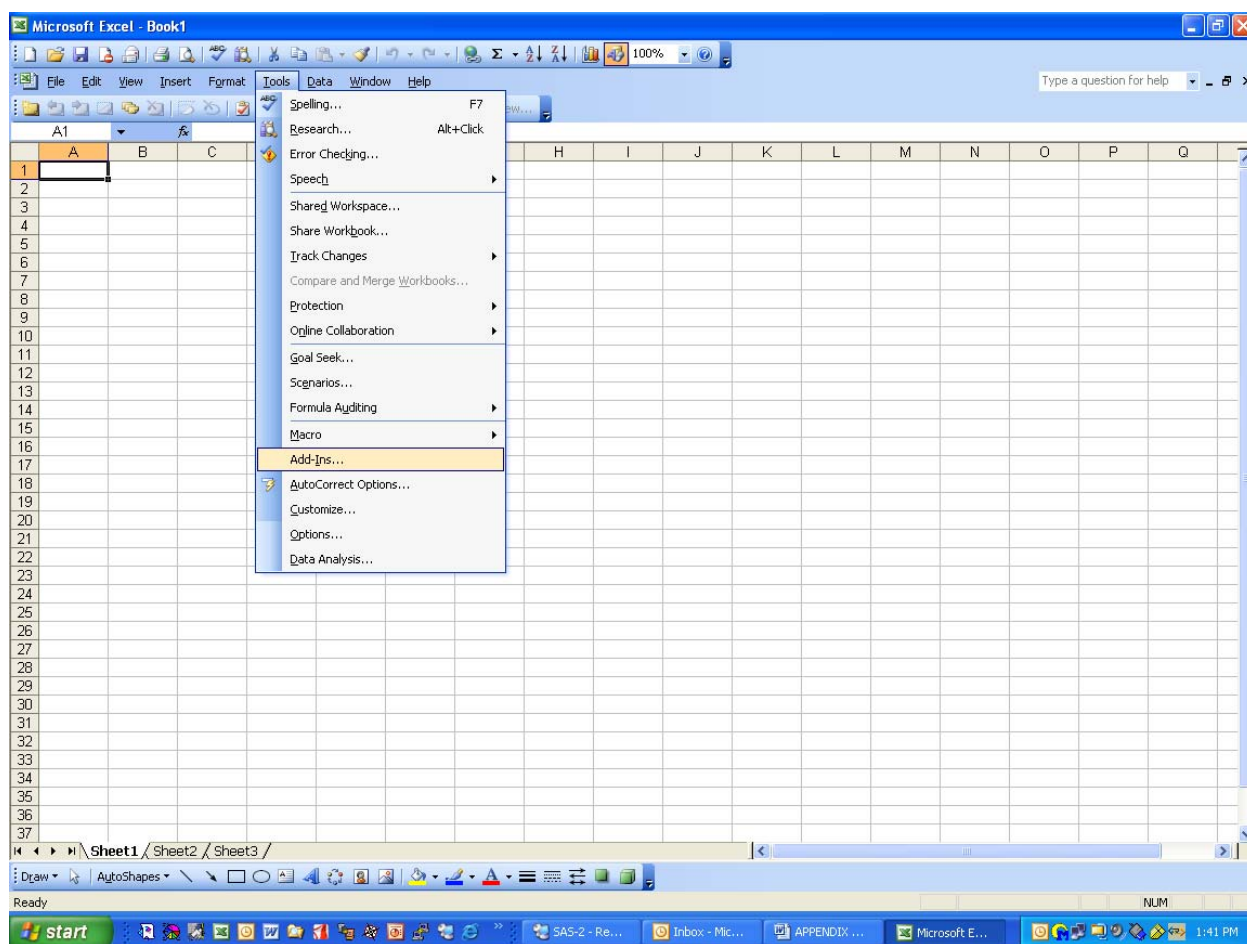


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APPENDIX C – PASBA Sampling Technique

