QA Providers

Archive Tutorial

New File Entry Only

2013

https://go.dhss.ak.local/dsds/archive/SitePages/Home.aspx
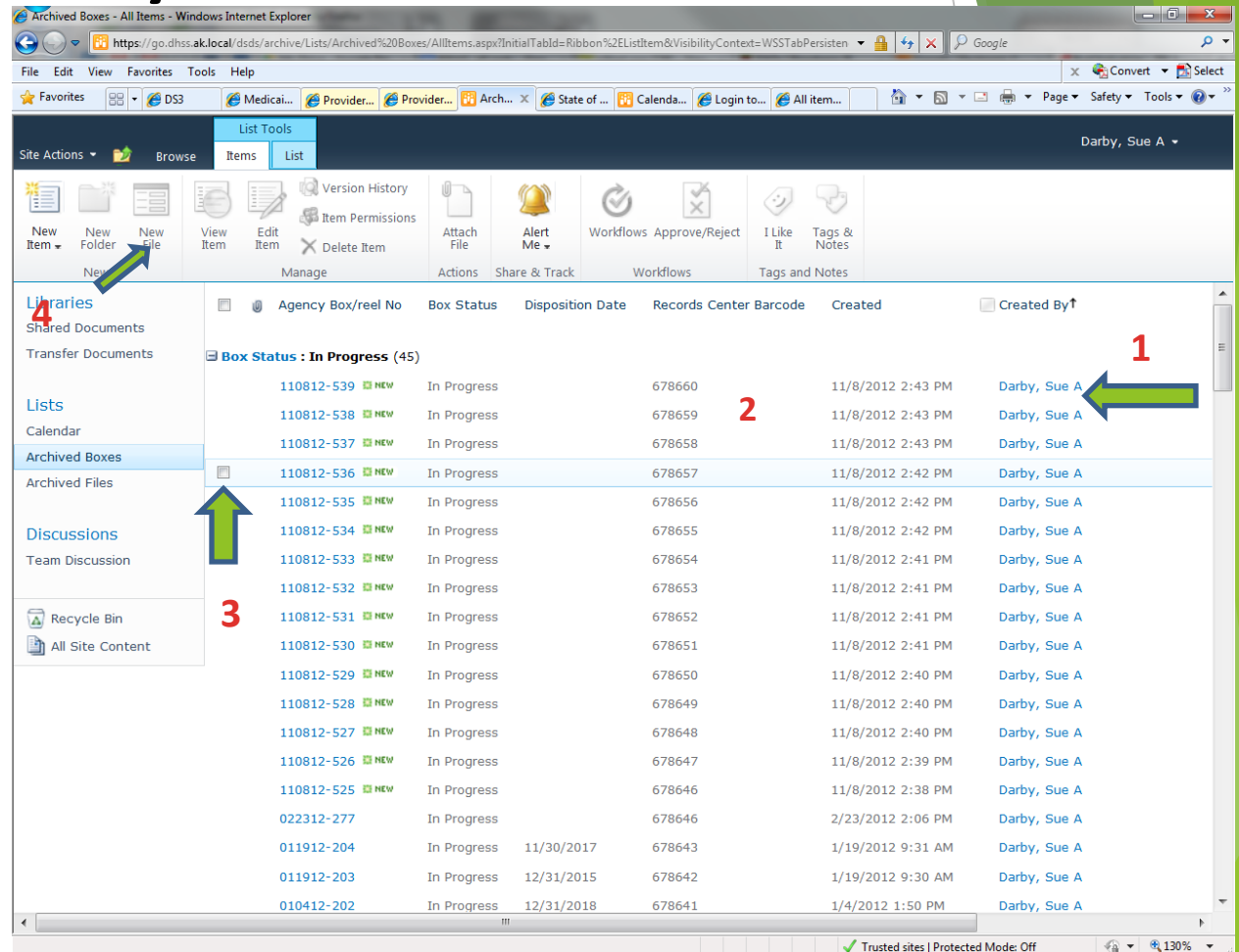
Home Page

