

CREATIVE DATA TECHNOLOGIES, INC.

DATAVAULT



USER'S MANUAL

Texas THCIC Reporting Edition

I. TABLE OF CONTENTS:

DATAVAULT.....	1
I. TABLE OF CONTENTS:.....	2
II. OVERVIEW OF THE DATAVAULT SYSTEM.....	3
III. GETTING STARTED	4
IV. MAIN MENU	6
V. TEXAS THCIC REPORTING MENU	7
VI. EDIT FACILITY INFO AND DEFAULT VALUES FOR DATA ENTRY	9
VII. MANAGE MY LIST OF PROVIDERS	9
VIII. SELECT CALENDAR QUARTER TO WORK WITH	11
IX. ENTERING A NEW CLAIM FORM.....	11
X. SEARCH FOR EXISTING CLAIM FORMS	15
XI. GENERATE FINAL QUARTERLY THCIC 837 (RELEASE 5010) DATA FILE.....	16
XII. BACKING UP YOUR CLAIM RECORDS	19
XIII. RESTORE CLAIM RECORDS FOR A QUARTER.....	20
XIV. DELETE ALL CLAIM FORMS FOR THE SELECTED QUARTER.....	21

II. OVERVIEW OF THE DATAVAULT SYSTEM

The DataVault System is a website that helps customers manage the process of reporting required information to various jurisdictions (both state and federal level). The module being covered by this manual is the Texas (THCIC) quarterly reporting of ANSI 837 data files.

Future modules planned include cardiology reporting to the American College of Cardiology, as well as cancer reporting to the Florida Cancer Data System. 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 at techsupport@creativdatatech.com and let us know.

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:* You may have up to five user accounts that 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 one 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:* The DataVault System allows you to import your existing Claim records in order to avoid redundant data entry by your staff.
- *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 DataVault system in the event of any data loss or corruption of the system. We also maintain backups of the complete system as well.
- *THCIC ANSI 837 readiness:* Our DataVault System is fully compliant with the new Texas ANSI 837 reporting requirements.
- *Transaction monitoring:* The system keeps track of all user activity. This activity log is available for you to see at any time, making it possible to monitor employees' 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 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, Windows 7, or Windows 8, and you must have Internet Explorer version 5.5 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 connection 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 and 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 some other browser and/or operating system where the problem does not happen with Internet Explorer running on the Windows operating system.

Obtaining a UserID and Password to access the DataVault system:

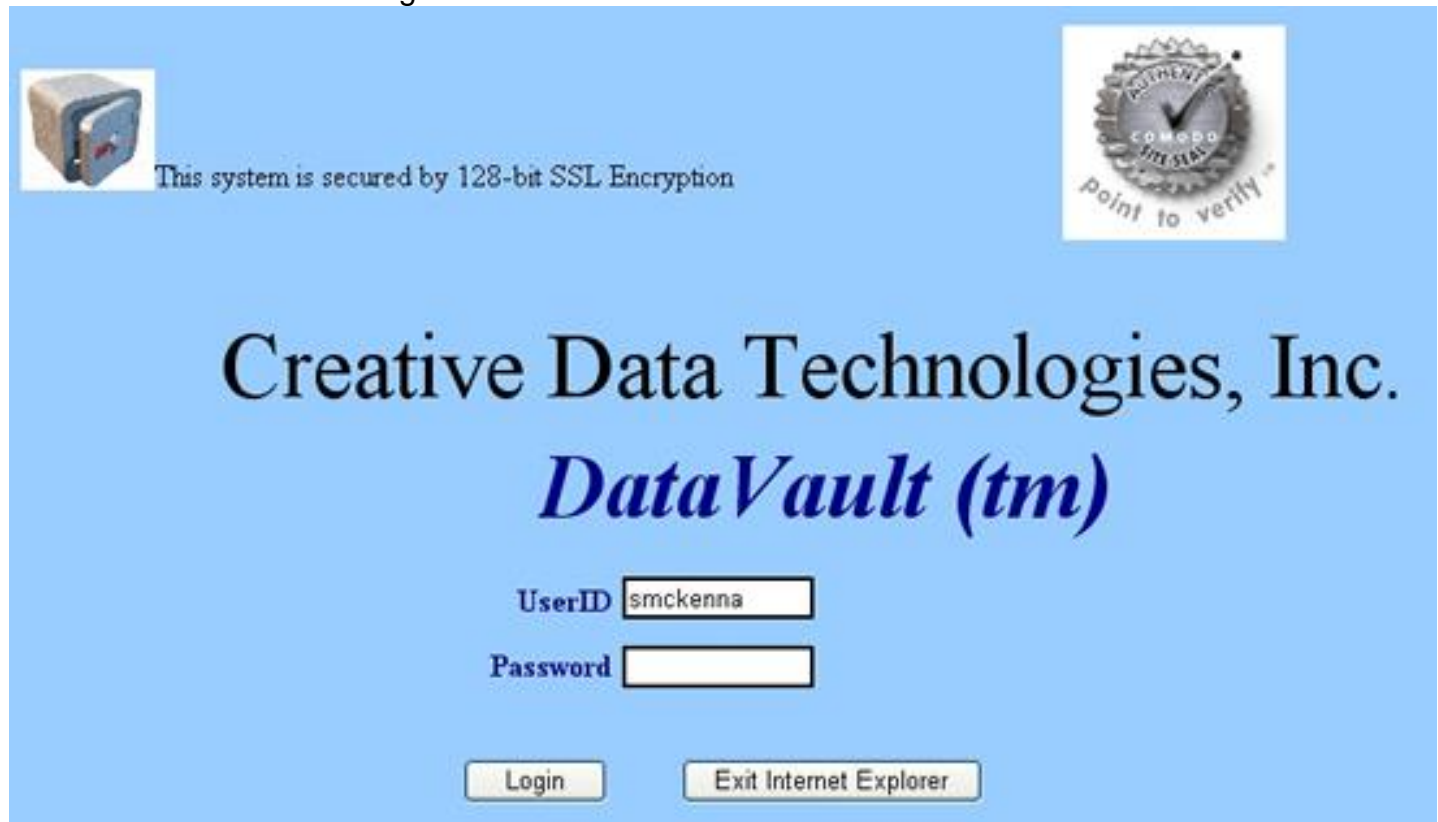
There is a user agreement form that includes HIPAA Security Agreement that must be filled out, signed, and faxed or mailed back to us in order to set up your account. Only one signed agreement per facility is required. Separate user accounts are set up for each person using the system. Up to five user 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:



This system is secured by 128-bit SSL Encryption

COMODO TRUSTEE
point to verify

Creative Data Technologies, Inc.

DataVault (tm)

UserID

Password

Login Exit Internet Explorer

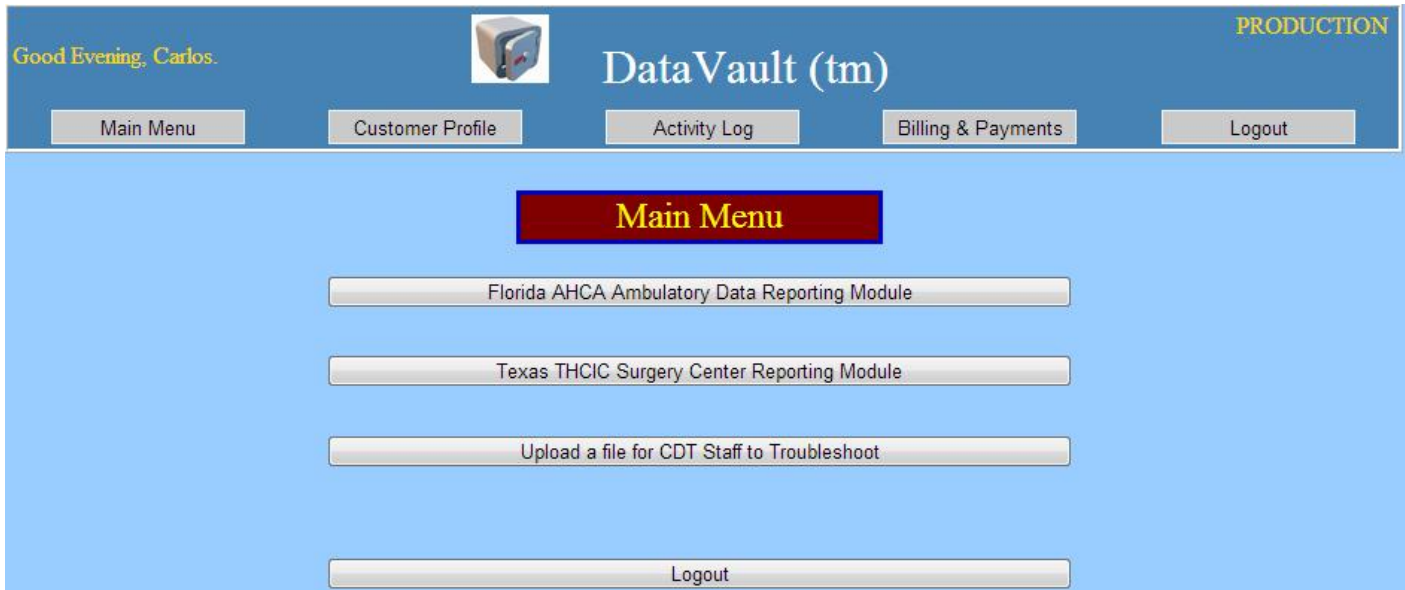
Notice the seal in the upper right hand corner (with the checkmark). If you place your mouse over the seal (but do NOT click), it will display information about Creative Data Technologies' SSL Certificate authenticity. In addition, if you click on the seal, you can get more detailed information about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