USING THE EXCEL SAMPLING TECHNIQUE
GENERATE RANDOM ENCOUNTERS FOR CODING AUDITS

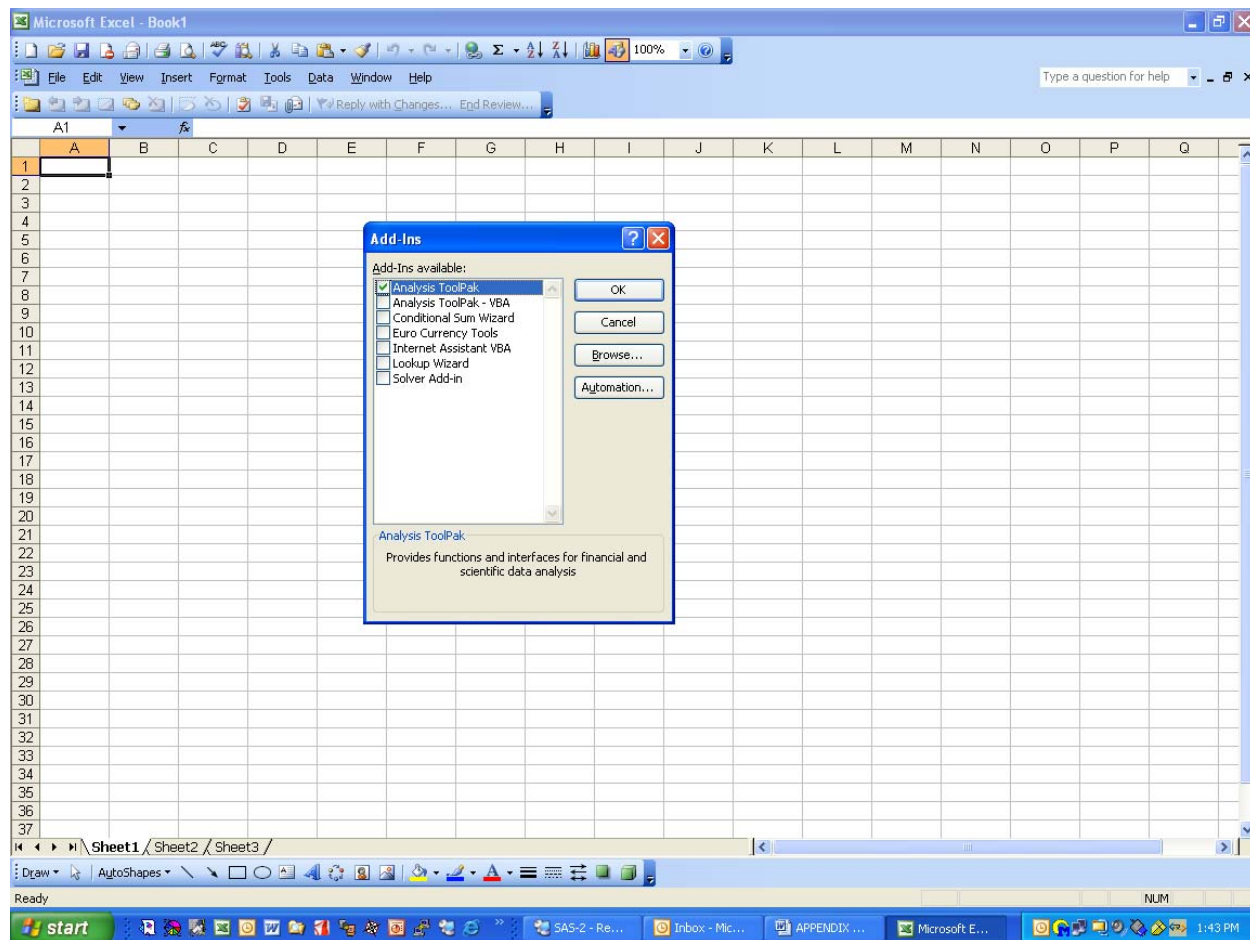
This method consists of 2 steps. The first step is to obtain the total number of encounters for the data month using the M2 (see page 78 and 79 for the M2 sample queries). An example of the M2 query is below. The second step is to export the query to Excel. This is done in Excel by selecting Tools from the menu, select Data Analysis, and then Sampling. Select Random, put in the number of samples (minimum is 30 records), and click OK. Under Output Options, select Output Range, and type in range. Excel does have a limitation of available cells and some facilities may exceed that limitation, but for the finite sample required this method provides a random number of encounters across the MTF rather than a targeted clinic. Once the number of records is specified in the sampling window, a random list is generated of encounters (equal to the records requested) on a separate worksheet. The following screen shots describe the process.

NOTE: If you do not see Data Analysis in the Tools Menu, click on Add-Ins, check the Analysis ToolPak box, and click OK. Data Analysis will be added to your Tools menu.



