



## **IHS Web Development Team**

### **Third-Party, Internal-Controls Policy, Self-Assessment Audit Program Administrator and User Guide**

**Version 1.0.1 Draft  
June 2008**

Office of Information Technology (OIT)  
Division of Information Resource Management  
Albuquerque, New Mexico

**DOCUMENT REVISION HISTORY**

#	Section	Date Changed	Description of Change

## **PREFACE**

This manual provides instructions for conducting and submitting facility self-assessments using the Third Party, Internal Controls Policy, Self Assessment Audit Program from the Division of Business Office Enhancement, Office of Resource Access and Partnerships (DBOE/ORAP) in partnership with the IHPEs.

This web application and supporting documentation was designed and developed by the IHS OIT Web Team in accordance with IHS OIT standards and guidelines.

## **SECURITY**

This application has three levels of user access. Access is based on whether the user needs administrative, data entry, or informational (read-only) access.

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## 1.0 Overview

Welcome to the Office of Resource Access and Partnerships, Division of Business Office Enhancement (DBOE/ORAP) and Indian Health Performance Evaluation System (IHPEs) partnership website. The website was created as a tool for ORAP and the Office of the Director to monitor compliance with the Third-Party, Internal-Controls policy. In addition, this provides timely statistics to help ORAP and the Division of Business Office Enhancement focus on issues concerning third-party revenue. We use the data to concentrate our efforts on noncompliance areas, such as coding, billing, and data entry. This tool is meant to ensure that our resources, such as training and RPMS IT enhancement, are focused on needed areas. This website is being continuously updated to ensure that we doing our part to help meet the Mission and Goal of IHS for the American Indian and Alaska Native people.

The online reporting tool is Headquarters initiated specifically from the Director of the Office of Resource Access and Partnerships (ORAP). An email is generated by our Office to the CEO or Service Unit Directors directing them to complete the online reporting tool. They have 30 days to assign subject matter experts within their facility to complete the questions in each of the 11 sections. This document provides instructions for:

- logging into the Third-Party, Internal-Controls Policy, Self-Assessment website
- determining security and authority levels for staff members completing the various assessments
- selecting a facility
- assigning subject matter experts to specific assessments
- responding to questions in the assessment
- correcting erroneous entries
- saving and submitting assessments

This document also provides instructions for using other tools needed to complete the online self assessment.

### 1.1 Home Page

**Figure 1-1** shows the Third Party, Internal Controls Policy, Self Assessment System home page. The website address (URL) is:

<https://www.ihs.gov/nonmedicalprograms/ihpes/orap/tpicpsa/index.cfm?module=tpicpsa&option=home&rf=3>.

**Note:** You may want to bookmark this page.

From the home page, you can register an IHS web account and login, as well as access the Self Assessment.

ORAP - Third Party Internal Controls Policy Self Assessment - IHPES Program - Windows Internet Explorer

https://www.ihs.gov/nonmedicalprograms/ihpes/orap/tpicpsa/index.cfm?module=tpicpsa&optio...

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**Indian Health Service**  
The Federal Health Program for American Indians and Alaska Natives

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IHS HOME ABOUT IHS SITE MAP HELP

**ORAP/Division of Business Office Enhancement**

**Project Home** **Third Party Internal Controls Policy Self Assessment System**

**Self Assessment** **Project Home**

**Content Manager**  
John Rael  
[John.Rael@ihs.gov](mailto:John.Rael@ihs.gov)  
(505) 248-4250

**ACCESS**  
**RESOURCE & PARTNERSHIPS**

**ORAP**  
Division of Business  
Office Enhancement

**IHPES**  
Indian Health Performance  
Evaluation System

Welcome to the Office of Resource Access and Partnerships, Division of Business Office Enhancement (DBOE/ORAP) and Indian Health Performance Evaluation System (IHPES) partnership website. The Website was created as a tool for ORAP and the Office of the Director to monitor compliance with the Third Party Internal Controls policy. In addition this will provide timely statistics to help ORAP and the Division of Business Office Enhancement focus on issues concerning Third Party Revenue. We will be utilizing the Data to concentrate our efforts on noncompliance areas such as coding, billing and data entry. This tool meant to ensure that our resources, such as training and RPMS IT enhancement are focused on needed areas. This website is being continuously updated to ensure that we doing our part to help meet the Mission and Goal of IHS for the American Indian and Alaska Native People.