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 available 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 available yet). This automated billing and payment module will be done later.

Logout: Clicking this will log you out of the DataVault System.

Notice the red banner with “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).

The other Main Menu buttons listed under the red banner are the entry points into each one of the modules within the DataVault System.

Go ahead and click the “**Texas THCIC Surgery Center Reporting Module**” button.

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

V. TEXAS THCIC REPORTING MENU



This is the screen where you will spend most of your time working with your Claim Forms.

Notice that for this screen (and all other Texas Reporting Module screens) the “Currently Selected Quarter” is displayed in the top toolbar on the right hand side. For example, in the screen above, this reminds you that you are currently working with the 1st Quarter of 2013.

The Texas THCIC Reporting Menu buttons are described in detail below:

Select Calendar Quarter to work with:

Lets you change which reporting quarter you are currently working with.

Enter a New Claim Form:

Lets you manually input a new Claim Form into the system.

Search for Existing Claim Forms:

Provides a search screen that allows you to quickly locate existing Claim Form records that are already in the system.

View Recently Worked on Forms:

Shows a list of forms that you have most recently worked on (with the most recent one at the top) so that you can quickly go back into the Claim Forms that you were recently working on.

Edit Facility Info and Default Values for Data Entry:

This will let you edit the facility information so that it can be put into the header of the transmission that is sent to THCIC with your report. Also, it allows you to set the default values for all the newly created visit records you input.

Manage my List of Providers:

Lets you maintain information about all of the physicians at your facility (to speed data entry without having to keep typing in long license numbers, NPI, and names each time).

Generate Final Quarterly THCIC 837 (release 5010) Data File:

This screen helps you perform the final step of a quality assurance check of all the visit records for the quarter, and generates the final THCIC 837 data file that you will then upload to THCIC's website for submission.

Delete all Claim Forms for the Selected Quarter:

Lets you delete all the Claim Forms 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.

Backup Claim Records for the Quarter (to a backup file):

Lets you create and download a backup file containing ALL of your Claim Records for the currently selected quarter.

Restore Claim Records for the Quarter (from a backup file):

Let you restore claim records from a previously created backup file. Note: This will overwrite all your current Claim Forms for the selected 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 Data Entry", and you should see the screen on the following page:

VI. EDIT FACILITY INFO AND DEFAULT VALUES FOR DATA ENTRY

Edit Facility Information

Facility Information:

THCIC Submitter ID THCIC Facility ID

Facility Name

Facility NPI # Facility FEIN

Facility Address, Line 1 (up to 40 characters)

Facility Address, Line 2 Suite 15 (up to 25 characters)

City, State , TX Zip Code 78503

Default Values when entering records manually:

Default Rendering Physician Note: Use menu option "Manage my List of Providers" to populate this list.