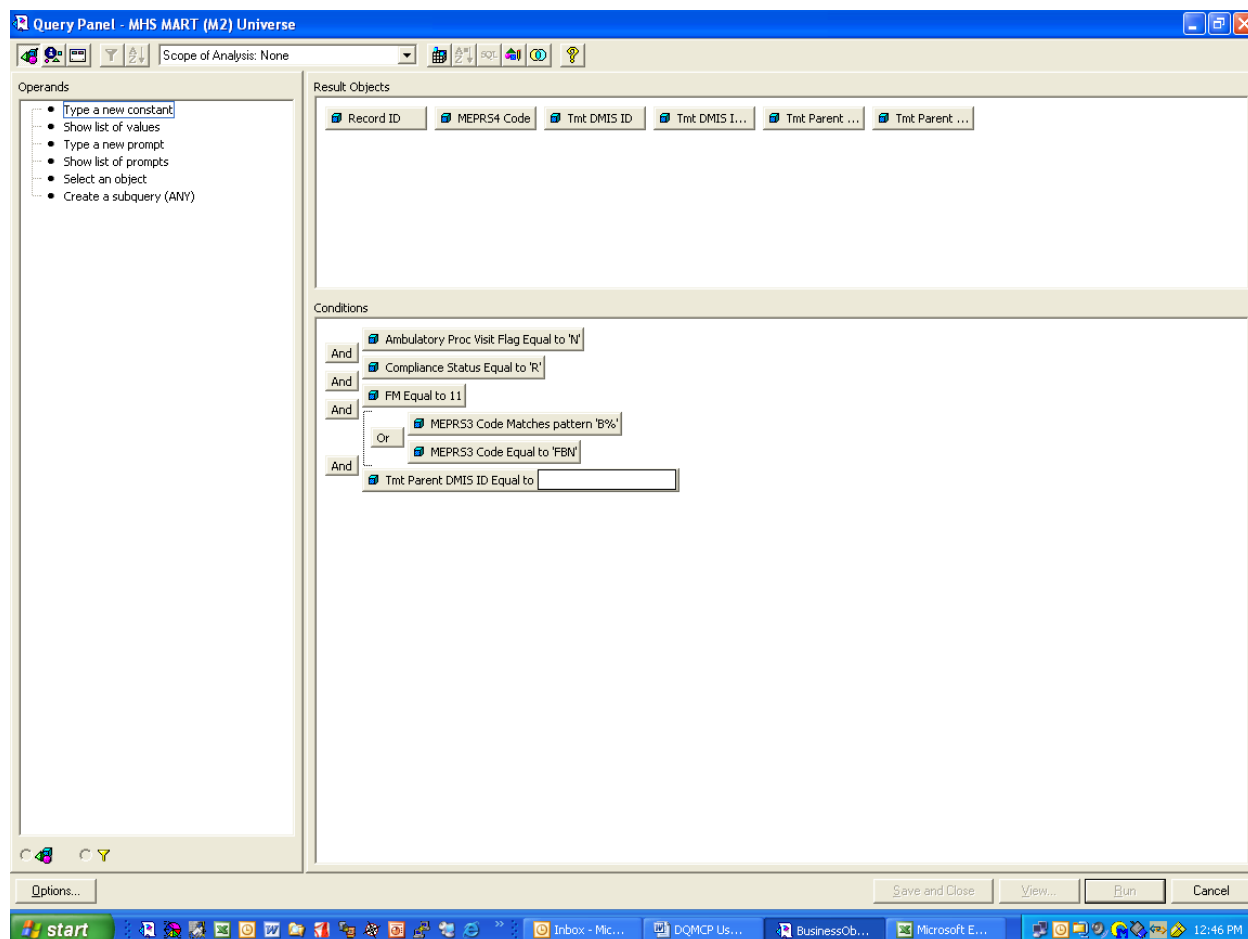
PASBA DATA QUALITY GUIDE

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M2 Query to Retrieve Encounters for Outpatient Visits. For APVs use MEPRS4 “MATCHES PATTERN” “B%%5” WITHOUT THE QUOTES AND AMULATORY PROCEDURES VISIT FLAG EQUAL “Y”.