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[Login](#) [Register](#)

Figure 1-1. Third Party Internal Controls Policy Self Assessment System home page

The section that follows provides registration, log in, and log out instructions.

## 2.0 Registering your web account

This section provides answers to common questions regarding user registration, as well as instructions for logging on and off the Third-Party, Internal-Controls Policy, Self-Assessment System website.

**Question:** Why do I need to register?

**Answer:** This is a secure IHS web-based application and all users must register and be assigned a user-security level by authorized IHS program managers.

Your level of access is determined as follows:

- **Admin Super Users**—These users can assign security levels to other users, answer questions, and approve within their level of responsibility. This security access can be granted at various levels, Headquarters, Area Office (AO), and Service Unit (SU). Admin super users include:
  - **Headquarters-level Super User**—These users have access to all Facilities to view, assign, or answer questions. Therefore, this level of authority is granted to a very limited number of users.
  - **Area Super Users**—These users include Area Directors, Executive Officers, and possibly Finance, and other users, as requested by the AO.
  - **Service Unit/Facility Super Users**—These users have the same access as the others, but only for their Service Unit or Facility (typically they are Chief Executive Officers [CEO], AO).
- **Data Entry Users**—These users can access only those sections to which a Service Unit Admin or CEO has assigned them. They may have more than one section to which they are assigned. At this level, they also can view all other sections, but cannot provide answers to them unless assigned by the Admin Super Users at their facility.
- **View Only Users**—These users can be at any organizational level, Headquarters, AO, SU, and so on.

**Question:** How do I register?

**Answer:** See **Registering a new IHS web account** for instructions about registering a new web account.

## 2.1 Registering a new IHS web account

This section provides instructions for creating an IHS web account. If you already have an account, proceed to **Logging into your IHS web account**

**To create an IHS web account:**

1. Open your web browser using the following link:

<https://www.ihs.gov/nonmedicalprograms/ihpes/orap/tpicpsa/index.cfm?module=tpicpsa&option=home&rf=3>.

**Note:** You may want to bookmark this page.

This is the Third Party Internal Controls Policy Self Assessment System home page.

2. Click **Register** from the Third-Party, Internal-Controls Policy, Self-Assessment System home page shown **Figure 2-1**.



**Figure 2-1. Third Party Internal Controls Policy Self Assessment System home page**

The Register for a Web Account page shown in **Figure 2-2** appears.



U.S. Department of Health and Human Services  
**Indian Health Service**  
 The Federal Health Program for American Indians and Alaska Natives

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## IHS Web Account

### Register for a Web Account

\* Indicates Required Field

\* **First Name:**

**Middle Initial/Name:**

\* **Last Name:**

**Title:**

\* **ITU:**

\* **Level:**

\* **E-mail:**

\* **Username:**

\* **Password:**

\* **Re-enter Password:**

Figure 2-2. Register for a Web Account page

3. Type your first name in the **First Name** field. This is a required field.
4. Type either your middle initial or name in the **Middle Initial/Name** field. This field is optional.
5. Type your last name in the **Last Name** field. This is a required field.
6. Type your title in the **Title** field. This field is optional.
7. Select one of the following classifications from the **I/T/U** pull-down list:
  - **UNKNOWN**
  - **GOVERNMENT**
  - **TRIBAL**
  - **URBAN**
 This field is required.
8. Select one of the following classifications from the **Level** pull-down list:
  - **Area**

- **Department**
- **Facility**
- **Guest**
- **IHS**
- **Service Unit**

This is a required field.

9. Type your email address in the **E-mail** field. This is a required field.
10. Type your name in the **Username** field. This is a required field.
11. Type your password in the **Password** field. This is a required field.
12. Type your password again in the **Re-Enter Password** field. This is a required field.
13. Click one of the following:
  - **Submit Registration**
  - **Return to Site**

This completes the procedure for creating an IHS web account. When you receive an email confirmation that your web account is registered, open the Third-Party, Internal-Controls Policy, Self-Assessment System and click the link to contact the site administrator who completes your registration by providing you access to the website.