Default Race White

Default Ethnicity Non-Hispanic

Default Payer Type Commercial Insurance

Default Facility Type Ambulatory Surgical Center

Your THCIC Submitter ID and Facility ID should already be filled out for you. If either one of them are not present or not correct, please contact us immediately with your correct Submitter ID and Facility ID so that we can enter 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.

The “Default Values when entering records manually” section is self-explanatory. Anything you fill in will be automatically populated into a record when you create new records using this system.

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 MY LIST OF PROVIDERS

The next screen you will want to populate is the Physician List. Access this screen by clicking on the “Manage My List of Providers” button from the Texas Reporting Menu. You will see a screen similar to the following, but without any physician records yet listed:

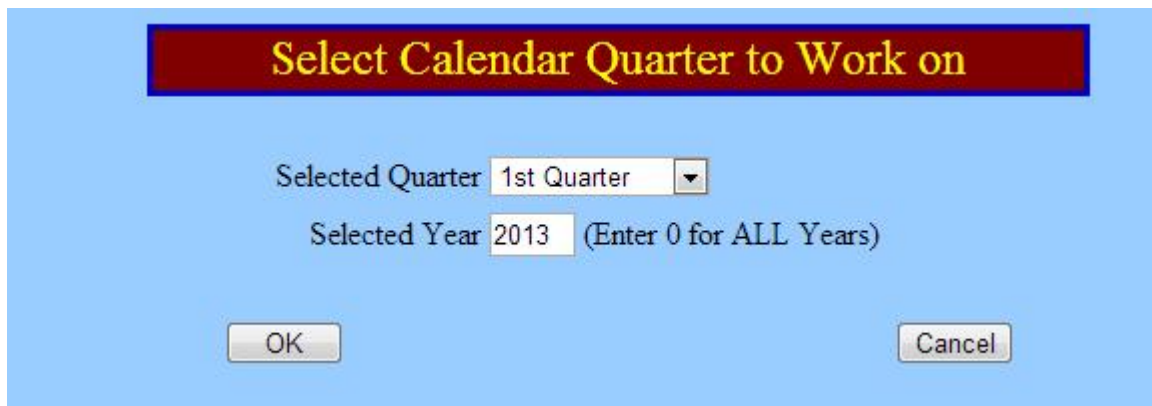
Manage Physician List

TX License #	First Name	M.I.	Last Name	Suffix	NPI #	Import ID (Optional)	Edit	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	3	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Use the “Add Physician” button to add new physicians to the list. If you have any custom import bridges being built or already constructed, then the Import ID should be the identifier for each physician in your practice management software. Otherwise, the Import ID can be left blank.

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

VIII. SELECT CALENDAR QUARTER TO WORK WITH



Select Calendar Quarter to Work on

Selected Quarter

Selected Year (Enter 0 for ALL Years)

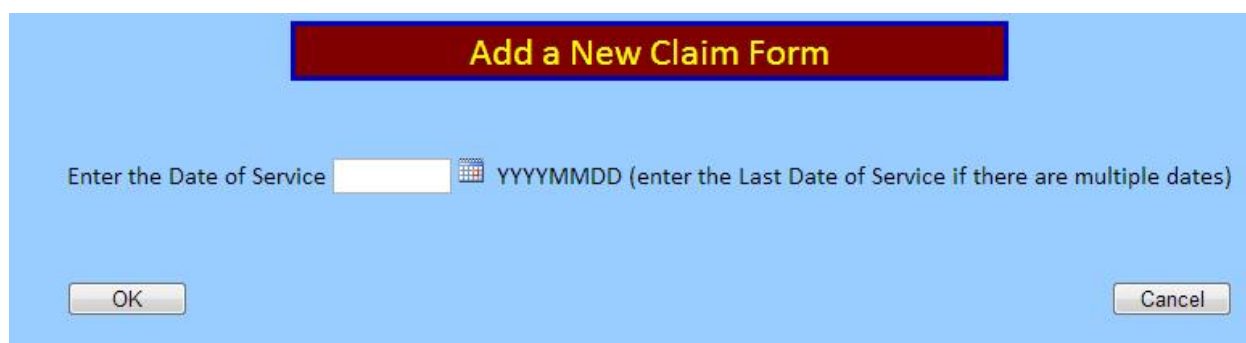
This screen lets you select a single quarter to work on, or you may select the word “ALL” to work on an entire year’s worth of visit records at a time. Normally, you will work with just a single quarter selected. However, if you are searching for a record, you can use these options to widen your search for the missing record(s).

