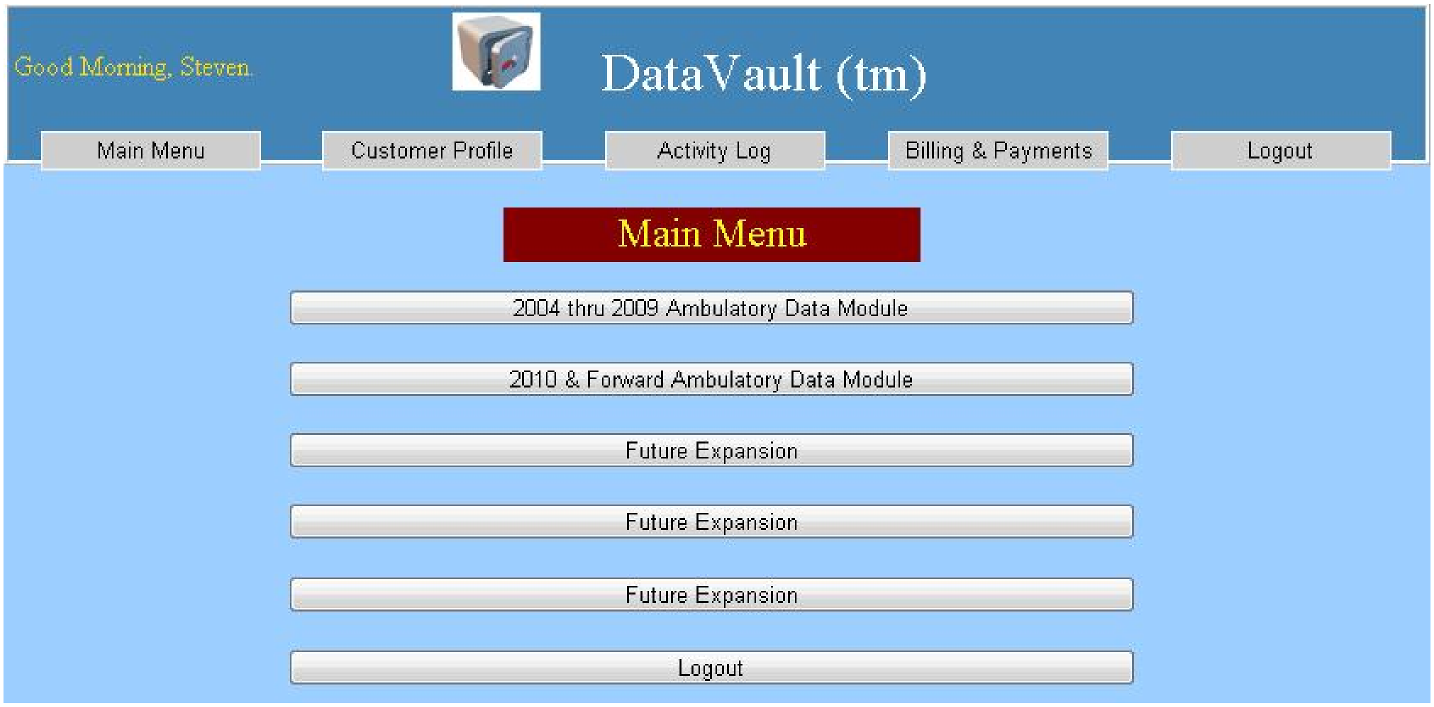


Notice the seal in the upper right hand corner (with the checkmark). If you place your mouse over the seal (but do NOT click), it will display information about Creative Data Technologies' SSL Certificate authenticity. In addition, if you click on the seal, you can get more detailed information about our SSL Certificate. Comodo is the same of the Certificate Authority Company that we purchased the certificate from.

Enter your UserID and Password in the fields provided, and click the "Login" button.
Note: The password is case sensitive.

If login is successful, you should see the Main Menu shown at the top of the next page:

IV. MAIN MENU



The toolbar across the top of the page is something that will remain at the top for every screen throughout the system. It has some quick access buttons to get to commonly used "global" parts of the system (not particular or specific to any one module within the DataVault system).

Here are the Toolbar buttons, along with an explanation of what they do:
Main Menu: Clicking this button from wherever you are in the web site will return you to this main menu.
Customer Profile: (not programmed yet). Planned to be a read-only view of your company's information.
Activity Log: Allows you to view all activity from users of your company, with date range filtering.
Billing & Payments: (not programmed yet). This automated billing & payment module will be done later.
Logout: Clicking this will log you out of the DataVault System.

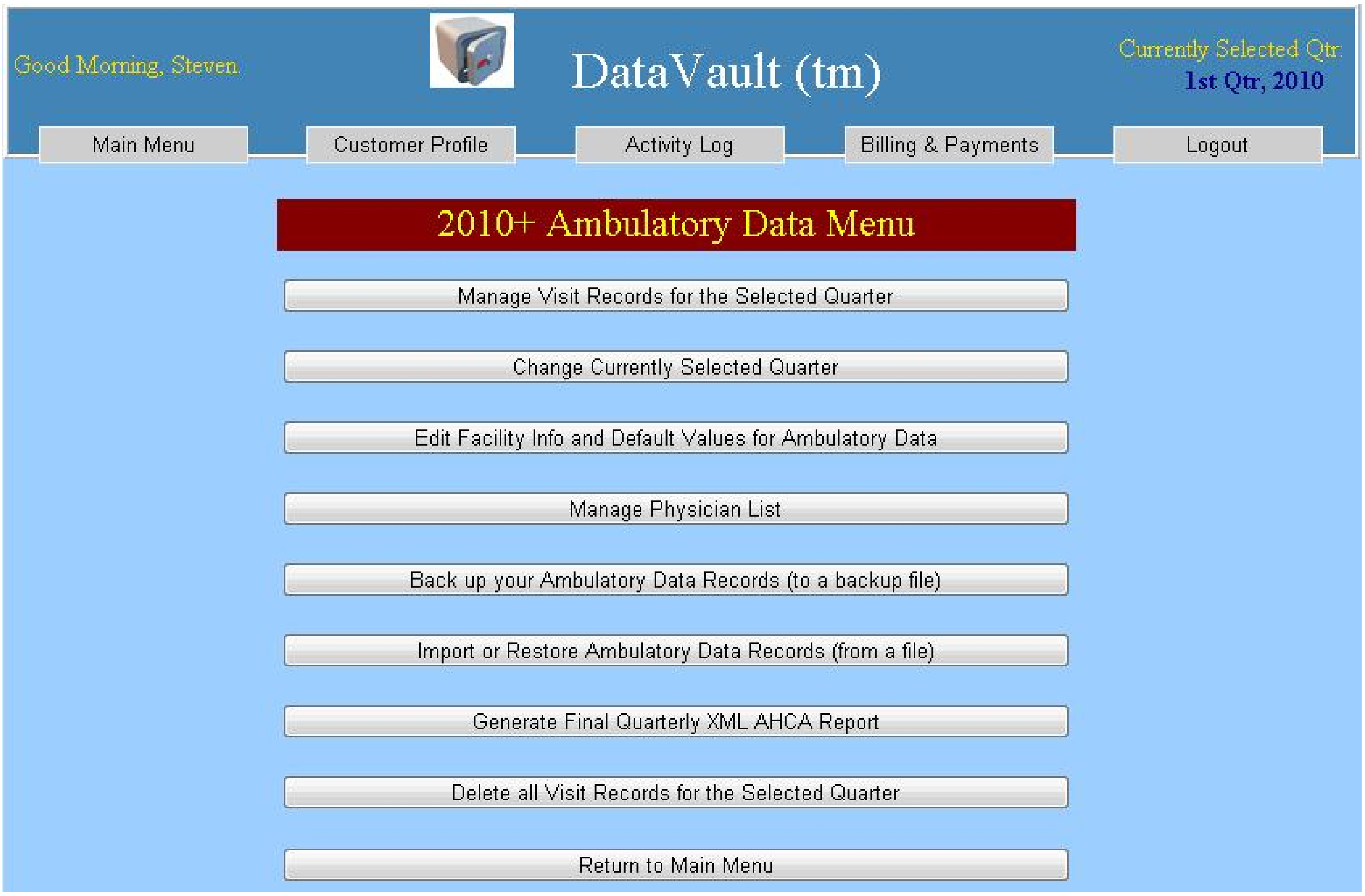
Notice the red banner with the "Main Menu" written inside. To make the system easier to navigate, every screen has one of these red banners to let you know where you are (each screen has a name).

