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	- 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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Step 1 **Download Reports**	• Click on **Download Reports** • Click on Specific Edit Detail Report • "Print" Error Summary Report (Page 1 only) Inpatient or "Save" report ➢ Cumulative summary of Fatal (F) errors needing to be corrected
Step 2	• While Edit Detail Report is opened, scroll down to "Error Detail Report" • Locate "find or Search" → type in fatal error number ➢ This will locate each account with the specific fatal error and provide additional or more detailed information to assist your error correction
Step 3 **UB Claims Review**	• Click on UB Claims Review Screen **UB Claims Review** • Complete this screen and click on "Build Index" **Error Corrections** Facility: IHA, , IL Patient Type: Inpatient Quarter: Q213 Build Index ← No records selected. • 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 NOTE: Error number "3711" Fatal (F) Red Highlighted

Edit Record

Pat. Control No.:		Med. Rec. No.:		Errors:	
Bill Type:		Federal Tax ID:		3711 - F - Revenue charges without revenue code	
Patient First Name:		Patient Last Name:		Red (fatal) require correction for inclusion	
Patient Address:		Patient City:		Yellow (warning) errors may become fatal in the future	Prev / Next / Index
State:		Patient Zip Code:		Blue (informational) messages are fields related to the fatal error	
Patient Date of Birth:		Patient Gender:			
Patient Race:		Patient Ethnicity:			
Social Security No.:		Discharge Date:			
Statement From Date:		Admit Date:			
Admit Hour:		Discharge Hour:			
Point of Origin:		Priority of Visit:			
Discharge Disposition:		DX Version Qualifier:			
		Accident State:			
Accident Date:		Accident Code:			
Crime Date:		Crime Code:			
Birth Weight:		Birth Code:			
Admit DX:		Condition Code1:			
Condition Code2:		Condition Code3:			
Condition Code4:		Condition Code5:			
Condition Code6:		Condition Code7:			
Condition Code8:		Condition Code9:			
Condition Code10:		Condition Code11:			
Attending Physician NPI:		Operating Physician NPI:			
Other Physician1 NPI:		Other Physician1 Qualifier:			
Other Physician2 NPI:		Other Physician2 Qualifier:			
Total Charges:		Non-Covered Charges Total:			

Rev. Code	HCPCS/CPT	Serv. Date	Serv. Units	Charge	Non-Covered Charge	Delete
			1	$3,253.00	$.00	☐
111			3	$2,112.00	$.00	☐
250			143	$1,132.00	$.00	☐
251			37	$953.00	$.00	☐

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Step 4	• Click on Error Reference Sheet
	• Locate "find or Search" → Type in fatal error number(3711)
	• Find UB form locator → 42

Step 5	• Resources page→ click on COMPdata Data Coordinator Manual
	• Click on bookmark → File Format Guide
	• Locate UB04 FL # → 42

• 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
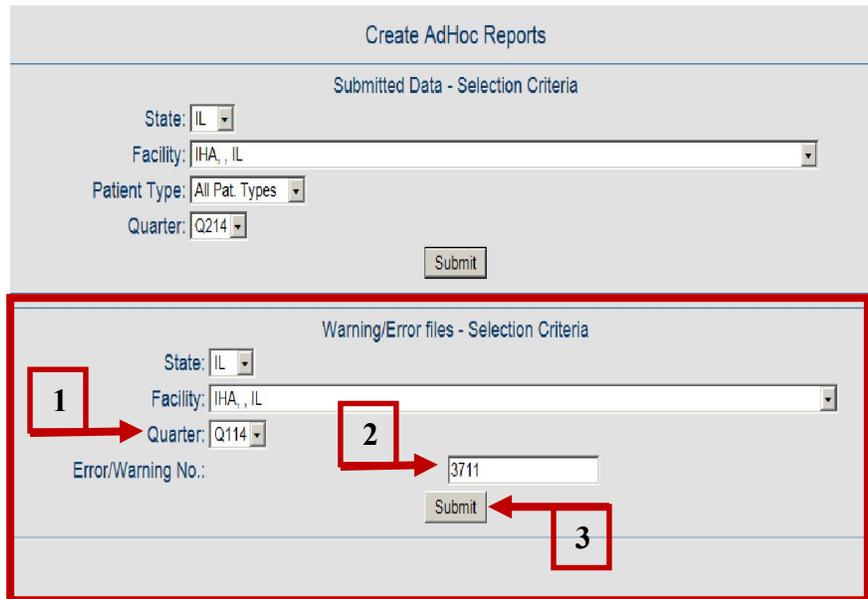
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Step 6
 	
![AdHoc Reports]
 	
Warning/Fatal Error Adhoc Report
	Warning/Fatal Error Adhoc Report:
	
	Creating a Report:
	
	• Click on → ![AdHoc Reports]
	
	• The following screen will display
	    o Warning/Fatal Error Adhoc is the lower section on 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:
	
	    • 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
	
	• To find your file you can click on the date or file name to resort
	• Click on the link named ErrAdHoc "number"
	    o You will receive this message:
	
	    o Click on open or save
	• The report provides the following information in Excel format:
	
	    o Patient ID, Bill Type, Birth date, Admission date, Discharge Date, Gender, PT Discharge Status, Patient Type, Error number.
	    o 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