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.

IX. ENTERING A NEW CLAIM FORM

In order to manually enter a new Claim Form into the system, click on the “Enter a New Claim Form” button on the Texas Reporting Menu:



Add a New Claim Form

Enter the Date of Service  YYYYMMDD (enter the Last Date of Service if there are multiple dates)

Enter the Date of Service for the Claim Form in the format YYYYMMDD as shown above, or you can use the calendar button to display a drop-down calendar to select the date with your mouse. After clicking OK, you will be presented with a blank Claim Form to fill out, as shown below:

Customer ID:

Claim Form Edit Window

Record ID: 1197

FORM PROCESSING INFORMATION:

Date/Time Created by Last Updated by
Last Service Date Reporting Quarter Transaction Set
Next Desired Action

PATIENT INFORMATION:

Note: If the SSN below cannot be obtained, enter 999999999.

MRN (Chart ID) SSN (no dashes) DOB (format YYYYMMDD) Enter
19010101 if DOB is unknown.

Race 4 Ethnicity 2 Sex

First Name M.I. Last

Address, Line 1 (40 characters max)

Address, Line 2 (25 characters max)

City, State , Zip Code (no dash, exactly 5 or 9 digits long)

Country Code (only required if NOT in U.S.A.)

Relationship to
Insured

(screen shot continues on next page)

PAYER / INSURANCE INFORMATION:

Primary Payer Name (60 characters max)

Primary Payer Type CI

Secondary Payer Name (60 characters max)

Secondary Payer Type

CLAIM INFORMATION:

Claim ID # Total Charges

Facility Type 24

Related Cause 1 Related Cause 2 (leave both blank if not an Accident)

Diagnosis Codes (no (primary) periods) (ICD-9-CM Diag Codes)

UB-04 Condition Codes (Optional) [click here for UB-04 codes](#)

Rendering Provider License: J1839 NPI: 1700830353

SERVICE LINE ITEMS: NOTE: Enter all dates as YYYYMMDD

Using the screen above, enter all the information for the Claim Form into the system. In order to enter the Service Line Items, simply click on the “Edit Line Items” button, and you will be presented with a grid to enter the service line items:

SERVICE LINE ITEMS: NOTE: Enter all dates as YYYYMMDD

Seq	Delete	Date	CPT/HCPCS	Mod1	Mod2	Mod3	Mod4	Qty. Units	Amt. Charge	Diag Ptr.	Meas.	Provider
001	Delete	20130305						1	0.00	1	UN	
002	Delete	20130305						1	0.00	1	UN	
003	Delete	20130305						1	0.00	1	UN	
004	Delete	20130305						1	0.00	1	UN	
005	Delete	20130305						1	0.00	1	UN	
006	Delete	20130305						1	0.00	1	UN	
007	Delete	20130305						1	0.00	1	UN	
008	Delete	20130305						1	0.00	1	UN	
009	Delete	20130305						1	0.00	1	UN	
010	Delete	20130305						1	0.00	1	UN	

Accept Line Items Add More Rows

When you are done entering the Service Line Items, click on the “Accept Line Items” button. Use the “Validate” button to perform complete validation of Claim Form. This will highlight any errors that it finds in red. See sample below:

PAYER / INSURANCE INFORMATION:

Primary Payer Name (60 characters max)
 Primary Payer Type
 Secondary Payer Name (60 characters max)
 Secondary Payer Type

CLAIM INFORMATION:

Claim ID # Total Charges
 Facility Type 24
 Related Cause 1 Related Cause 2 (leave both blank if not an Accident)
 Diagnosis Codes (no (primary) (ICD-9-CM Diag periods) Codes)
 UB-04 Condition Codes (Optional) [click here for UB-04 codes](#)
 Rendering Provider License: NPI:

SERVICE LINE ITEMS: NOTE: Enter all dates as YYYYMMDD

Seq	Date	CPT/HCPCS	Mod1	Mod2	Mod3	Mod4	Qty. Units	Amt. Charge	Diag Ptr.	Meas.	Provider
001	20130306	43239					1	4200.00	1	UN	
002	20130306	43274					1	2100	1	UN	

Edit Line Items

Save Form and Close Validate Form **FAIL** Cancel

For any red errors, you can hover your mouse over the error, and it will display a yellow pop-up message with detailed information about the validation error.