As far as the other Main Menu buttons listed under the red banner, they are the entry points into each one of the modules within the DataVault System. If you are a new customer, you will be using only the second button called "2010 & Forward Ambulatory Data Module". The other button called "2004 thru 2009 Ambulatory Data Module" is for access to historical data in the old AHCA Rules format.

Go ahead and click the second button now (2010 & Forward Ambulatory Data Module).

You should see the 2010+ Ambulatory Data Menu screen shown at the top of the next page:

V. 2010+ AMBULATORY DATA MENU:



This is the screen where you will spend most of your time working with your Ambulatory Data.

Notice that for this screen (and all other Ambulatory Data Module screens) that the "Currently Selected Quarter" is displayed in the top toolbar on the right hand side. This is your frame of reference for which data set you are currently working with for AHCA.

The Ambulatory Data Menu buttons are described in detail below:

Manage Visit Records for the Selected Quarter:
This will display a list of all your visit records for the currently selected quarter.

Change Currently Selected Quarter:
Lets you change which quarter's data you are currently working with.

Edit Facility Info and Default Values for Ambulatory Data:
This will let you edit the facility information that AHCA wants reported in the header of the transmission that is sent to them with the report, as well as set the default values for all the newly created visit records you input.

Manage Physician List:
Lets you maintain the drop-down list of physicians at your facility (to speed data entry without having to keep typing in long license numbers each time).

Backup up your Ambulatory Data Records (to a backup file):
Lets you create and download a backup file containing ALL of your facility's records (for ALL quarters).

Import or Restore Ambulatory Data Records (from a file):
Let you import visit records into the system.

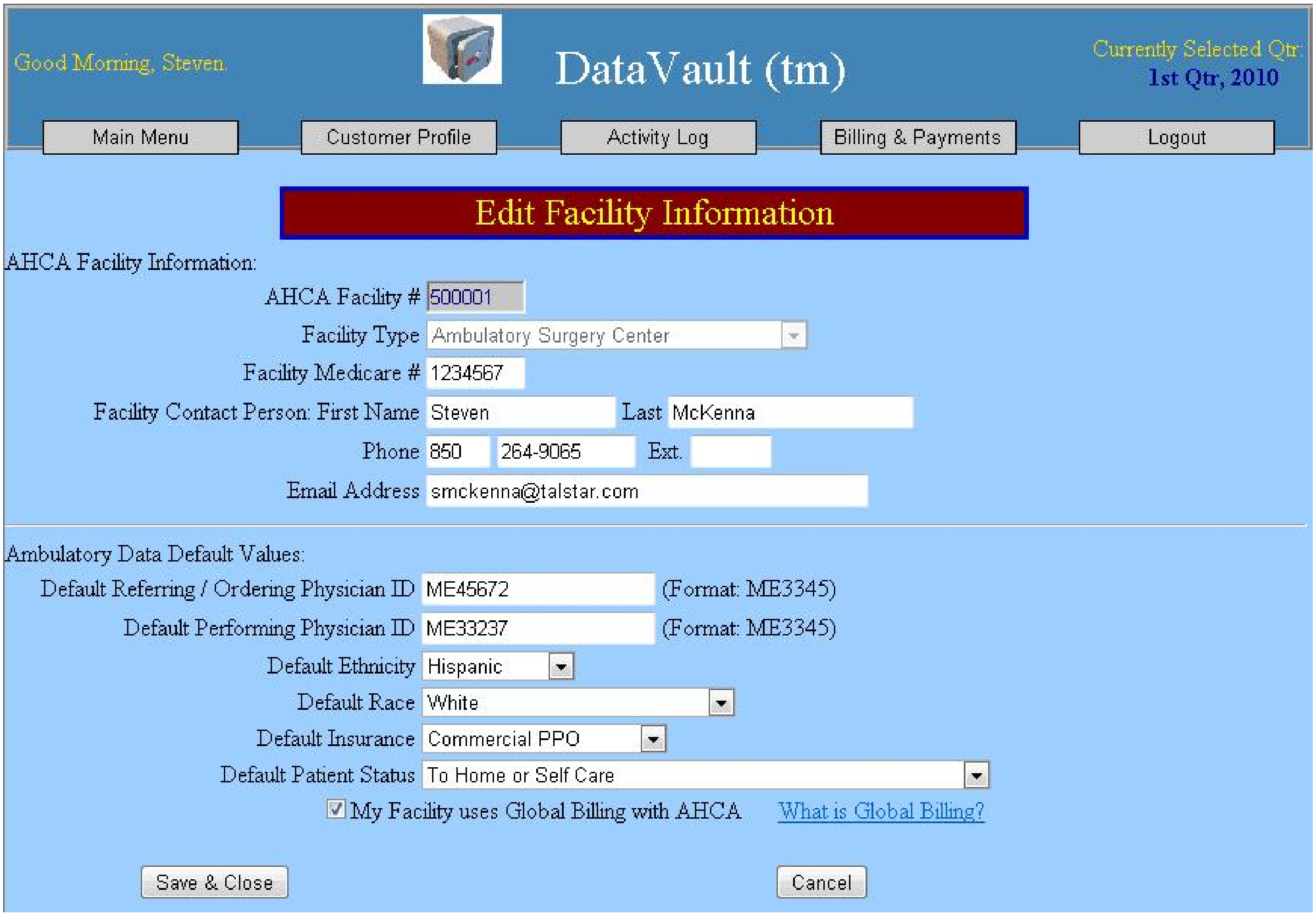
Generate Final Quarterly AHCA Report:
This screen helps you perform the final step of performing a QA check of all the visit records for the quarter, and generates the final Report data file that you send to AHCA.