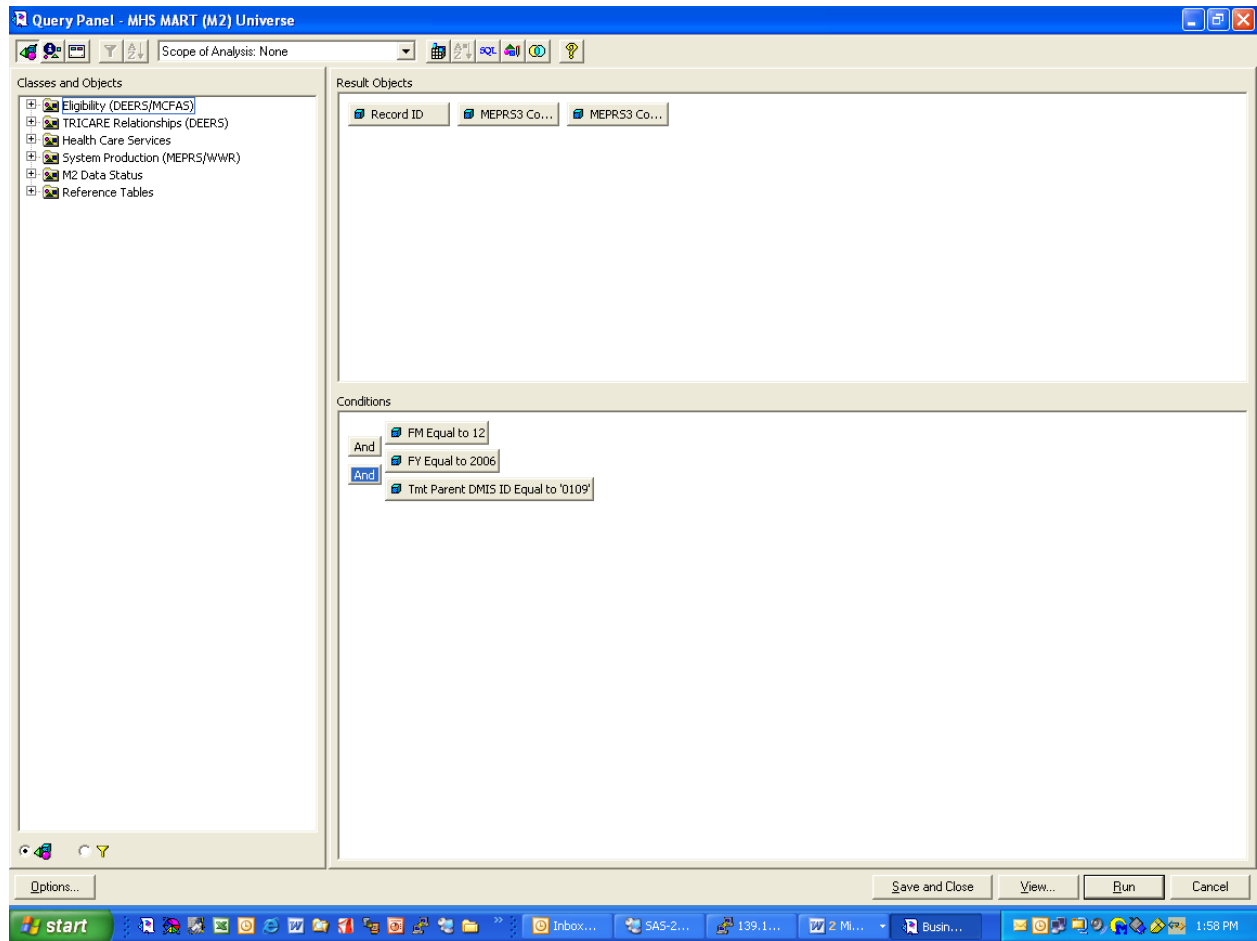


This M2 Query is for Outpatient Encounters. Notice that Ambulatory Procedures Condition is set to “N” for NO. To use for APVs set the Ambulatory Procedures Condition to “Y” and MEPRS3 Code “matches pattern B%”. Remove the “FBN” condition.

Once there are results, export to a text “.txt” file, or export directly as an Excel file. When in Excel go to “Tools” and click on Data Analysis. Note: Appointment IDs have been partially covered for security reasons.

