

Error Correction Step by Step Process

Overview	This Step by Step Process will help you reconcile edit errors on your submission by using COMPdata System, Reports, and Resources.
Resources	<ul style="list-style-type: none"> • COMPdata Data Submission System • Edit Detail Report • Error Code Reference Sheet • Data Coordinator Manual – File Format Specs
Definitions	
Edit Detail Report	This report displays information about any record in which an error has been detected. The report provides several key variables about that record so that the record may be identified in order to correct the error and resubmit the data. The specific error incurred is displayed. An Inpatient and Outpatient Error Summary and Detail Report are included in this report.
Warning/Fatal Error Adhoc Report	This report displays detail patient information to assist hospital personnel to resolve cases with specific identified Warning or Fatal Errors. The detail patient information will display on "Warning Errors" which is not published on the Edit Detail Report to address quality data issues.
Error Categories	
Fatal Error (F)	An error to identify data issues that must be corrected to be included in the quarterly submission. Will highlight in red on UB Claim Review Screen.
Informational Error (I)	Is a supplemental error that provides additional information to help pinpoint the cause of the fatal error. Will highlight in blue on UB Claims Review Screen.
Warning Error (W)	Is an error to point out an existing or potential issue in the data. This warning does not reject a case, as it is data quality driven. This error can be used to indicate a warning that this will become fatal in the future. Will highlight in yellow on UB Claims Review Screen.

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<p>Step 1</p> <p>Download Reports</p>	<ul style="list-style-type: none"> Click on Download Reports Click on Specific Edit Detail Report "Print" Error Summary Report (Page 1 only) Inpatient or "Save" report <ul style="list-style-type: none"> Cumulative summary of Fatal (F) errors needing to be corrected
<p>Step 2</p>	<ul style="list-style-type: none"> While Edit Detail Report is opened, scroll down to "Error Detail Report" Locate "find or Search" → type in fatal error number <ul style="list-style-type: none"> This will locate each account with the specific fatal error and provide additional or more detailed information to assist your error correction
<p>Step 3</p> <p>UB Claims Review</p>	<ul style="list-style-type: none"> Click on UB Claims Review Screen UB Claims Review Complete this screen and click on "Build Index"  <ul style="list-style-type: none"> The screen below will display ALL fatal errors by Patient ID and Error with message Click on Patient ID link to view detailed claim screen <p>NOTE: Error number "3711" Fatal (F) Red Highlighted</p>

Rev. Code	HCP/CS/CPT	Serv. Date	Serv. Units	Charge	Non-Covered Charge	Delete
			1	\$3,263.30	\$0.00	<input type="checkbox"/>
111			3	\$2,112.30	\$0.00	<input type="checkbox"/>
250			145	\$1,132.30	\$0.00	<input type="checkbox"/>
251			37	\$953.30	\$0.00	<input type="checkbox"/>

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Step 4

Resources

Resources

[COMPdata Data Coordinator Manual](#)

[Error Reference Sheet](#)

[Submission Step-by-Step Guide](#)

- Click on Error Reference Sheet
- Locate "find or Search" → Type in fatal error number(3711)
- Find UB form locator → 42

Code	Error Message	Type	Error Description	Changes for Error Description	Changes to Error Message	UB-04 Manual Form Locator
3706	More than one total revenue code was provided	F	Revenue code "0001" was reported more than once for this patient visit.			42/47 X
3707	Operating room charges found, yet no principal procedure code present	F	Revenue code 35x reported for inpatient but no principal procedure reported.			42/74 X
3708	R&B not valid for outpatient records	F	R&B revenue codes present on outpatient record.			42 X
3709	No R&B revenue code for inpatient	F	No revenue codes reported for inpatient visit in range of 100-219, 724 or 1000-3000; bill type reported was not 11D or 12x and patient discharge status was not equal to 07, 20, 40, 41 or 42.			42 X
3710	Invalid revenue code combination for emergency department	F	Invalid revenue code combination for emergency room services. Refer to UB manual	Invalid revenue code combination for emergency room services. Refer to UB manual	Invalid revenue code combination for emergency room services. Refer to UB manual	42 X
3711	Revenue charges without revenue code reported.	F	Revenue charges is reported with no revenue code reported.			42 X
3712	Revenue code is not valid for outpatient	F	Revenue code 013x reported on outpatient.	Room and board leave of absence is	Room and board leave of absence	42 X

Step 5

Resources

Resources

[COMPdata Data Coordinator Manual](#)

[Error Reference Sheet](#)

[Submission Step-by-Step Guide](#)

- Resources page → click on COMPdata Data Coordinator Manual
- Click on bookmark → File Format Guide
- Locate UB04 FL # → 42