Delete all Visit Records for the Selected Quarter:
Lets you delete all the visit records for the currently selected quarter. Used primarily if you are having trouble importing data, and want to repeat an import process again for the same quarter.

Return to Main Menu:
(Self explanatory)

The first screen you will need to fill out is the Facility Information and Default Values screen. Click on the button called "Edit Facility Info and Default Values for Ambulatory Data", and you should see the screen on the following page:

VI. EDIT FACILITY INFO AND DEFAULT VALUES FOR AMBULATORY DATA:



Your AHCA Facility # should already be filled out for you. If it is not, please contact us immediately with your AHCA Facility ID so that we can correct it in our system (this is a read-only field).
Throughout the DataVault System, read-only fields are colored in a light gray background. This is letting you know that you can not change the value in those fields.

For the middle section entitled “Information Required if the data is being reported by a 3rd party”, you can just fill out your facility’s name and address if you are submitting your own data (not hiring anyone to perform the data entry).

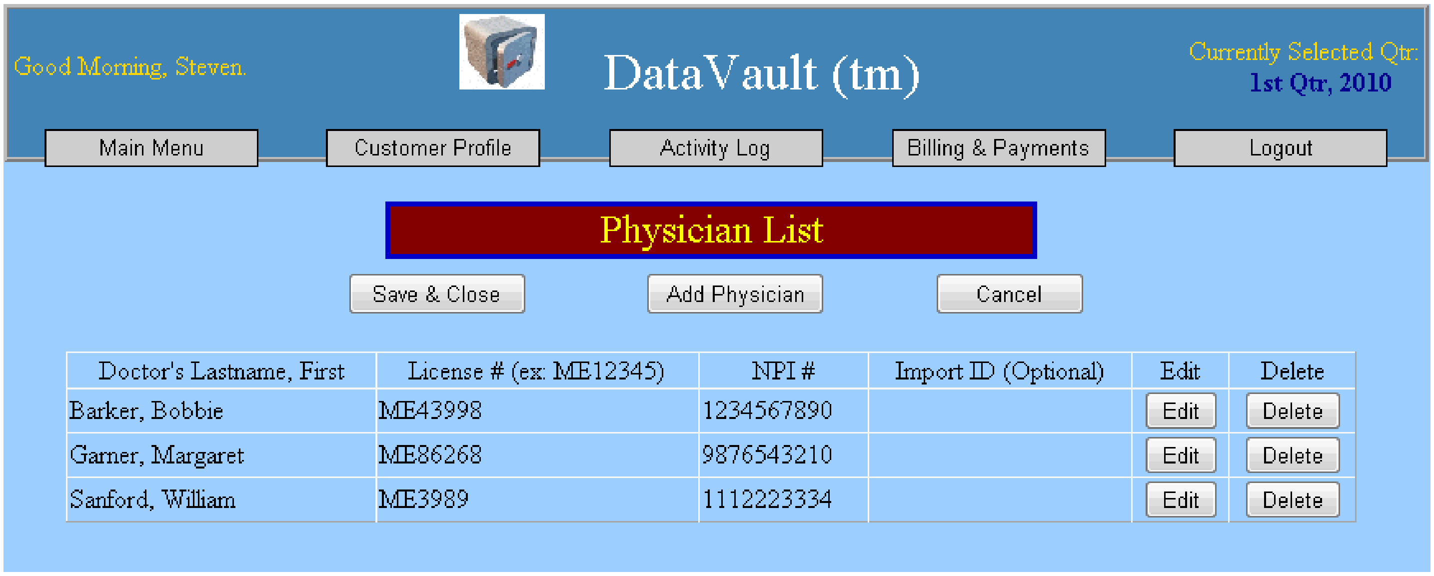
The “Ambulatory Data Default Values” section is fairly self-explanatory. Anything you fill in will be automatically populated into a record when you create new records using this system. Do NOT Zero pad the license numbers (i.e.: ME00034551). Just leave them exactly as the Fla. Dept. of Heath issues them (i.e. ME34551).

The “Global Billing” option checkbox is explained by clicking on the hyperlink “What is Global Billing?”

Once you are finished entering your facility info, don’t forget to click the “Save & Close” button, or your changes will be lost.

VII. MANAGE PHYSICIAN LIST:

The next screen you will want to fill out is the Physician List. Access this screen by clicking on the "Manage Physician List" button from the Ambulatory Data Menu. You will see a screen similar to the following, without any physician records yet listed:

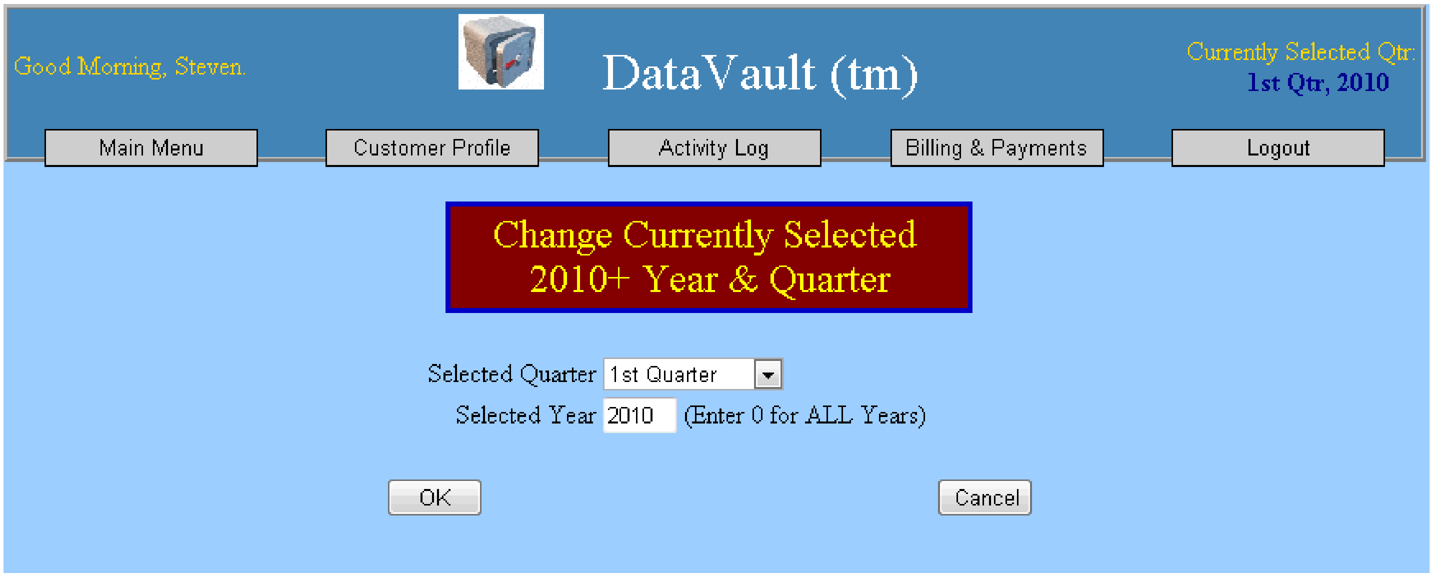


Use the "Add Physician" button to add new physicians to the list. Make sure and fill in the NPI numbers for all your doctors, because this field is required for the AHCA reporting.