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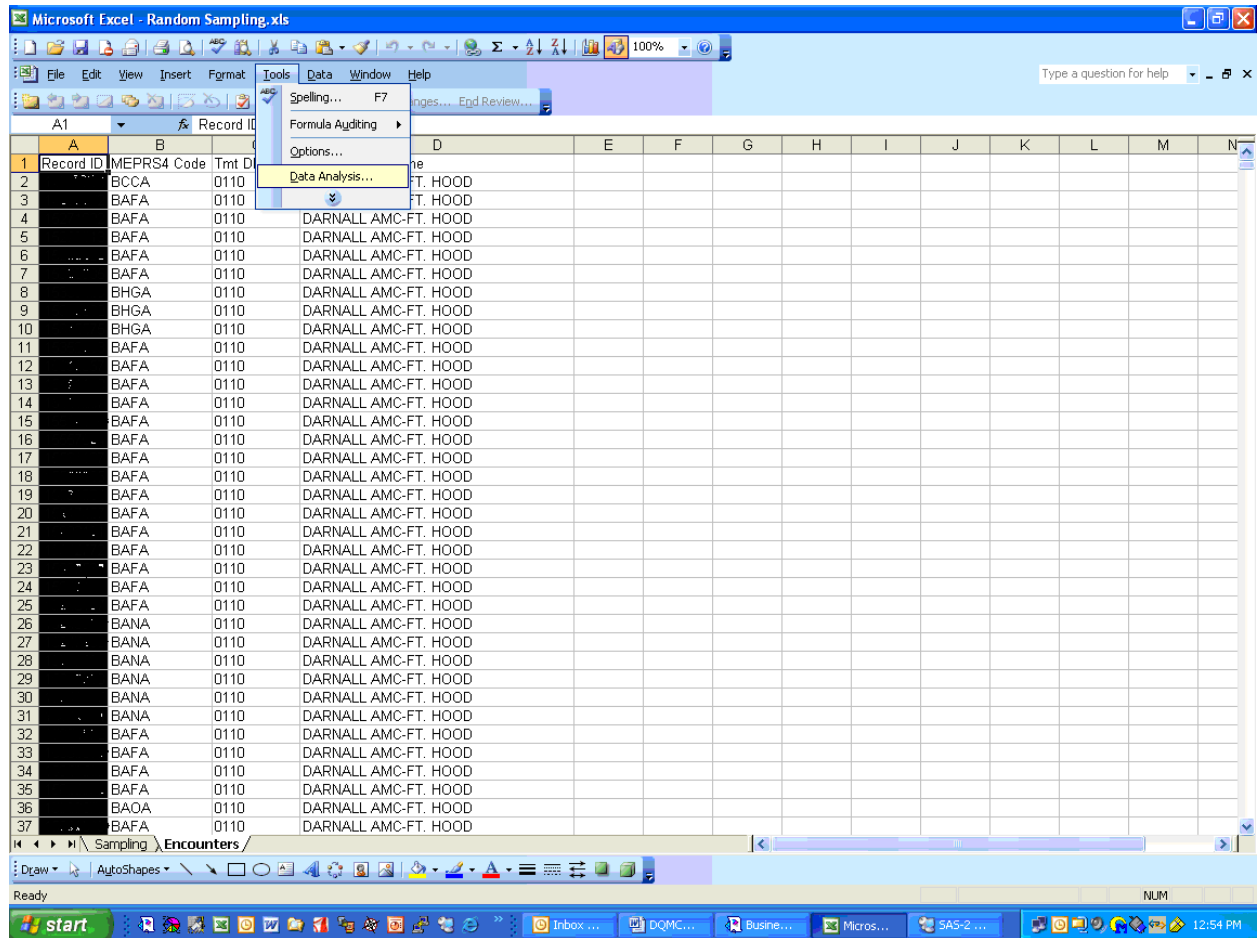
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Query to retrieve the SIDR Records.