Data Element	Description	From	To	Length	Alpha-Numerical	Numerical	Justification	UB-04 FL	Definition and Instruction
49**	5th Other Procedure Date	246	251	6		X	R	74	Same as element #37
50*	1st Revenue Code	252	255	4	X		R	42	Right justified. Zero fill left*** If a patient has more than 22 revenue codes, fill all 22 on current record, and do not enter code 0001 on current record. Make a second record for the patient, duplicating all other data elements, and continue to list revenue codes. Use 0001 only after all revenue codes have been listed, in the 23rd Revenue Code field of the last page, no matter how many records have to be created for completion. Rev code 0001, Total Charge for the Patient, should be used only once per patient case, and only in the 23rd Rev Code field. See element # 116
51*	Units of Service	256	262	7		X	R	46	Right justified. Zero fill left***
52*	Charges	263	272	10		X	R	47/48	Required if corresponding revenue code is recorded Right justified. Zero fill left*** 1st Revenue Charge value must be positive. Other charges may be negative. When including sign, use zoned decimal representation. Charge fields have an assumed decimal with 2 positions to the right for cents.
53**	2nd Revenue Code	273	276	4	X		R	42	Programming Format: S9(8)1/09 Same as element #50
54**	Units of Service	277	283	7		X	R	46	Same as element #51

- Compare data element requirements in the format guide to help you correct fatal error and compare

Examples:

1. If the data is correct in our claims system and missing or invalid according to the Error Detail Report or UB Claim Review Screen, the problem is most likely mapping
2. If the data in your claims system matches the error displayed on the Error Detail Report or UB Claims Review Screen, then the problem is most likely a coding or entry issue

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Step 6

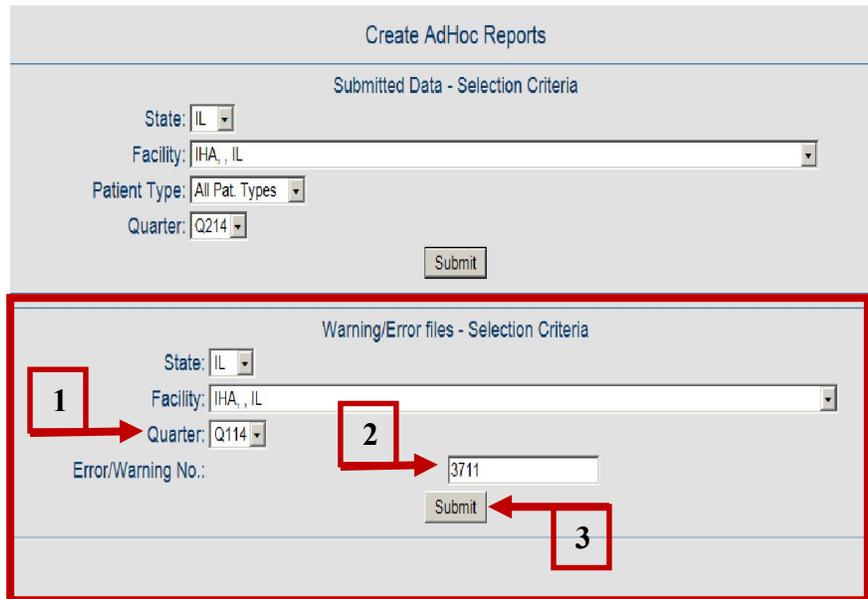
AdHoc Reports

Warning/Fatal Error Adhoc Report

Warning/Fatal Error Adhoc Report:

Creating a Report:

- Click on → 
- The following screen will display
 - Warning/Fatal Error Adhoc is the lower section on the screen



1. Choose the current quarter of submissions
2. Enter a specific warning or fatal error code
 - This report automatically runs by IP and OP
3. Click on → Submit
 - You will receive message:

`Job 134623 has been submitted to create your error/warning file.`
 - The report will take a few minutes to create

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Step 7

Download Reports

To obtain the report:

- Click on → [Download Reports](#)

FileName	Date	
IL999999_130743_Facilities.xlsx	4/1/2014 10:47:07 AM	Delete
IL999999_132172_Facilities.xlsx	4/4/2014 2:31:42 PM	Delete
IL999999_134618Indirect_NursingQ42013.xlsx	4/9/2014 10:03:38 AM	Delete
IL999999_134618_Direct_Nursing_Q42013.xlsx	4/9/2014 10:03:37 AM	Delete
IL999999_134618_Null_Entries_Q42013.xlsx	4/9/2014 10:03:54 AM	Delete
IL999999_134618_Nurse_Staffing_Out_Obs_Q42013.xlsx	4/9/2014 10:03:39 AM	Delete
IL999999_134618_Nursing_Turnover_Q42013.xlsx	4/9/2014 10:03:48 AM	Delete
IL999999_134618_Nursing_Turnover_Q42013.xlsx	4/9/2014 10:03:53 AM	Delete
IL999999_134623_ErrAdHoc_3711_Q114.xlsx	4/9/2014 10:04:49 AM	Delete

- To find your file you can click on the date or file name to resort
- Click on the link named ErrAdHoc "number"
 - You will receive this message:



- Click on open or save
- The report provides the following information in Excel format:

	A	B	C	D	E	F	G	H	I
	PATIENT_ID	BILL_TYPE	BIRTH_DATE	ADMISSION_DATE	DISCHARGE_DATE	GENDER	PT_DISCHARGE_STATUS	PATIENT_TYPE	ERROR_NUMBER
1									
2	NO OUTPATIENT RECORDS SELECTED								
3									

- Patient ID, Bill Type, Birth date, Admission date, Discharge Date, Gender, PT Discharge Status, Patient Type, Error number.
- IP/OP are on a separate tab of the worksheet

Step 8

- Send the error(s) to the correct facility personnel for correction

Step 9

- Once corrected, all corrected cases should be resubmitted to COMPdata