When you are done entering all the information for the Claim Form, click on the “Save Form and Close” button to save the changes and exit this window.

X. SEARCH FOR EXISTING CLAIM FORMS

In order to search for existing claim forms and work on them, click on the “Search for Existing Claim Forms” button from the Texas Reporting Menu. You will see the following screen:

Search for Existing Claim Forms

Calendar Quarter

IE Last Name First

Injured Employee SSN (no dashes) MRN (Chart ID) Claim ID

Provider License # (Texas License #)

Date of Service to (within calendar Quarter Selected above)

As you can see above, there are many different ways you can search for claim forms. However, the most common thing to do here is to simply click on the “Search” button without entering any search criteria. This will display a list of ALL the claim forms for the currently selected Quarter:

Claim Form List Window

Select	Record #	Chart ID	Claim ID	Service Date	Patient Name	SSN	DV Status	Action	Date Input
<input type="checkbox"/>	1196	ZULCAM000	22230	02/13/2013		-4585	FAIL	Original Submission	04/17/2013
<input type="checkbox"/>	1195	ZULCAM000	22229	02/13/2013		-4585	FAIL	Original Submission	04/17/2013
<input type="checkbox"/>	1194	ZOIGRA000	22163	02/11/2013		-7170	PASS	Original Submission	04/17/2013
<input type="checkbox"/>	1193	YOVALA000	22647	03/06/2013		-9042	FAIL	Original Submission	04/17/2013
<input type="checkbox"/>	1192	YOLPED000	23051	03/27/2013		-4351	PASS	Original Submission	04/17/2013
<input type="checkbox"/>	1191	YOLPED000	23050	03/26/2013		-4351	PASS	Original Submission	04/17/2013
<input type="checkbox"/>	1190	YOLMCF000	21378	01/02/2013		-2470	PASS	Original Submission	04/17/2013
<input type="checkbox"/>	1189	YOLLEA000	21950	02/01/2013		-5504	PASS	Original Submission	04/17/2013
<input type="checkbox"/>	1188	YOLLEA000	21942	01/31/2013		-5504	PASS	Original Submission	04/17/2013
<input type="checkbox"/>	1187	YOLJAC000	22169	02/11/2013		-9331	PASS	Original Submission	04/17/2013
<input type="checkbox"/>	1186	YOLJAC000	22058	02/05/2013		-9331	PASS	Original Submission	04/17/2013
<input type="checkbox"/>	1185	YOLGON001	22076	02/06/2013		-0142	PASS	Original Submission	04/17/2013
<input type="checkbox"/>	1184	YOLGAR007	22759	03/08/2013		-7059	FAIL	Original Submission	04/17/2013
<input type="checkbox"/>	1183	YOLGAR006	23150	03/29/2013		-9000	PASS	Original Submission	04/17/2013
<input type="checkbox"/>	1182	YOLDIA000	22136	02/08/2013		-1055	PASS	Original Submission	04/17/2013

|< First
<< Prev
1,196 Records
Page 1 of 80
Next >>
Last >|

Show Only Fail/Warn Claims

This Claim Form List Window shows the Record ID, Chart ID, Claim ID, Service Date, Patient Name, SSN, DataVault Status (PASS/FAIL), Action, and the date that it was input.

The default behavior for the system is to sort the records by Record ID (descending). 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 labeled “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. 1,196 Records), and a current Page number indicator (i.e. Page 1 of 80).

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 as you are editing it. However, if you import data, you will need to come to this window and 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 imported records to judge whether each one of them is PASS, WARN or FAIL.

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 (previously shown).