PASBA DATA QUALITY GUIDE

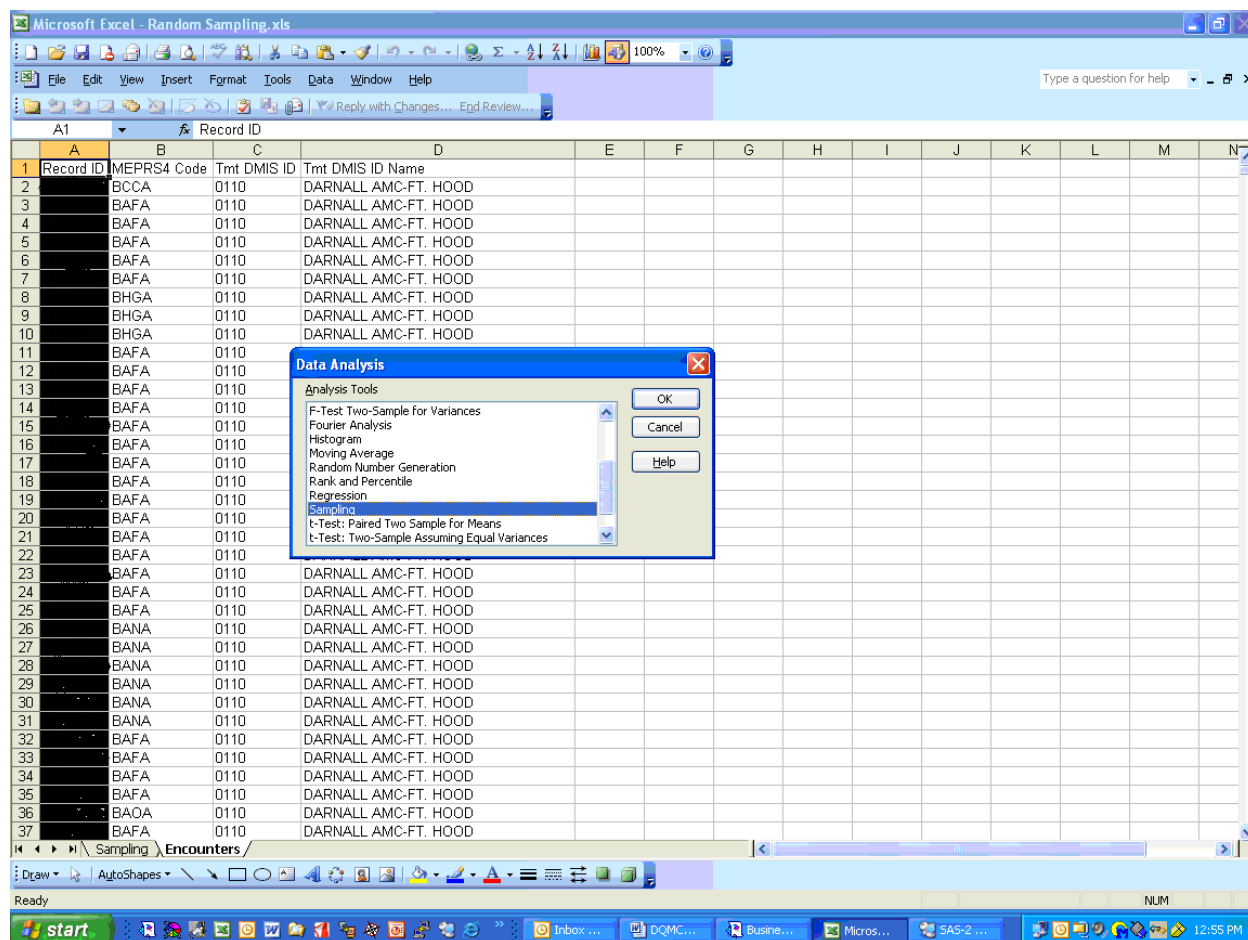
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Then scroll down to select "Sampling"

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Under Sampling/Random type in the number of records, and select “OK”. Select Output Range under Output Options. Type in the range (in this case the range is \$A\$2:\$A\$65536 which is the maximum range for Excel. Excel will display the requested number of record IDs on a new worksheet.

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[illegible]

Excel will not provide the MEPRS code or the Treatment DMIS ID (for those facilities with “Child DMIS”, but will provide a random sample across the MTF. The following screen shows the random sample for an MTF. Access was used to get the labels.

PASBA DATA QUALITY GUIDE

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	H	I	J
	Record ID	APPTID	MEPRS4 Code
1	158	158	3CCA
2	158	158	3DAJ
3	158	158	3EAA
4	158	158	3LAJ
5	158	158	3GAN
6	158	158	3EDN
7	158	158	3GAA
8	158	158	3APA
9	158	158	3GAE
10	159	159	3HA2
11	159	159	3HA2
12	159	159	3DAA
13	159	159	3GAV
14	159	159	3ARA
15	158	158	3ALA
16	158	158	3JAC
17	158	158	3EDN
18	158	158	3DAT
19	158	158	3HA2
20	158	158	3ACA
21	158	158	3HA2
22	158	158	3HA2
23	158	158	3HA2
24	158	158	3HA2
25	158	158	3GAA
26	158	158	3GAE
27	158	158	3HA2
28	158	158	3FE2
29	158	158	3GAJ
30	158	158	3CCA
31	158	158	3BDB
32	159	159	3CBA
33	159	159	3GAV
34	159	159	3IAA
35	159	159	3FEB
36	159	159	3LBA
37			

Additional comments: The minimum number of records to be audited is 30, although it is suggested that you pull 40 to 50 records (you may not be able to locate documentation for some encounters). The random audit methodology mentioned above includes all encounters, whether documented in AHLTA or ADM/CHCS. When you are auditing for outpatient encounters you should include all completed outpatient encounters in your audit pool. If you have a number of outlying clinics you may include them in your MTF record pool (primarily TMCs or small outlying clinics). The process of auditing records, as explained in the above pages, will be used for outpatient, inpatient, APV and Inpatient Professional Services Rounds (IPSR) encounters.