## 2.2 Logging into your IHS web account

**Note:** In addition to having an IHS account, you must also have access to the Third-Party, Internal-Controls Policy, Self-Assessment System website. If you don't have access, send email to the site contact for the Third-Party, Internal-Controls Policy, Self-Assessment System ([ORAP-DBOE\\_Admins@ihs.gov](mailto:ORAP-DBOE_Admins@ihs.gov)) to request access. The site contact then assigns you a role which gives you access to your IHS web account.

Please be aware that you will not have access to the Third Party Internal Controls Self Assessment until you email ORAP/DBOE administration. If you are only doing data entry, you need not request access. Access is only required for those who assign sections, such as CEO, AO, Business Office Coordinator, and Area Admin Personnel.

This section provides instructions for logging into the Third-Party, Internal-Controls Policy, Self-Assessment System website.

**To log in to the Third-Party, Internal-Controls Policy, Self-Assessment System website:**

1. Click the following link to open your web browser to the Third-Party, Internal-Controls Policy, Self-Assessment System home page:

<https://www.ihs.gov/nonmedicalprograms/ihpes/orap/tpicpsa/index.cfm?module=tpicpsa&option=home&rf=3>.

2. Click **Login** to access the login screen.

The web login screen shown in **Figure 2-3** appears.



U.S. Department of Health and Human Services  
**Indian Health Service**  
The Federal Health Program for American Indians and Alaska Natives

**IHS Web Account**

\*\*\*\*\* **WARNING!** \*\*\*\*\*

Notice To Users: This is a federal computer system. It is only for authorized users. Users, authorized or unauthorized, have no explicit or implicit expectation of privacy. By accessing or using this system you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of this computer system may subject you to criminal prosecution and penalties.

**Username**   
**Password**

You have 5 attempts to login with this username. There have currently been 0 failed attempts. If you have forgotten your username or password, click on the **Forgot** button above. If you require assistance with this application, [contact the IHS Web Administrator](#).

**Figure 2-3. Logging in to your IHS web account**

3. Enter your **Username** and **Password** and click **Login**.

If you don't remember your password, click **Forgot**. The system sends an email with your password.

If your login information is correct, the web page shown in **Figure 2-4** appears.



You have successfully logged into your web account.

**User** Hamel, Mary (mhamel)

**E-mail** Mary.Hamel@ihs.gov

**Time Stamp** Thursday 26 July, 2007 5:35 PM

Return

**Figure 2-4. Successful login page**

4. Click **Return**.

The web page shown in **Figure 2-5** appears.



Figure 2-5. Third Party Internal Controls Policy Self Assessment System home page

This completes the login instructions. You are now ready to begin setting up your facility or responding to questions in the self assessment. See either **Setting up the assessment system** for a facility or **Completing an assessment** for further instructions.

## 2.3 Logging off the website

To exit the Third-Party, Internal-Controls Policy, Self-Assessment System website, make certain that you have saved any work from this session and click **Logoff** at the bottom of the left navigation pane on any web page within the Third-Party, Internal-Controls Policy, Self-Assessment System website. **Figure 2-6** and **Figure 2-7** are provided as examples of the Logoff location on the home page and web pages.


**ORAP/Division of Business Office Enhancement**

---


**Project Home**      **Third Party Internal Controls Policy Self Assessment System**


**Self Assessment**      **Project Home**

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**ORAP**  
Division of Business  
Office Enhancement





**IHPES**  
Indian Health Performance  
Evaluation System

Welcome to the Office of Resource Access and Partnerships, Division of Business Office Enhancement (DBOE/ORAP) and Indian Health Performance Evaluation System (IHPES) partnership website. The Website was created as a tool for ORAP and the Office of the Director to monitor compliance with the Third Party Internal Controls policy. In addition this will provide timely statistics to help ORAP and the Division of Business Office Enhancement focus on issues concerning Third Party Revenue. We will be utilizing the Data to concentrate our efforts on noncompliance areas such as coding, billing and data entry. This tool meant to ensure that our resources, such as training and RPMS IT enhancement are focused on needed areas. This website is being continuously updated to ensure that we doing our part to help meet the Mission and Goal of IHS for the American Indian and Alaska Native People.

