How to upload a file

- Find your facility and quarter you wish to upload on your Dashboard.
- Make sure you are choosing the correct Data Type as well
- Click the open option.
- You can filter your facilities at the top with the filter icon in each tab.
- Your Certification Status will be Initial due, until you upload your file for the First time.



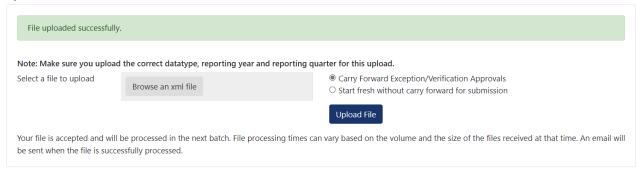
Upload Data

- Click on Browse an xml file
- Choose the file and choose upload file
- You will receive an email stating your file is ready for review.

Upload Data

Note: Make sure you upload	I the correct datatype, reporting year	and reporting quarter for this upload.
Select a file to upload	Browse an xml file	Carry Forward Exception/Verification ApprovalsStart fresh without carry forward for submission
		Upload File

Upload Data

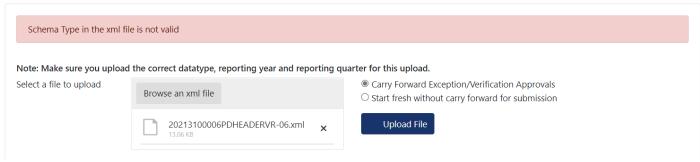


If your file does not upload successfully, you will see either a XSD or a Schema Error message, with a description of the reason.

XSD Error

These are usually limited to header incorrect information or facility has selected the wrong facility type (AS/PD) and/or quarter selection

Upload Data



Schema Errors

Schema errors are generally errors due to incorrect element format. Schema Error report can be exported to excel for convenience.

Review Data Guide for format specifications.

Upload Data

Note: Make sure you upload	the correct datatype, reporting year and reporting o	quarter for this upload.
Select a file to upload	Browse an xml file	Carry Forward Exception/Verification ApprovalsStart fresh without carry forward for submission
		Upload File

File not accepted - Schema Errors: Please fix the below errors related to schema and then upload the file. Only when the schema issues are resolved the next set of rules will be applied.

Description	T
Line 56 :The 'TOTAL_CHARGES' element is invalid - The value '00009127' is invalid according to its datatype 'ChargeType' - The Pattern constraint failed.	
Line 102 :The 'TOTAL_CHARGES' element is invalid - The value '00003525' is invalid according to its datatype 'ChargeType' - The Pattern constraint failed.	
Line 151 :The 'TOTAL_CHARGES' element is invalid - The value '00008123' is invalid according to its datatype 'ChargeType' - The Pattern constraint failed.	
Line 193 :The 'TOTAL_CHARGES' element is invalid - The value '00002692' is invalid according to its datatype 'ChargeType' - The Pattern constraint failed.	

File Ready for Review

Once your file <u>validation</u> is completed and ready for your review, your Dashboard status display changes to Facility Review

ClientType: HOSPITAL DataType: Inpatient Reporting Year: 2021 Reporting Quarter: 4 Certification Status: Facility Review Assigned Analyst: Nancy Tamariz