Once you are finished entering your list of physicians, don't forget to click the "Save & Close" button, or your changes will be lost.

Before starting to work on a quarter, you will want to set the calendar quarter that you would like to work on using the button called "Change Currently Selected Quarter", and you should see the screen on the following page:

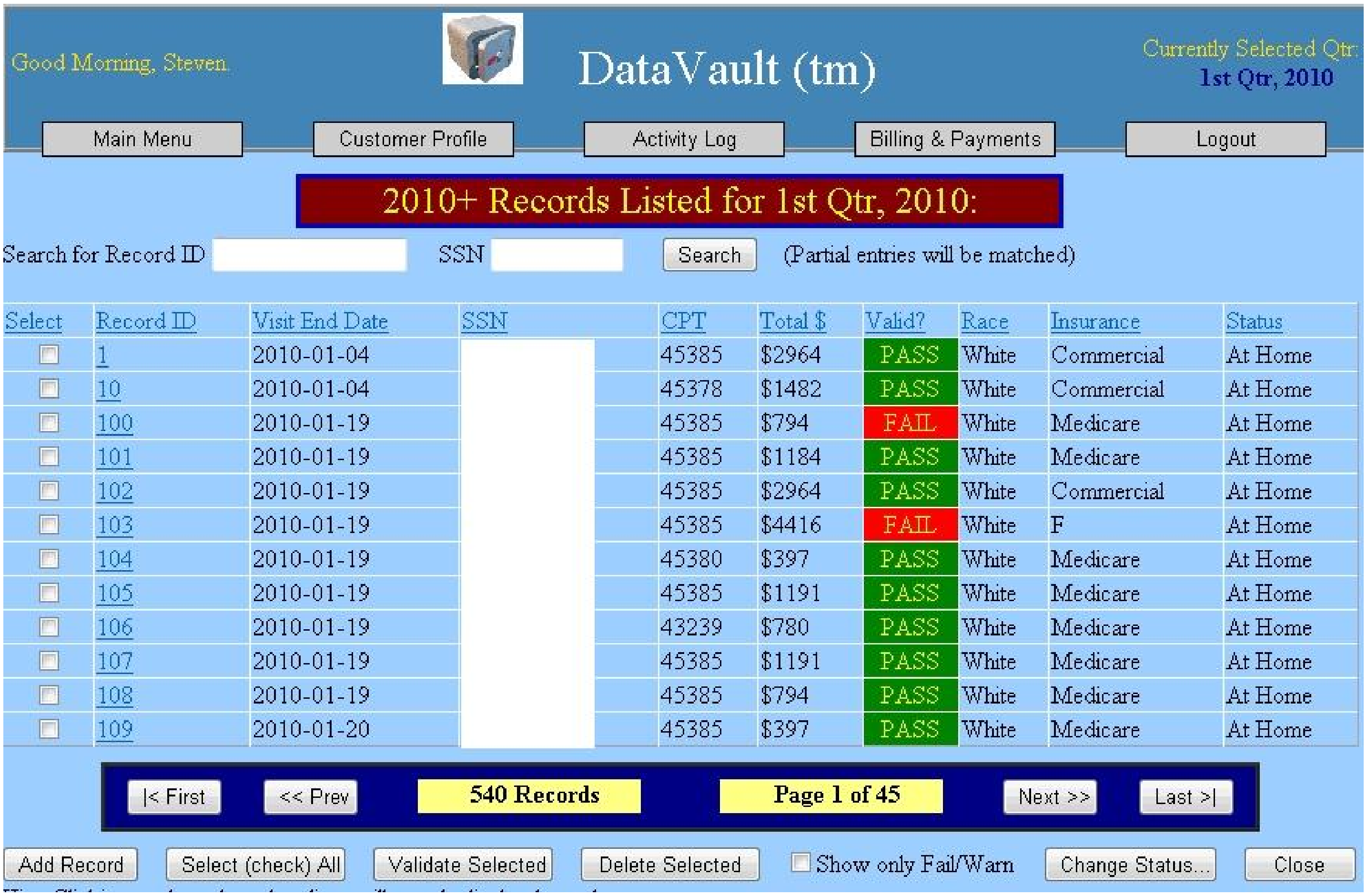
VIII. CHANGE CURRENTLY SELECTED YEAR & QUARTER:



This screen lets you select a single quarter to work on, or you may select the word “ALL” to work on an entire year’s worth of visit records at a time.
For the Selected Year, you can type in the year number, or enter zero to work on ALL your visit records in the database at once.
Once you select your filter conditions (i.e. – Select the Quarter and Year), the Visit List Window will list only those records that meet your search conditions, and the selected quarter will be displayed in the Toolbar in the upper right hand corner of all the screens as you work.

Now you are ready to start actually entering & managing your visit records.
Click on the “Manage Visit Records for the Selected Quarter”, and you should see the screen on the following page:

IX. VISIT RECORD LIST WINDOW (MANAGE VISIT RECORDS):



For privacy, the SSN's have been blocked out for purposes of this user's manual. They SSN's will appear for you as you enter your records into the system.

Notice that the red banner reminds you again of exactly what records you are working on "2010+ Records Listed for 2nd Qtr, 2003".

There are search boxes at the top to help you quickly locate a particular Patient Control Number (Record ID), or SSN.

This Visit Record List Window shows the Record ID, Visit Date, SSN, CPT (first CPT Code listed on each visit record), Total Charges, whether the record is valid (PASS or FAIL), Race, Insurance, and Patient Status.

The default behavior for the system is to sort the records by Record ID. You can also sort the displayed list by any one of the displayed columns by clicking on that column heading. In addition, if you click the column heading a second time, it will sort the list in reverse order by that column.

The "Record Navigator" is the navy blue bar of buttons called "First", "Prev", "Next", and "Last". Use this Record Navigator to page through the records in the quarter. There is a display reflecting the total number of records meeting your current filter condition (i.e.: 874 Records), and a current Page number indicator (i.e.: Page 1 of 68).

Notice the checkboxes in the very first column of the list. This is your way to "select" records for subsequent action. This action is only needed if you are selecting records to be deleted ("Delete Selected" button) or validating records ("Validate Selected").