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[Logoff](#)      [Edit Profile](#)

Figure 2-6. Home page showing Logoff location



ORAP/Division of Business Office Enhancement

**Project Home**

**Self Assessment**

---

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Third Party Internal Controls Policy Self Assessment System

**Self Assessment**

Please select an IHS Facility.

Section Number	Section Name	Assigned To	Status	Completed	Approved
1	<a href="#">Facility Specific Procedures</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
2	<a href="#">IT Systems</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
3	<a href="#">Patient Registration / Check In</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
4	<a href="#">Benefits Coordination</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
5	<a href="#">Coding / Data Entry</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
6	<a href="#">Billing</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
7	<a href="#">Posting</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
8	<a href="#">Account Review and Follow-up</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
9	<a href="#">Collections / Deposits</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
10	<a href="#">Finance</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
11	<a href="#">CEO Responsibilities</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>

[Back to the top](#)

Figure 2-7. Web page showing Logoff location

If you logged off and log back on, the home page may include the message shown in **Figure 2-8**.

**Access Required!** You must Login to this application to gain access!

Figure 2-8. Web page showing Logoff location

This completes the instructions for registering a web account and logging in or out of the website. The next section provides instructions for setting up your facility to complete the assessments.

## 3.0 Setting up the assessment system for a facility

**Note:** To complete the tasks in this section, you must be the Facility CEO and have an administrator to access this part of the application.

This section provides instructions for:

- selecting a facility
- assigning subject matter experts to complete various sections of a self assessment
- reassigning another subject matter expert to complete a section
- removing authorization from a staff member
- approving a self assessment

Refer to the appropriate section for additional instructions.

### 3.1 Selecting a facility to set up

This section provides instructions selecting a facility.

**To select a facility:**

1. Login to the Third-Party, Internal-Controls Policy, Self-Assessment System as described in **Logging into your IHS web account** on page 6.
2. Click **Self Assessment** on the Third-Party, Internal-Controls Policy, Self-Assessment System home page as shown in **Figure 3-1**.



ORAP/Division of Business Office Enhancement

**Project Home**

**Self Assessment**

---


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---

Logoff    Edit Profile


Third Party Internal Controls Policy Self Assessment System


Project Home



ORAP

Division of Business  
Office Enhancement





IHPES

Indian Health Performance  
Evaluation System

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**Figure 3-1. Third Party Internal Controls Policy Self Assessment System home page**

The page shown in **Figure 3-2** is displayed.

ORAP/Division of Business Office Enhancement

Project Home

Self Assessment

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Logoff Edit Profile

Third Party Internal Controls Policy Self Assessment System

Self Assessment

Please select an IHS Facility.

Select IHS Facility

GO

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**Figure 3-2. Selecting a facility**

3. Select a facility from the pull-down list, as shown in **Figure 3-3** and click **GO**.

ORAP/Division of Business Office Enhancement

Project Home

Self Assessment

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Logoff Edit Profile

Third Party Internal Controls Policy Self Assessment System

Self Assessment

Please select an IHS Facility.

Select IHS Facility

ALBUQUERQUE AREA

Albuquerque Administration (200000)

GO

[Back to the top](#)

**Figure 3-3. Selecting a facility from the list**

Reminder: If your service unit includes several health centers, you may be assigned to respond to self assessments for several health centers under that service unit. **Table 3-1** provides an example of how security levels are determined by Area, Service Unit, and Facility (ASUFAC) codes.

**Table 3-1. Facility Code Examples**

<b>Facility</b>	<b>ASUFAC</b>
SANTA FE HOSPITAL	202401
SANTA CLARA HC	202430
SANTO DOMINGO HST	202431
COCHITI H.ST	202433
SAN FELIPE HS	202435

In this example, the first two digits (**20**) represent the Area, the next two (**24**) represent the Service Unit, and the last two represent the facility. So in this example, the CEO is responsible for all facilities that start with **2024**.

The Self-Assessment page for your facility is displayed similar to the page shown in **Figure 3-4**.