1. Log In
Your home page will look something like this
2. Click on Archived Boxes

2
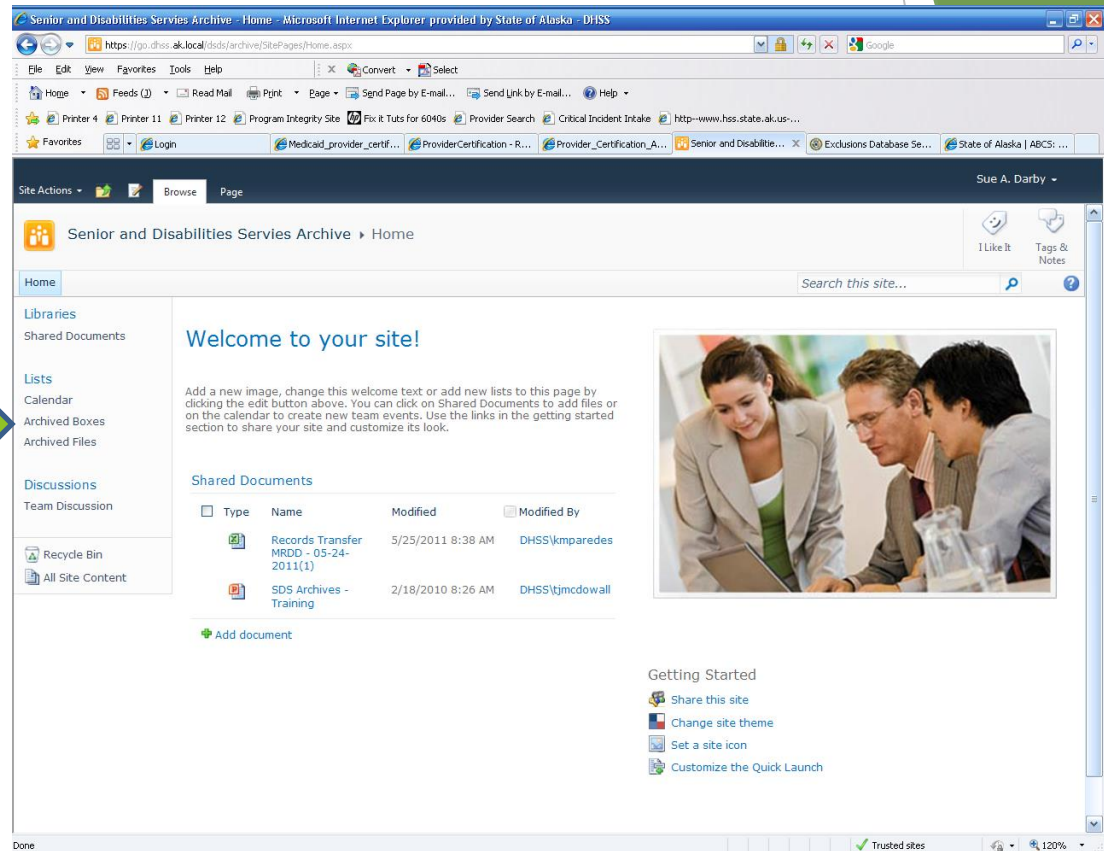
Find your box

1. Boxes created by Sue Darby
2. Start with the smallest barcode and move to larger numbers
3. As you hover over the one you want a small check box will appear, click it to select it
4. Then click "New File"

Add a New File to the Box (pt 1)

1. Source is Certification
2. Inclusive Date is the date the Agency Closed
3. Retention Schedule is Provider Certification – Approved – 1 OR Provider Care and Treatment Records - 1 OR Provider Certification (Denied/Revoked)-1 OR Quality Assurance Reviews

This is based on the type of files found in the box you are working on.

Adding a New File Cont. (pt 2)

1. Recipient – Choose "Agency" for most providers OR "Individual Provider" for CMs
   a) Disposition Date will be calculated automatically
2. Records Center Barcode was assigned to the whole box. It will pop up automatically!
3. **Notes – Certification period, handbooks only, audit file etc.**
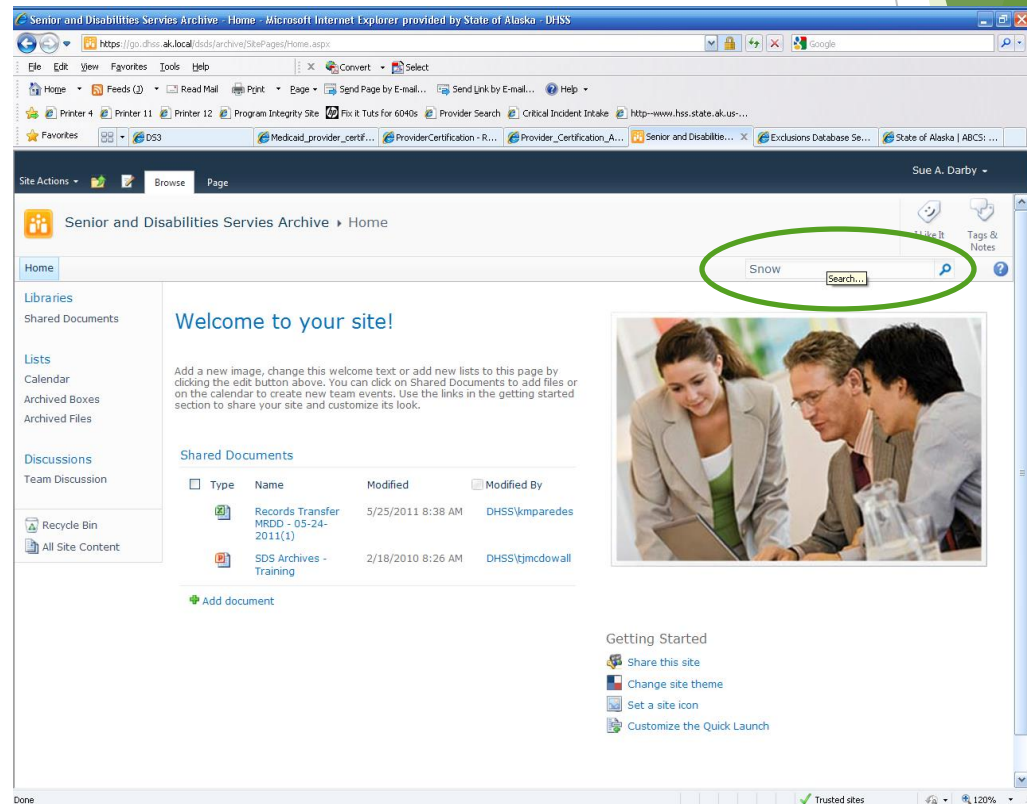4. Click Save