XI. GENERATE FINAL QUARTERLY THCIC 837 (RELEASE 5010) DATA FILE

When you are finished entering and correcting all your visit records for the quarter, you will need to use the button called “Generate Final Quarterly THCIC 837 (Release 5010) Data File” to perform the final QA of the records and generate the actual THCIC Report data file. When you click the button, you will see the following screen:

Generate Quarterly THCIC 837 Data File

You have chosen to generate a THCIC 837 data file for the 1st Qtr, 2013.

There are currently 1,196 Claims for this Quarter present in the database.

Select the Type of Claims you want to include

0 Correction/Replacment/Cancel/Void Claims will be included in the data file generated.

Quarter Level Edit Check Errors Found:

29 Duplicate Record(s) indicating same SSN & Date of Service (details available).
There are 412 Record(s) that are either Failing or have never been Validated.
93 Conflicts of Race, Ethnicity, Sex, or DOB information were found (details available).

Override the Errors listed above and let me generate a THCIC 837 data file anyway

Choose to Generate a Test or Production File Type:

- Submit this File as a Test to THCIC to make sure it passes all their edits
 Submit Final Production Data File to THCIC

Generate & download the 837 Data File

Details...

C

Note: For errors that have details available, click on the error first to select the row, then click the Details button.

FIRST AND MOST IMPORTANT: Make sure the top sentence agrees with what you think you are doing. I have had customers accidentally send THCIC data for the wrong quarter. In the above screen shot, the system is confirming your intent by stating "You have chosen to generate an THCIC data file for the 1st Qtr, 2013".

Next, see if there are any "Quarter Level Edit Check Errors Found". You see, there are three levels of failures possible with the reported data:

Field Level Validation Errors: When the problem is with a single piece of data on one 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).

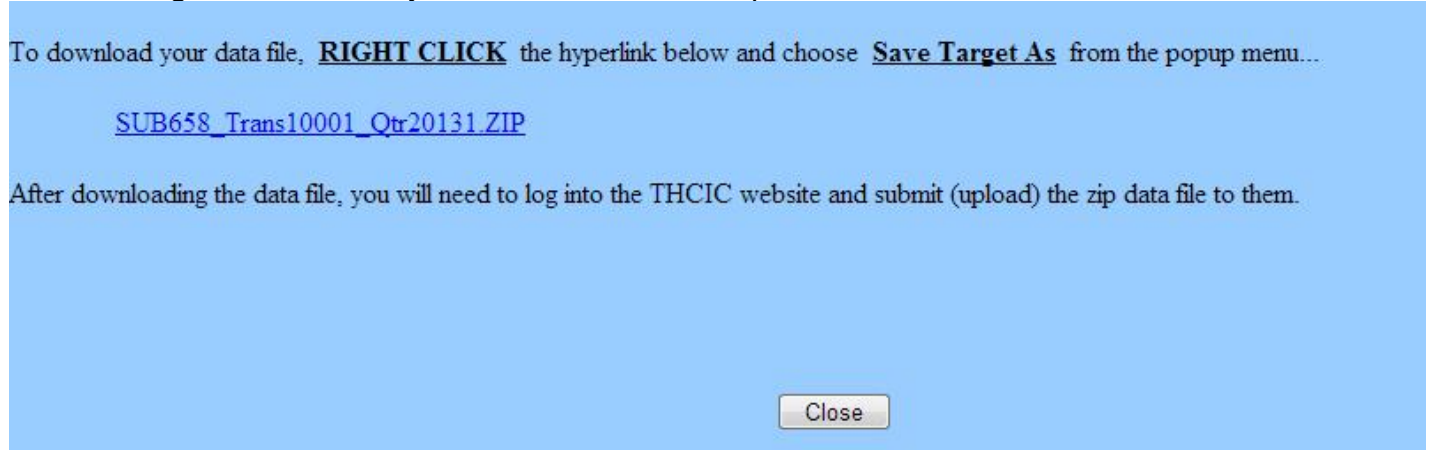
Transmission Level Validation Errors: When information on one record is in conflict or duplication with another record. For example, two records with the same SSN are reporting different sexes (Male / Female).

This window's QA tests are concerned with the 3rd type of validation 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).

