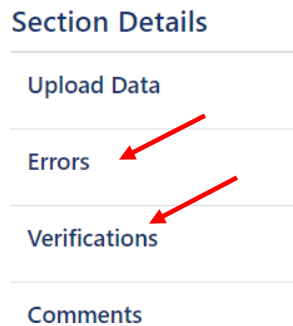## Facility Review and Submitting for Analyst Review

Once notified your reports are ready for review, log into FDDC to view your error and or verification in the section details.



Select Errors or Verifications section to display

Errors and Verifications can be viewed online by selecting the VR arrow drop down or by selecting 'Export to Excel' button at the bottom of the screen for a complete listing of all errors.

An Audit Summary and SRB can be viewed by selecting the 'Reports" button at the top of the page and selecting the report to review. Reports may be exported and saved as PDF's.

Errors

Below are the errors from the xml file submission. Only when all the errors are corrected or set to request for exception an analyst review can be requested.

Click here to view actions and comments in a new window.

	Rule#	RuleType	Description	Actions	
▶	VR-19	Custom	The Patient Social Security Number cannot equal a) 000000000, 000######, ###00####, or #####0000 b) cannot begin with 666 (i.e., 666######) c) cannot begin with any value in the range 900 thru 999, inclusive d) It cannot be the same digit for all nine (9) characters, excepting default SSN 777777777-Unknown	-Select-	✏ Edit
▶	VR-20	Custom	Identical Patient Social Security Number on one or more other records must have the same Patient Race, Patient Sex, and Patient Date of Birth.	Request For Exception	✏ Edit
▶	VR-21	Custom	Duplicate Social Security Numbers found with the same dates of service and type of Service=1. Records containing Duplicate SSN's and DOS must be combined into a single record.	-Select-	✏ Edit
▶	VR-50	Custom	Principle Diagnosis code missing.	Request For Exception	✏ Edit
▶	VR-36	Custom	Must be either found in either: a) VALID UNITED STATES ZIP CODE REFERENCE TABLE b) AHCA default zip codes unknown- 00000, homeless- 00007, or foreign-00009	-Select-	✏ Edit

⏮ ◀ **1** ▶ ⏭	10 ▼ items per page	1 - 5 of 5 items ↻

ClientType: **AMBULATORY SURGICAL CENTER**   DataType: **Outpatient**   Reporting Year: **2022**   Reporting Quarter: **2**   Certification Status: **Facility Review**   Assigned Analyst: **Nancy Tamariz**

Verifications

The edits below contain records that may require correction or verification. All errors must be corrected before making a Request for Analyst Review.

If any record is incorrect, update the XML file and resubmit the file.

If the data record is correct, select *Edit*, Request for Verification, enter a comment and update for each record. The AHCA analyst will review for approval when Analyst Review is requested.

Click here to view actions and comments in a new window.

	Rule#	RuleType	Description	Actions	
▶	VR-141	Custom	Ambulatory Surgery Death. An ambulatory visit with discharge status 20 must be verified	-Select-	✏ Edit

⏮ ◀ **1** ▶ ⏭	10 ▼ items per page	1 - 1 of 1 items ↻

Export to Excel

Reviewing the SRB Report

Review the SRB report for inconsistent record counts between the current and previous quarter.

Your analyst will review your SRB report prior to certification and determine if further information is needed from the facility.

The analyst will notify the facility that SRB verification is required and change the Status back to Facility Review.

Once the questionable information is deemed acceptable, the analyst will change the status to Ready to Certify.

Pay particular attention to the following when examining your SRB report:

- Total record counts by Type of Service. A change of more than 20% may indicate an issue that requires verification by the facility.
- For ASED files, if the hospital has an Off-site Emergency Department, check that records are reported for each location. If not, correct the file and resubmit.
- For Inpatient files, if the facility has Comprehensive Rehab beds, check that Type of Service 2 is reported for inpatient records.
- Discharge Month: Verify that each month within the quarter displays record counts and they are consistent across all three months.
- Review the Practitioner list for practitioners not recognized as practicing at your facility. If a practitioner is not associated with your facility, correct the invalid license ID, and resubmit a new file.

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Viewing Errors and Verifications

Errors and Verifications can be viewed online by selecting the VR arrow drop down. Print an error report listing all errors by selecting 'Export to Excel' button at the bottom of the screen.

An Audit Summary and SRB can be viewed by selecting the 'Reports" button at the top of the page and selecting the report for review. Reports may be exported and saved as PDF's.

Verifying Errors / Verifications

All errors must be corrected, and the file resubmitted prior to a request for Analyst Review. Exceptions can be requested prior to error correction, however, will not be reviewed until the file is completed and submitted for Analyst Review.

FDDC will not allow the facility to submit for Analyst Review until the file is error free and all exceptions requested.

Requesting Exceptions

A request for exception or verification will exclude the VR and allow the facility to Request Analyst Review for certification.

- To verify an Error / Verification, click on the Edit Function beside the record. Select the option from the drop-down box.
- You are required to comment with your explanation in the text box to submit.
- Select 'Update'

Errors

Below are the errors from the xml file submission. Only when all the errors are corrected or set to request for exception an analyst review can be requested.

Click here to view actions and comments in a new window.

	Rule#	RuleType	Description	Actions	
▶	VR-216	Custom	POA code must be Y, N, U, W or 1.	Request For Exception	✏ Edit
▶	VR-227	Custom	POA for Other Diagnosis Codes 1-30 invalid for the DX code. The Present on Admission indicator field is 1 and the Other Diagnosis code is not exempt.	-Select-	✏ Edit
▶	VR-235	Custom	Principal Procedure Date must be greater than or equal to the Admit Date.	-Select-	✏ Edit

Review the Actions column that all exceptions / verifications are requested.

- You will need to upload your file again after errors / verifications are requested if the file is not error free or CLEAN.
- Once the file is CLEAN, a request for Analyst Review can be submitted. If the file is unacceptable to submit for review, FDDC will display a message.

  "Only if all the Error's are set to **"Request for Exception"** and Verify's are set to **"Request for Verification"** then only you will be able to submit for an Analyst Review."

Submitting for Analyst Review

Select Review and Submit under Section Details.

Choose Analyst Review and submit.

ClientType: **HOSPITAL**   DataType: **Inpatient**   Reporting Year: **2021**   Reporting Quarter: **4**   Certification Status: **Faci**

Review and Submit

Change Certification Status

Please choose an action and click Submit button to change the record status.

| -- Select -- ⌄ | 👍 Submit |

-- Select --
Analyst Review

You will now notice on the top of your dashboard your Certification Status is in Analyst Review.

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

Your Dashboard will also reflect that this file is "Under Agency Review."

Open	100128	TAMPA GENERAL HOSPITAL	Inpatient	2022	2	Initial Due	09/01/2022	11/30/2022

|◄ ◄ **1** 2 3 ► ►| 5 ▼ items per page | 1 - 5 of 14 items ↻ |

Under Agency Review

	AHCA# ▼	Facility Name ▼	DataType ▼	Year ▼	Quarter ▼	Certification Status ▼	InitialDue ↓ ▼	CertificationDue ▼
Open	100128	TAMPA GENERAL HOSPITAL	Inpatient	2021	4	Analyst Review	03/07/2022	05/31/2022

|◄ ◄ **1** ► ►| 5 ▼ items per page | 1 - 1 of 1 items ↻ |

- Your Analyst will review your file.
- The Analyst will approve or deny requested exceptions and review the facility SRB report.
- The Analyst will change the facility status back to 'Facility Review' or 'Ready to Certify'
- The facility will login to FDDC to view their status.