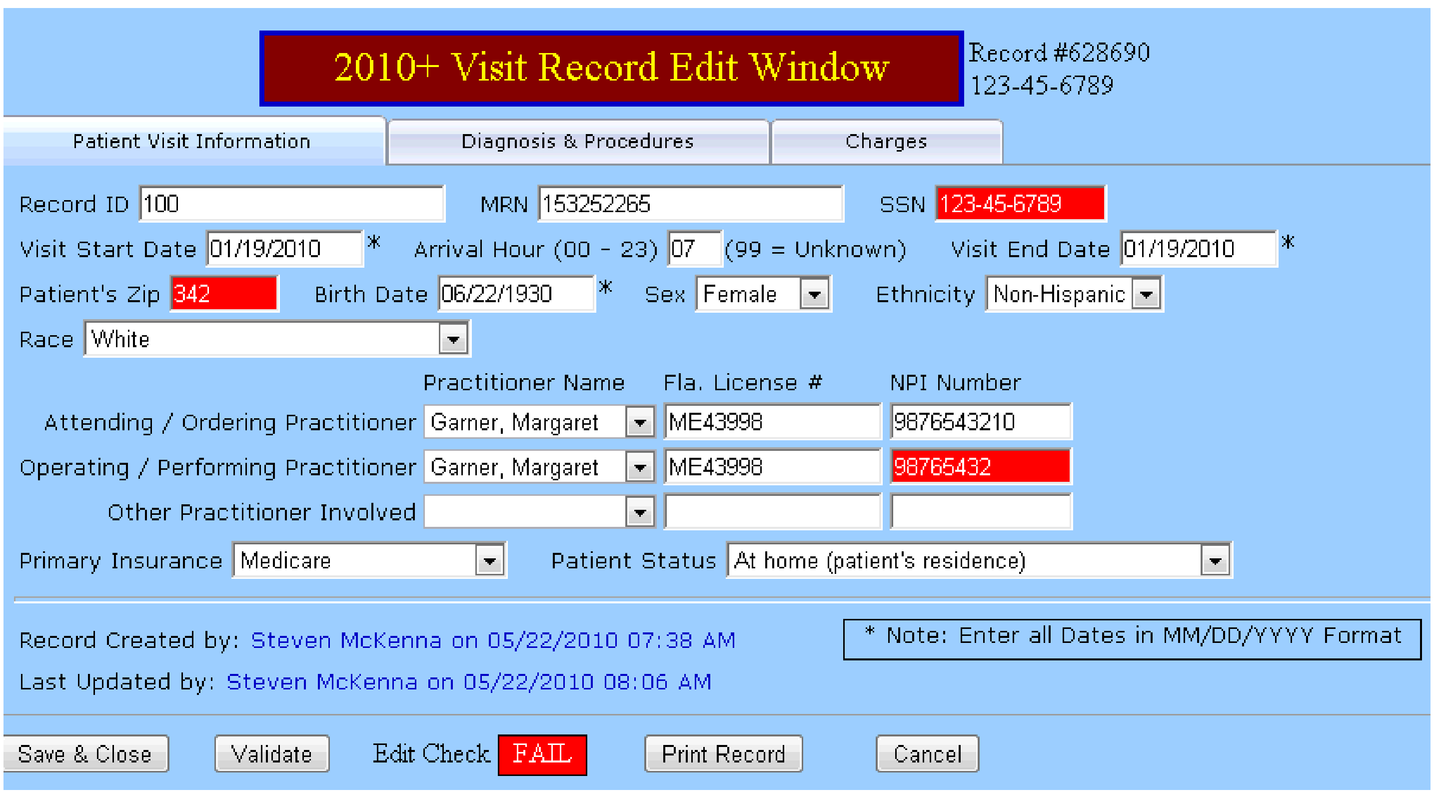
Normally, the system validates each record when you save the record, or when you import records. However, there may be an occasion where you want the system to re-validate many records at once. If so, then use the "Select All" button to select (check) all the records, then click on the "Validate Selected" button so that the system will inspect every one of the selected records to judge whether each one of them is PASS, FAIL, or WARN.

Notice the checkbox at the bottom called "Show Only Failing". This checkbox lets you quickly focus on just the records that failed validation so that you can edit them to clean them up to PASS validation.

To edit an existing record, you simply need to click on that record's "Record ID", which is a hyperlink. This will take you to the Visit Record Edit Window.

To create a new record from scratch (manual input), click on the "Add Record" button. This will auto-populate all the default values you specified, and take you to the following screen:

X. VISIT RECORD EDIT WINDOW:



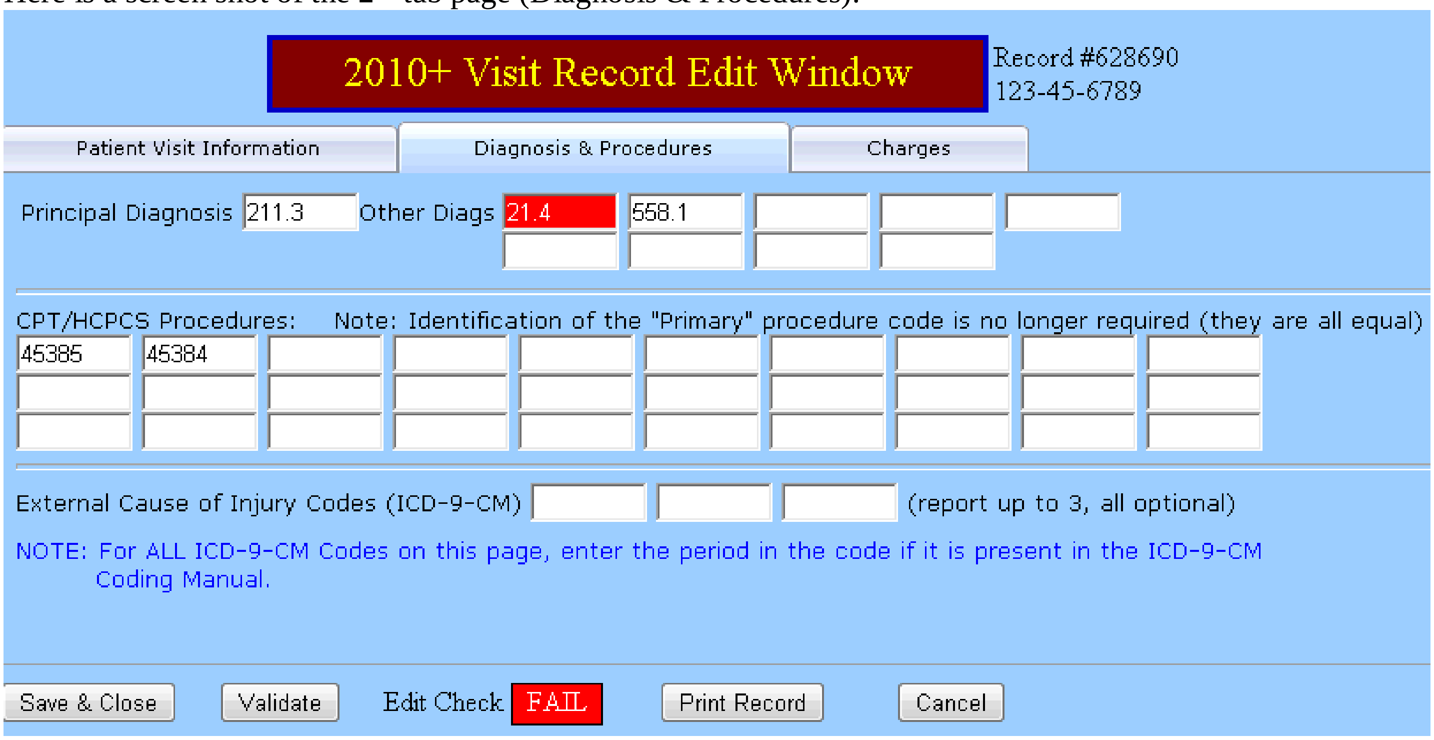
Of course, the screen print above is from an existing record, so you will not see this data. All you will see is a bunch of blank white fields, ready for you to input, along with the default values pre-filled out.