Please notice the radio buttons at the bottom of the window that allow you to generate either a TEST or a PRODUCTION data file. The normal sequence of events is for you to first generate a TEST data file, upload it to THCIC, and wait for the 2 emails from them announcing the results. If the emails indicate any errors that need to be fixed, you can make those changes in the DataVault and re-generate a new TEST data file and submit it once again. Once you have successfully validated your TEST data file, come back to this window and choose to generate a PRODUCTION data file and then upload it to THCIC.

If you have an error listed, but you KNOW FOR SURE that it is not a real problem and wish to generate the THCIC data file anyway, use the checkbox called "Override the Errors listed above and let me generate a THCIC data file anyway".

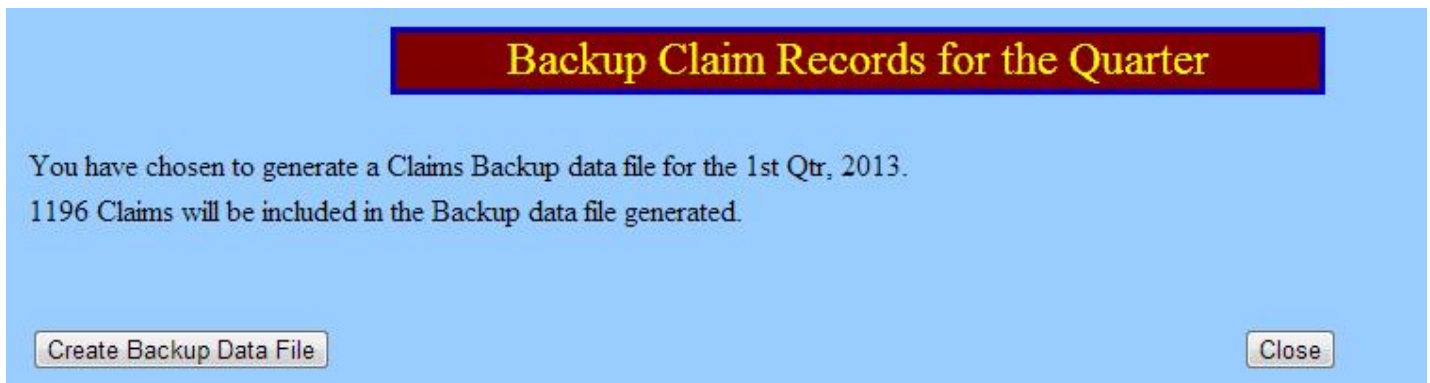
Finally, when you are ready to generate the report data file, click on the "Generate & Download the 837 Data File" button. The ANSI 837 data file will be generated, zipped up, and you will be shown the following window where you can download the zip file:



Follow the instructions on the screen above to download the zip file and save it to your computer for subsequent uploading to the THCIC System 13 website.

XII. BACKING UP YOUR CLAIM RECORDS

Click on the “Backup Claim Records for the Quarter (to a file)” button, and you will see the following window:



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 “Create Backup Data File” button, and your browser will prompt you to save the file onto your hard drive. This should be done each calendar quarter after successfully reporting your data file to THCIC.

XIII. RESTORE CLAIM RECORDS FOR A QUARTER

Click on the button “Restore Claim Records for a Quarter (from a file)” button. You should see the following window:

Restore Claims from Backup File

Use this window to Restore Claims for a Calendar Quarter that you had previously backed up to a Zip file.

NOTICE: THIS ACTION WILL AUTOMATICALLY DELETE AND OVER-WRITE ANY CURRENT CLAIMS FOR 3rd Qtr, 2011. !!

There are currently 0 Claims present in the database for this Quarter.

Path to Backup File to Restore (must be a .ZIP file):

Using this screen, you can restore claim records from a data file. The data file **MUST** have previously been created by this website using the “Backup Claim Records for the Quarter” button in order to be in the proper structure and format that is expected for the restore process.

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

Finally, to start the actual restore process, click on the “Restore Claims from Backup File” button.

XIV. DELETE ALL CLAIM FORMS FOR THE SELECTED QUARTER

Click on the “Delete all Claim Forms for the Selected Quarter” button. You will see the following window:



This screen is used rarely. Be very careful when using it.

The only circumstance under which 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 that you just imported. This will allow you to 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.

End of User’s Manual.