ORAP/Division of Business Office Enhancement

**Project Home**

**Self Assessment**

---

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Third Party Internal Controls Policy Self Assessment System

Self Assessment

Please select an IHS Facility.

GO
Albuquerque Administration (200000)

Section Number	Section Name	Assigned To	Status	Completed	Approved
1	<a href="#">Facility Specific Procedures</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
2	<a href="#">IT Systems</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
3	<a href="#">Patient Registration / Check In</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
4	<a href="#">Benefits Coordination</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
5	<a href="#">Coding / Data Entry</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
6	<a href="#">Billing</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
7	<a href="#">Posting</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
8	<a href="#">Account Review and Follow-up</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
9	<a href="#">Collections / Deposits</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
10	<a href="#">Finance</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
11	<a href="#">CEO Responsibilities</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>

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Logoff
Edit Profile

**Figure 3-4. Setting up facility assessments**

Table 3-2 provides a description of each column shown in **Figure 3-4**.

**Table 3-2. Descriptions of Self-Assessment column headings**

<b>Column Heading</b>	<b>Description</b>
Section Number	Shows the numerical sequence of an assessment
Section Name	Shows the name or description of the assessment
Assigned To	Shows either the name of the subject matter expert responsible for completing the assessment or <i>Not Assigned</i> .
Status	Shows one of the following settings: <i>Not Started</i> , <i>Assigned</i> , <i>In Progress</i> , <i>Completed</i> .
Completed	Displays either the completion date for the assessment or <i>NO</i> if the assessment status is either <i>Not Assigned</i> or <i>In Process</i> .
Approve	Displays either the <b>Approve</b> button or the approval date. Only accepts input from the administrator and is only active after the status for that assessment is <i>Completed</i> and the completion date appears in the Completed column.

The next section provides instructions for assigning a self assessment to a subject matter expert.

## 3.2 Assigning a subject matter expert to an assessment

This section provides instructions assigning a subject matter expert to an assessment. You must be an administrator to perform this task.

### To assign a subject matter expert:

1. Login in to the Third-Party, Internal-Controls Policy, Self-Assessment System as described in **Logging into your IHS web account** on page 6 and select your facility as described in **Selecting a facility** on page 12.

The page shown in **Figure 3-2** is displayed.

2. Click **Not Assigned** in the row for the assessment you want to assign to a subject matter expert.

The page shown in **Figure 3-5** is displayed.

The screenshot displays a web application interface. At the top, a blue header bar contains the text "ORAP/Division of Business Office Enhancement". Below this, a navigation menu on the left includes "Project Home" and "Self Assessment". The main content area is titled "Third Party Internal Controls Policy Self Assessment System" and "Self Assessment – User Assignment". It prompts the user to "Enter the last name of the person you wish to find:" and provides a search input field with a "Search" button. A user profile for "Content Manager John Rael" is visible on the left, including contact information. At the bottom of the page, there are links for "Logoff" and "Edit Profile", and a "Back to the top" link.

**Figure 3-5. Searching for a subject matter expert**

3. Type the last name of the subject matter expert and click **Search**. Be certain you have typed the name correctly.

The page shown in **Figure 3-6** is displayed.

**ORAP/Division of Business Office Enhancement**

---

**Project Home**

**Self Assessment**

---

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 (505) 248-4250

---

[Logoff](#)   [Edit Profile](#)

**Third Party Internal Controls Policy Self Assessment System**

**Self Assessment – User Assignment**

---

Enter the last name of the person you wish to find:

First Name	Last Name	Title	E-mail / Phone	Assignment
Richard	Rael	Support Specialist	rael@interys.com (505) 266-7165	<a href="#">Assign User</a>
John	Rael	Management and Program Analyst	john.rael@ihs.gov (505) 248-4250	<a href="#">Assign User</a>

NOTE: If you do not see the individual you wish to assign, please contact the [ORAP BOE Administrator via email](#) and provide the following information to get a new account set up for that person: First Name, Last Name, Title, Phone, Email, and Facility Assignment (e.g. Data Entry for Santa Fe Hospital).