This screen is divided into 3 tab pages, just like the desktop data entry program, and the tab pages have the same logical division of information as the desktop program had (Patient Information, Diagnosis & Procedures, and Charges).

Notice that the Record ID and the SSN are displayed in the upper right hand corner of the screen (to the right of the red banner) so that no matter what tab page you are on, you can quickly identify which patient you are entering information for.

Notice on the screen shot above that several of the fields are painted with red background. This is indicating that the system has found a problem with these particular fields, and you need to correct the data. If you can not tell what the problem is, you can locate your mouse over the top of a red field (without clicking on it), and a yellow help message will be displayed explaining why that particular field is failing validation.
Normally, as you are entering a new data record, the system does not apply the validation rules until you get done and either click "Save & Close" or "Validate". Users usually like to use the "Validate" button to see if the record is PASS, FAIL, or WARN before Saving & Closing. The results of the validation check are across all 3 tab pages of information. As you are working with the record, you can freely visit all 3 tab pages without saving first, and then perform one single validation when you are finished entering all of the fields.

Here is a screen shot of the 2nd tab page (Diagnosis & Procedures):



Keep in mind that at least one diagnosis is required (the Principal Diagnosis), and at least one CPT/HCPCS code is required.

On the following page, you will see a screen print of the 3rd tab page (Charges):

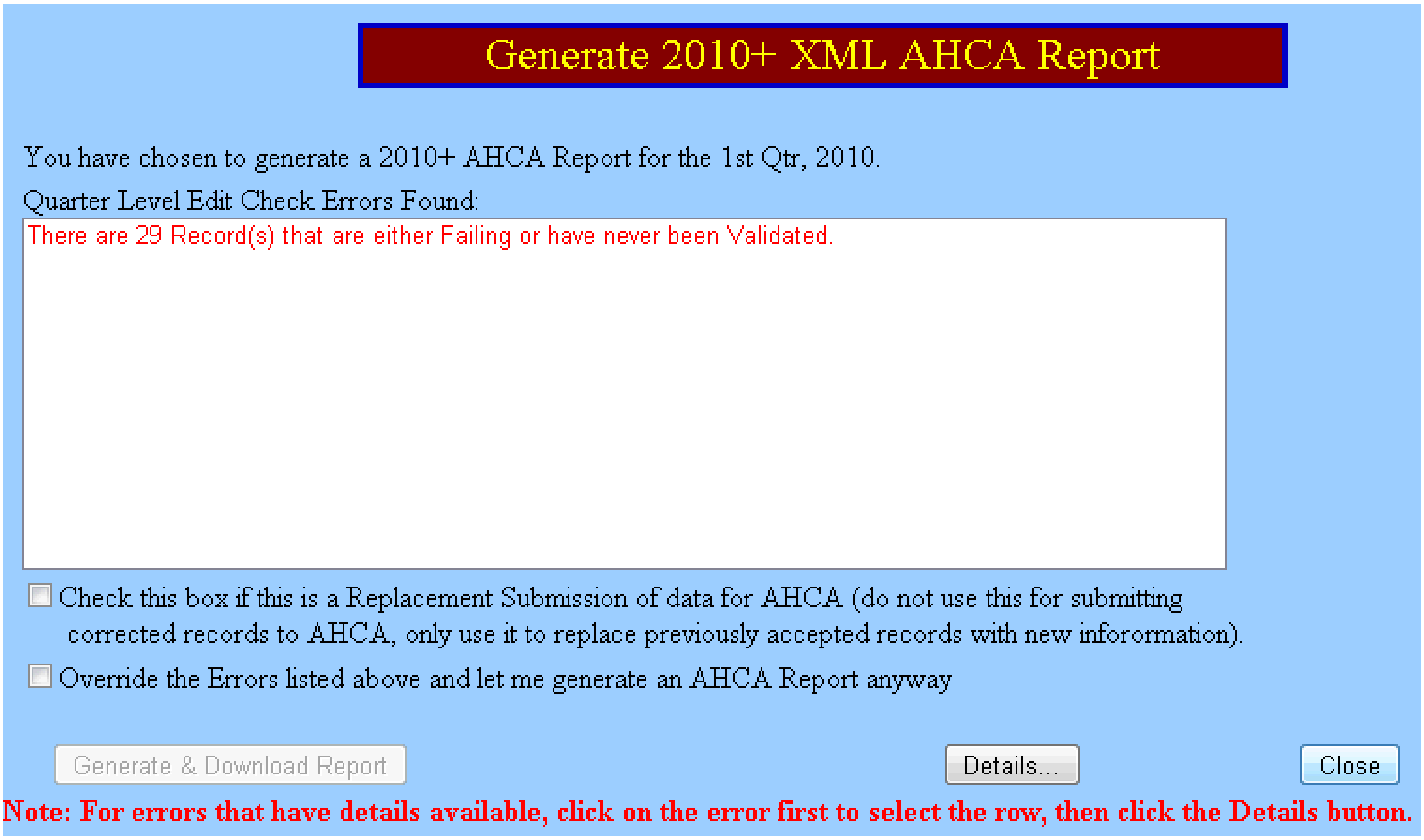
Please don't forget to use the "Save & Close" button to save your changes after you finish working with a record, or else you will lose your changes for that record.

Clicking on the Validate button before saving is not required. The system automatically validates the record each time you save it. However, it is beneficial for you to know whether the record passed or not before you close the window, so you can use the Validate button to make sure all is well before you save the record.

Note: It does not matter what tab page you are currently on when you click the "Save & Close" or "Validate" buttons.

