



Update
January 16, 2004

The Clock is Ticking: Facilities are reminded that they must submit their fourth-quarter 2003 data by **Monday, February 16** (the actual February 14 deadline falls on a Saturday). Facilities may obtain a 30-day extension (to March 15) by submitting a written request by February 4 to Joe Kachelski, Vice President, at the address below. Thus far five facilities have submitted their data and completed their corrections. We thank them for their promptness!

Remember, unlike the BHI process, facilities need not submit an entire quarter of data at one time. If you have a month's worth of data ready to go, we'll take it! Early submissions allow facilities more time to complete corrections.

Test Submissions: Although facilities are not required to do so, submitting test data is an excellent way for data submitters and editors to familiarize themselves with the look and feel of our system. Send us an [e-mail](#) if you would like to test your third-quarter 2003 data. But hurry – the testing window will end **Friday, January 23**.

Revised Manual and FAQs: WHA Information Center this week distributed a revised version of the data submission manual via e-mail. The latest version of the manual can always be found on our [Web site](#). The Frequently Asked Questions (FAQ) section of the Web site is continually updated. If you have a question, chances are somebody else had the same question and the answer could be just a few mouse-clicks away.

Continuing Education Credits: WHA Information Center will issue, upon request, continuing education credits in the technology core area to the RHITs and RHIAs who attended any of our training sessions. Please [contact us](#) if you would like to receive a certificate to verify your attendance.

You Asked. We Listened: We are in the process of making several modifications to our Web-based data submission tool, many of which are the direct result of data submitters' input. The planned changes include:

- The creation of a printable error report. This will allow facilities to view and print a detailed report of the entire batch of edit records.
- An enhancement that will display the record type (ambulatory, emergency or inpatient) on the Batch Review and Batch Details page, and in Batch Submit e-mail notifications.
- A programming change that will allow files with duplicate patient control numbers to be submitted. The system currently rejects such files. Facilities will be responsible for correcting apparent duplicate records and/or deleting true duplicates through the edit correction process.

Important Dates and Deadlines: 4Q 03 Data

February 4: Deadline to request 30-day extension.

February 16: Standard deadline for data submission.

March 15: Extended deadline for data submission.