A random sampling methodology will be used for the DQMC Program. The methodology used is up to the individual MTFs. You may use the excel software to randomly generate numbers (appendix L) or you may use another methodology (i.e. - 5 per clinic every month). The minimum still remains 30 outpatient, 30 inpatient, and 30 APV records each month. The same guidance applies to the Inpatient Professional Services Encounter Rounds questions 5b thru 5d. The change to this methodology is to allow clinics to use their focused audits (as long as they are random) for the DQ statements and preventing double work at the MTF level.

The MTFs are encouraged to continue their process of focused/targeted audits for specific clinics and/or providers.

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NOTE: There have been several questions regarding the selection of clinics for the random audits, if you pull only 30 records we recommend to use the “B MEPRS clinics. This is because that is where the largest workload values are generated. As you may be aware with PPS the RVUs earned are going to have a huge impact on the way the MTFs will be funded. If you pull more than 30 records then expand your search for all clinics. It is also recommended that if you have a large amount of Telephone consults to limit the number to 10%, for the same reason stated above, RVU and \$\$\$\$ value. MTFs that have a large number of outlying clinics may consider expanding the sample size if there are concerns that the Parent’s sample may be diluted.

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ADM PROCESS

TO IDENTIFY THE RECORDS THAT WERE SELECTED USING THE EXCEL SAMPLING TECHNIQUE TO GENERATE RANDOM ENCOUNTERS

How do I locate the encounter?

How do I locate the encounter??

Copy the Appointment IEN column
Paste Special as "TEXT" into MS Word
Edit->Replace All ^w with ` (grave key) which is located above the
Tab key or next to (#1) key
You should have access to Fileman menu option
Access CHCS-> Inquire to File (IFE)->KG ADC DATA and Return or
Enter , you should then see "KG ADC DATA APPOINTMENT"
At the Select KG ADC DATA APPOINTMENT: Paste the IENS (all at
once)
ADM will return a list of patients with the encounter Date/Time,
Provider and Encounter Status
Do NOT the query as a query template they can't be deleted
CHCS will then display standard output for the encounter or as
[HISTORICAL CAPTIONED] other preferred Template or Ad-Hoc
query

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SIMPLE ADHOC TO RETRIEVE INPATIENT RECORDS FOR AUDITING PURPOSES

CA Core Application Drivers Menu
DE Device Editor Menu
FM FileMan Menu
ME Menu Management Menu
MM Manage MailMan Menu
SM Site Manager Menu
TM TaskMan Menu
UM User Management Menu
SQL M/SQL Management Menu

Select Systems Manager Menu Option: FM FileMan Menu

FileMan Version 26

EFE Enter or Edit File Entries
PFE Print File Entries
FND Search File Entries
MFA Modify File Attributes
IFE Inquire to File Entries
UTF Utility Functions
CAL Statistics
LFA List File Attributes
TRE Transfer Entries
SCR ScreenMan
WNM WindowMan

Select FileMan Menu Option: PFE Print File Entries

Output from what file: PATIENT PATIENT (4742 entries)

Sort by: NAME// ADMISSION DATE (multiple)

ADMISSION DATE SUB-FIELD: REGISTER NUMBER;2 REGISTER NUMBER

(Note: type a semicolon without space between the Rand the number 2 to enter multiple numbers at a time)

Select REGISTER NUMBER: 2 (Start typing the register numbers)

Select another REGISTER NUMBER: 3

Select another REGISTER NUMBER: 10094

Select another REGISTER NUMBER: 10095

Select another REGISTER NUMBER: 10096

Select another REGISTER NUMBER: 10097

Select another REGISTER NUMBER: (Press return after the last one)

Within REGISTER NUMBER, Sort by: Return Again

Store Sort logic in Template: (Note: If you have an ad hoc guru, you may want to have the adhoc saved and the only thing you need to do is input the register numbers)

PASBA DATA QUALITY GUIDE
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First Print FIELD: NAME NAME (Patient Name)