XI. GENERATE FINAL QUARTERLY AHCA REPORT:

When you are all finished entering & correcting all your visit records for the quarter, you will need to use the button called “Generate Final Quarterly AHCA Report” to perform the final QA of the records and generate the actual AHCA Report data file. When you click the button, you will see the following screen:



FIRST AND MOST IMPORTANT: Make sure the top sentence agrees with what you think you are doing. We have had customers accidentally send AHCA data for the wrong quarter. In the above screen shot, the system is confirming my intent by stating “You have chosen to generate an AHCA Report for the 1st Qtr, 2010”.

Next, see if there are any “Quarter Level Edit Check Errors Found”. You see, there are 3 levels of failures possible with the reported data:
Field Level Validation Errors: When the problem is with a single piece of data on 1 record (invalid CPT, etc)
Record Level Validation Errors: When one field is in conflict with another field within the same record (Date of Visit is before Date of Birth, etc.)
Transmission Level Validation Errors: When information on one record is in conflict or duplication with another record. For example, 2 records with the same SSN are reporting different sexes (Male / Female).

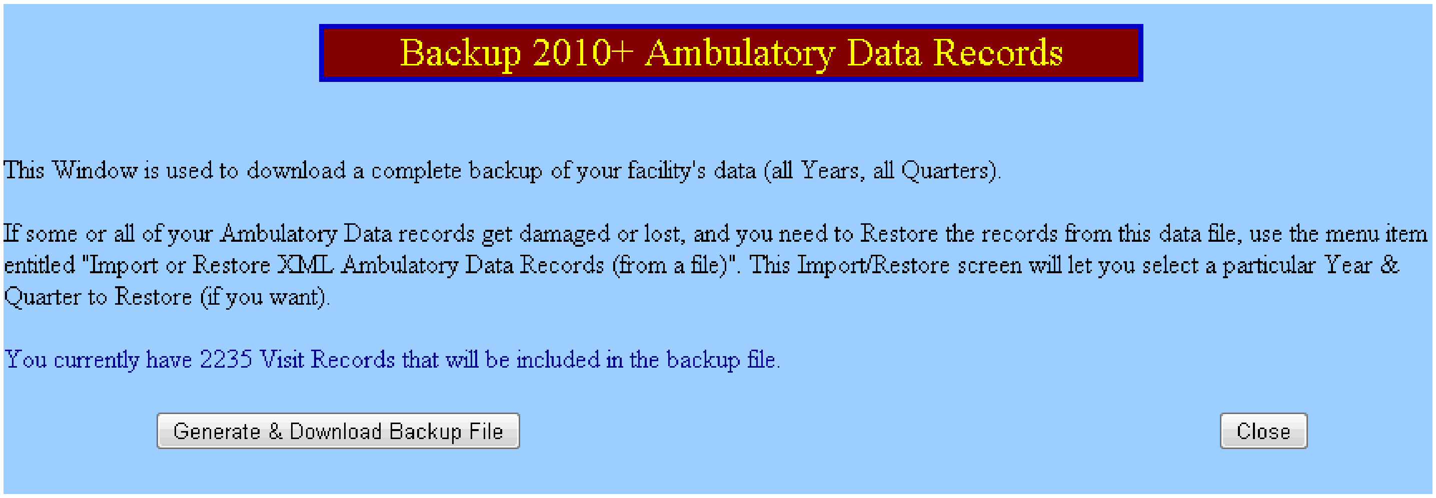
This window’s validations are concerned with the 3rd type of errors (Transmission Level). If you see any problems listed, you can get detailed information about each problem by selecting the error (clicking on it) and then clicking the “Details” button. Until all of the errors are resolved, the “Generate & Download Report” button will be disabled (as in the screen shot above).

Normally, you do not check the box for Replacement Submission, even if you are trying to submit a corrected data file to AHCA. This checkbox is used under rare circumstances where AHCA has already received AND ACCEPTED your quarterly report, and then they discover something wrong with it and contact you and ask you to correct and resubmit your data file.

If you have an error listed, but you KNOW FOR SURE that it is not a real problem (maybe a failing zip code you know for sure is correct) and wish to generate the AHCA file anyway, use the checkbox called “Override the Errors listed above and let me generate an AHCA Report anyway”.

Finally, when you are ready to generate the report data file, click on the “Generate & Download Report” button. A dialog box will pop up from your browser and allow you to download and save the file to your hard drive on your computer. This will save the XML data file to your hard drive (zipped up as a .ZIP file). You would then need to log into AHCA’s Internet Data Submission Site (IDSS) and upload the .ZIP file.

XII. BACKING UP YOUR AMBULATORY DATA RECORDS:



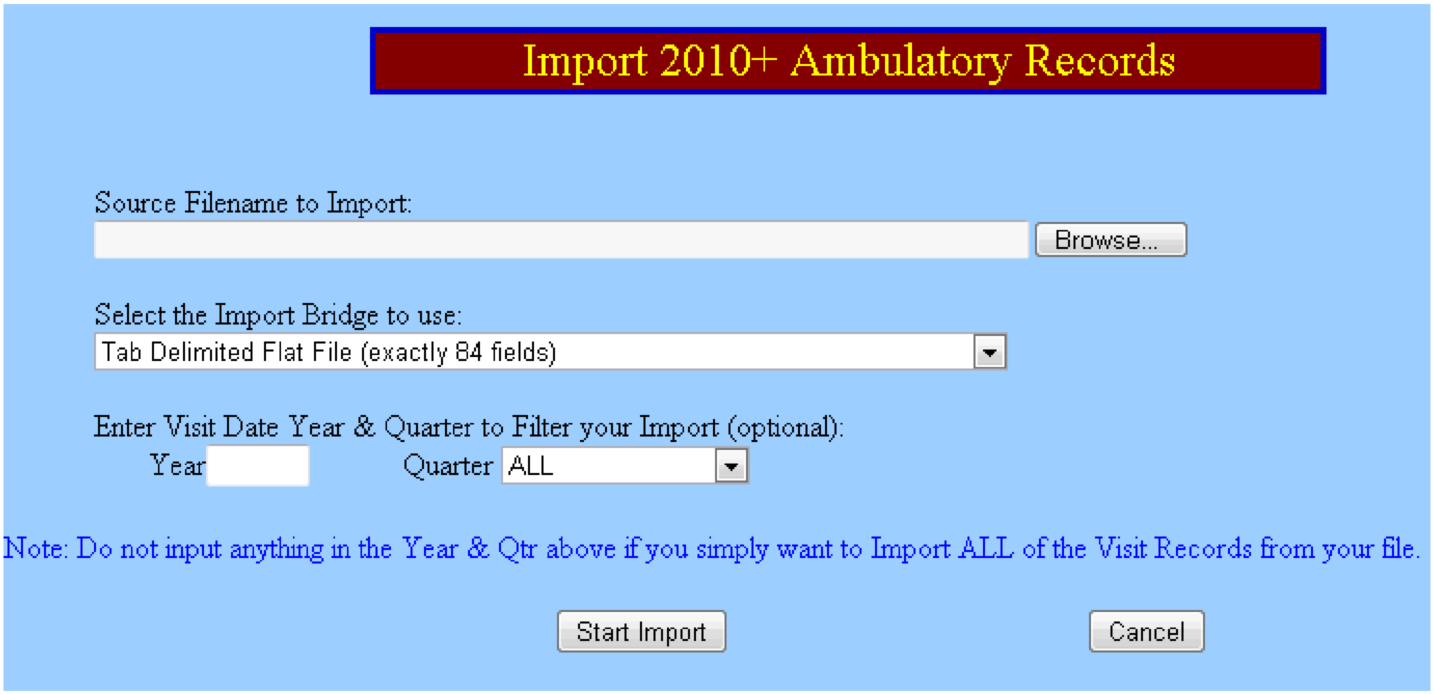
To access this Backup screen, click the "Back up your Ambulatory Data Records (to a backup file)" from the Ambulatory Data Menu.