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**Figure 3-6. Listing of personnel matching search criteria**

4. Find the name of the staff member in the names listed and click **Assign User** in the row for that name.

**Note:** If the name of the person you typed is not listed, that person may not have registered for an IHS web account, or the name was typed incorrectly. Check that the name you entered is correct. If it is, send an email to [ORAP-DBOE\\_Admins@ihs.gov](mailto:ORAP-DBOE_Admins@ihs.gov) and request that a web account be set up for this person.

The Self Assessment page is updated similar to the page shown in **Figure 3-7**.



ORAP/Division of Business Office Enhancement

**Project Home**

**Self Assessment**

---

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 (505) 248-4250

Third Party Internal Controls Policy Self Assessment System

**Self Assessment**

Please select an IHS Facility.

Albuquerque Administration (200000) GO

Section Number	Section Name	Assigned To	Status	Completed	Approved
1	<a href="#">Facility Specific Procedures</a>	<a href="#">Richard Rael</a>	Assigned	NO	<input type="button" value="Approve"/>
2	<a href="#">IT Systems</a>	<a href="#">John Rael</a>	Assigned	NO	<input type="button" value="Approve"/>
3	<a href="#">Patient Registration / Check In</a>	<a href="#">John Rael</a>	Assigned	NO	<input type="button" value="Approve"/>
4	<a href="#">Benefits Coordination</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
5	<a href="#">Coding / Data Entry</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
6	<a href="#">Billing</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
7	<a href="#">Posting</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
8	<a href="#">Account Review and Follow-up</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
9	<a href="#">Collections / Deposits</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
10	<a href="#">Finance</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
11	<a href="#">CEO Responsibilities</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>

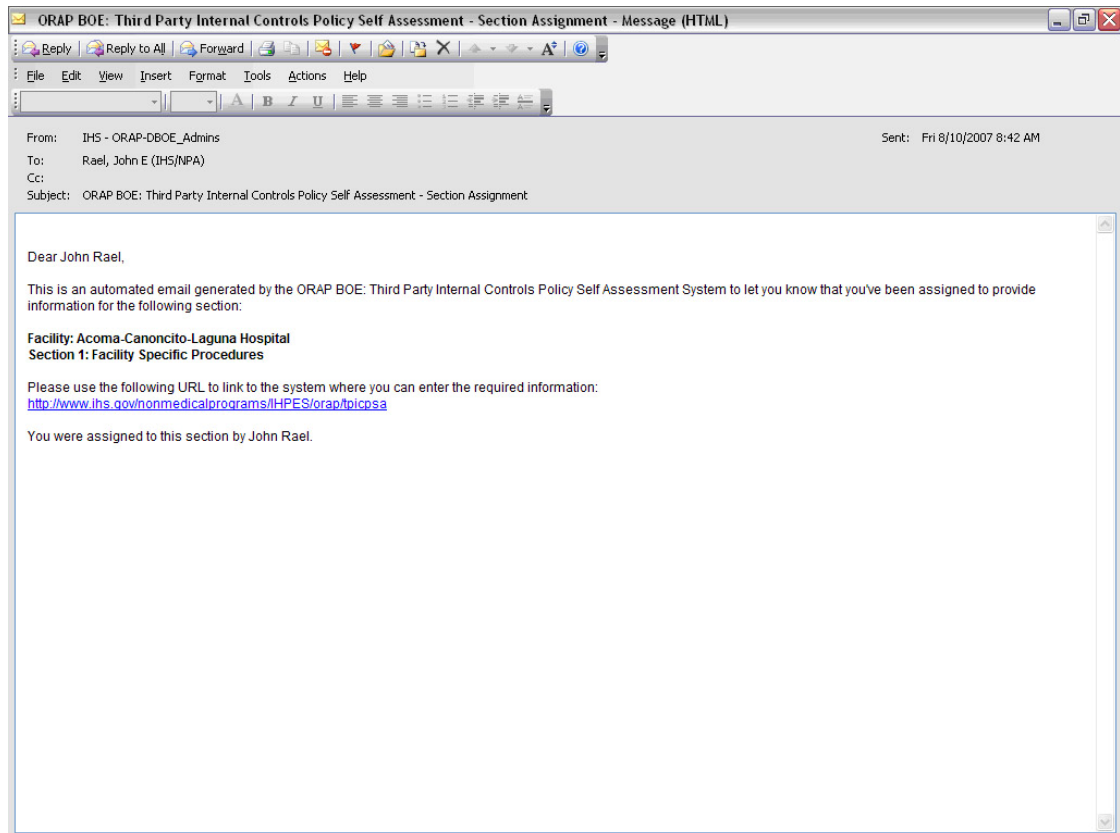
[Back to the top](#)