Then Print FIELD: ADMISSION DATE (multiple)

Then Print ADMISSION DATE SUB-FIELD: REGISTER NUMBER REGISTER NUMBER
(From this line down you can ask for as many fields that will help you locate the record)

Then Print ADMISSION DATE SUB-FIELD: ATTENDING PHYSICIAN

Then Print ADMISSION DATE SUB-FIELD: DATE CODING COMPLETED DATE CODING
COMPLETED

Then Print ADMISSION DATE SUB-FIELD:

Then Print FIELD:

Heading: PATIENT LIST//

Footnote:

Store Print logic in Template:

DEVICE: NTA Template RIGHT MARGIN: 80// 232

This is a sample of the report.

Patient and physician names are fictitious data from the CHCSI (Legacy) Training Data Base.

Working...

Personal Data - Privacy Act of 1974

(PL 93-579)

PATIENT LIST

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NAME	REGISTER NUMBER	DATE CODING ATTENDING PHYSICIAN	COMPLETED
------	--------------------	------------------------------------	-----------

KRAMER,ALLAN A	2	DOCTOR,NAVON	
KLEARY,ALLAN A	3	DOCTOR,NAVON	
LAACK,MARK A	10094	HARTMAN,CHRIS	
LABELLA,MARTHA B	10095	HARTMAN,CHRIS	
LEE,JACKIE J	10096	HARTMAN,CHRIS	
LAINE,TONY E	10097	HARTMAN,CHRIS	

Press <RETURN> to continue, or '^' to stop

NOTE: IF THERE IS A BETTER WAY TO DO THIS, LET US KNOW AND WE WILL
REPLACE THIS APPENDIX WITH YOUR SUGGESTIONS.

PASBA DATA QUALITY GUIDE
APPENDIX C – PASBA Sampling Technique

**SIMPLE ADHOC TO
RETRIEVE APV RECORDS FOR THE RANDOM RECORDS AUDIT**

EFE Enter or Edit File Entries
PFE Print File Entries
FND Search File Entries
MFA Modify File Attributes
IFE Inquire to File Entries
UTF Utility Functions
CAL Statistics
LFA List File Attributes
TRE Transfer Entries
SCR ScreenMan
WNM WindowMan

Select FileMan Menu Option: Print File Entries

Output from what file: PATIENT APPOINTMENT// (1497 entries)

Sort by: NUMBER// APV IEN; 2 APV IEN

(Note: There is a semicolon between the Rand the 2. It is necessary for multiple entries)

Select APV IEN: `1 2001-05150001

Select another APV IEN: `2 2001-05150002

Select another APV IEN: `3 2001-05150003

Select another APV IEN: `4 2001-05150004

Select another APV IEN: `5 2001-05150005

Select another APV IEN: (Press return when the last IEN has been entered)

Within APV IEN, Sort by: (Return)

Store Sort logic in Template: (If you have an adhoc guru it can be saved for future use)

First Print FIELD: NAME NAME

NOTE: Ask for as many fields as necessary to retrieve the records)

Then Print FIELD: APV IEN APV IEN

Then Print FIELD: PROVIDER PROVIDER

Then Print FIELD: MEPRS CODE

Then Print FIELD:

Heading: PATIENT APPOINTMENT LIST Replace (Note: If you are spooling the file you may want to give a unique name to retrieve the file)

Footnote:

DEVICE: NTA Template RIGHT MARGIN: 80// 232

Working...

NOTE: Patient and provider names and other information is fictitious from the CHCS-I (Legacy) Training Data Base.

PASBA DATA QUALITY GUIDE
APPENDIX C – PASBA Sampling Technique

PATIENT APPOINTMENT LIST
Act of 1974 (PL 93-579)

Personal Data - Privacy

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PAGE 1

NAME	APV IEN	PROVIDER	MEPRS CODE
DODD,ALLAN A	2001-05150001	DOCTOR,AARON	BBA5/0037
DODD,BARBARA B	2001-05150002	DOCTOR,BAKER	BBA5/0037
DODD,CHARLES C	2001-05150003	DOCTOR,CABO	BBA5/0037
DODD,LINDA L	2001-05150004	DOCTOR,LAMP	BBA5/0037
DODD,DONNA D	2001-05150005	DOCTOR,DAVIS	BBA5/0037

NOTE: IF THERE IS A BETTER WAY TO DO THIS, LET US KNOW AND WE WILL
REPLACE THIS APPENDIX WITH YOUR SUGGESTIONS.