Take time to read what is written on the screen above, it explains how the backup works.

You are responsible for backing up your data. We are not responsible, per the user agreement, for any lost or corrupted data records. We will be performing nightly backups of the system, and will restore the system to the best of our ability. However, we want our customers to take responsibility for managing their own backups, in the event of a system failure. You can back up your data as often as you like or deem necessary.
In the event of a system failure, we will be restoring the system using our backups IF POSSIBLE. However, in the unlikely event that we are unable to restore the records from our backups, then you may be called upon to restore your own records from YOUR backups (we will let you know).

To actually back up your data using this screen, click on the "Generate & Download Backup File" button, and your browser will prompt you to save the file onto your hard drive.

XIII. IMPORT OR RESTORE AMBULATORY DATA RECORDS:



Using this screen, you can import visit records from a data file. The datavault system has many built-in Import Bridges that are available for you to use for free. Here is the list of built-in Import Bridges that are available:

- Tab Delimited Flat File (exactly 84 fields)
- 2010+ Ambulatory Rule XML File (zipped up)
- Old 2009 Ambulatory Rule XML File (zipped up)
- Ambulatory Rule 1999 Format Flat File

The data file MUST be in one of the formats above, or the system will not be able to import the data file.

First, you need to use the "Browse" button to navigate to the data file that you would like to import records from. When you are done, you should see the complete filename & path shown in the box to the left of the Browse button.

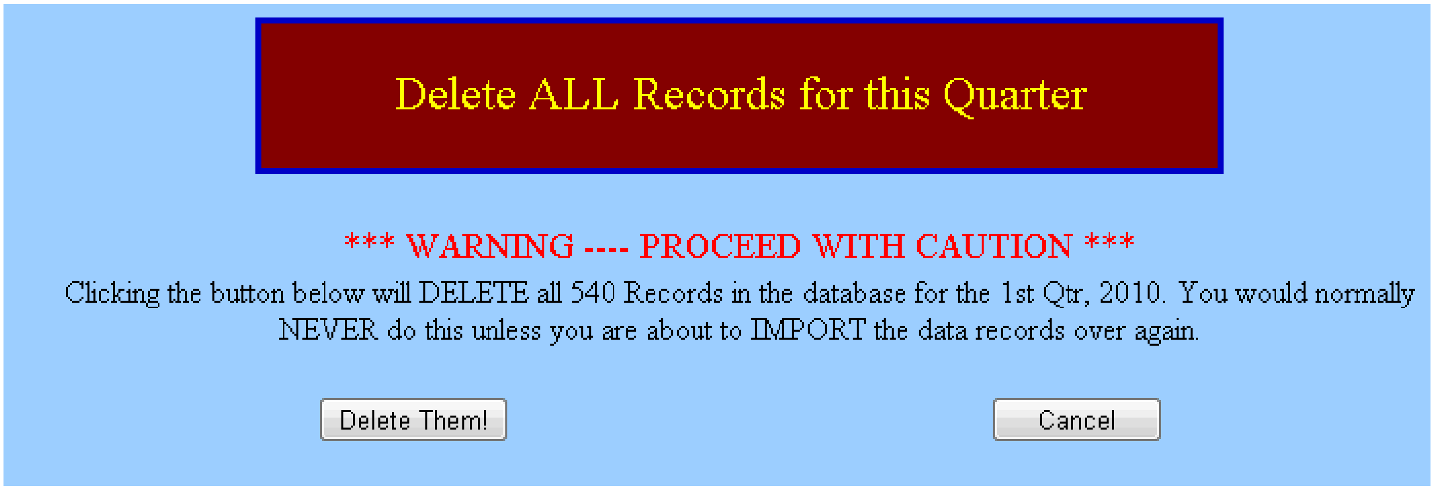
Next, select the Import to use.

Next, you can (optionally) specify filter conditions for the Import process. For example, if you have a backup file containing ALL of your facility's visit records, but you only want to restore the 2nd Qtr, 2010 records, then you would use the Year & Quarter boxes to restrict which records are imported from the data file.

Finally, to start the actually Import process, click on the "Start Import" button.

The records will be automatically validated for you after they are imported.

XIV. DELETE ALL VISIT RECORDS FOR THE SELECTED QUARTER:



This screen is used rarely. Be very careful when using it, if you have to.
The only circumstance you should be using this window is if you are importing data into the system, and discover some problem with the records that you have imported, and want to delete all the records for the quarter that you just imported so that you can import them once again. Otherwise, you will end up with duplicate copies of all the records.

BEFORE DOING ANYTHING, read the warning very carefully, and make sure you concur with what you are about to do. The records are deleted permanently from the system.

Finally, if you want to proceed, then click the “Delete Them” button.

XV. TRANSACTION ACTIVITY LOG:

The DataVault System is constantly keeping track of what everyone is doing on the system, and saves a log of each action that every user performs while using the system.

The main reasons for this are for a) automated billing and b) enforcement of the "one facility's data" per account restriction. For now, the main use of this Activity Log is to monitor each customer's transaction volume to ensure that they are only managing & reporting data records for 1 facility per account that they have purchased.

Each action you perform in the DataVault System, such as Creating a new record, validating a record, importing a record, deleting a record, is tracked in the log. Each activity is assigned a transaction "unit". For example, validating a single record or updating your facility info is only 1 transaction unit, but importing 1000 records is 1000 units, etc.

Anyway, once we have enough Activity Log data to determine what the average amount of transactional units are for a typical 2 or 3 bed facility per quarter, we will take that average, and add in a huge 50% margin on top of that so that we don't bother our normal customers having a high activity month here and there, and this will establish a ceiling volume of transactional units that each facility can have for each quarter.

Rest assured, if you are a normal facility using the system properly to report your data to AHCA, you will never get near the transaction threshold we establish, and you will pay the standard flat annual subscription fee to use our DataVault system.

End of User's Manual.