Your single file is in the system!

1. You will see a long list of various files

2. From this screen you can sort by title, retention schedule, inclusive dates, barcode etc.
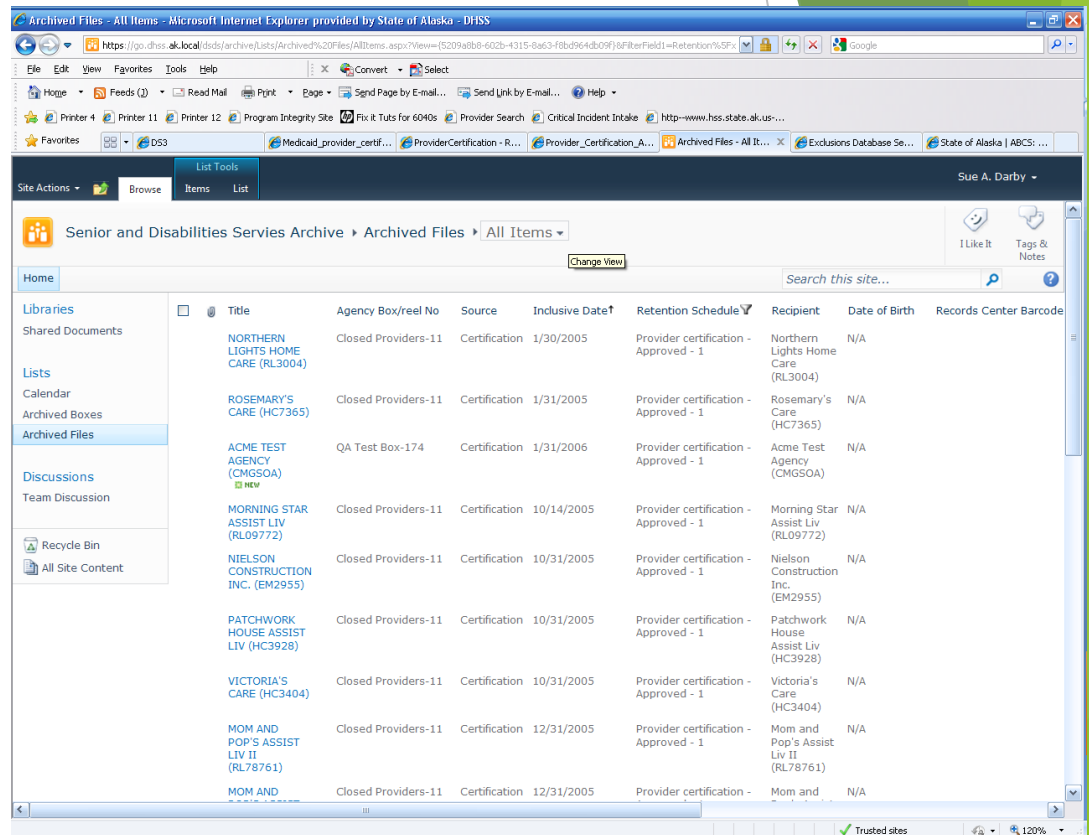
Retrieving a file from the system

- From Home click on the Search this site box and type in the name you are looking for

Search Results

- Figure out which entry you need and click the entry to gather the information such as the barcode of the box so that the file can be recalled easily!