Logoff
Edit Profile

**Figure 3-7. Updated Self Assessment page with several sections assigned**

The name of the staff member assigned to the selected assessment now appears on the web page in the Assigned To column and an email alert is sent to that person similar to the one shown in **Figure 3-8**.





**Figure 3-8. Email notification to staff member**

5. Send an additional email to this person if this staff member is only responsible for responding to a few questions in the assessment and another staff member or members will complete it. Include the following information in this email:
  - the numbers of the questions to answer
  - the completion date with notification by email to you so that you can reassign the remaining questions to another staff member
6. Repeat this process for each assessment listed for your facility.

This completes the instructions for assigning staff members to an assessment. The next section provides instructions for reassigning an assessment to another staff member which is useful when a staff member is unavailable or if multiple staff members must be assigned to complete an assessment.

When assessments are complete, you must approve the completed assessment as described in **Approving assessments** on page 24.

### 3.3 Reassigning an assessment

This section provides instructions for reassigning an assessment to another staff member. Use this section if you need to reassign an assessment to another person or if

you need to assign more than one staff member to an assessment. For example, some questions in the Patient Registration assessment may be answered by a staff member from the finance department, others by an IT staff member, and perhaps others by administrative staff. In this situation, the Patient Registration assessment must be assigned to three different people.

**To reassign an assessment to another staff member:**

1. Login to the Third-Party, Internal-Controls Policy, Self-Assessment System, if necessary, as described in **Logging into your IHS web account** on page 6.
2. Click **Self Assessment**.
3. Click the name of the person assigned to a self assessment you want to change.

The page shown in **Figure 3-9** is displayed.

ORAP/Division of Business Office Enhancement

Project Home

Self Assessment

Content Manager  
John Rael  
[John.Rael@ihs.gov](mailto:John.Rael@ihs.gov)  
(505) 248-4250

Logoff Edit Profile

Third Party Internal Controls Policy Self Assessment System

Self Assessment – User Assignment

Do you wish to **Reassign Authorization** of this Section to another user or do you wish to **Remove Authorization** to this Section from the currently assigned user?

Remove Authorization  Reassign Authorization

[Back to the top](#)

**Figure 3-9. Reassigning an assessment**

4. Click **Reassign Authorization**.

System generated email notifications are sent to both the person originally assigned to this assessment and the new person reassigned the assessment.

5. Send an additional email to this person if this staff member is only responsible for responding to a few questions in the assessment and other staff members will complete it. Include the following information in this email:
  - the numbers of the questions to answer
  - the completion date with notification by email to you so that you can reassign the remaining questions to another staff member

The page is updated to show the name of the new person similar to the page shown in **Figure 3-10**.

ORAP/Division of Business Office Enhancement

[Project Home](#)

**Self Assessment**

---

**Content Manager**  
John Rael  
[John.Rael@ihs.gov](mailto:John.Rael@ihs.gov)  
(505) 248-4250

---

[Logoff](#)   [Edit Profile](#)

Third Party Internal Controls Policy Self Assessment System

Self Assessment

Please select an IHS Facility.

GO

Section Number	Section Name	Assigned To	Status	Completed	Approved
1	<a href="#">Facility Specific Procedures</a>	<a href="#">Richard Rael</a>	Assigned	NO	<a href="#">Approve</a>
2	<a href="#">IT Systems</a>	<a href="#">John Rael</a>	Assigned	NO	<a href="#">Approve</a>
3	<a href="#">Patient Registration / Check In</a>	<a href="#">Mary Hamel</a>	Assigned	NO	<a href="#">Approve</a>
4	<a href="#">Benefits Coordination</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
5	<a href="#">Coding / Data Entry</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
6	<a href="#">Billing</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
7	<a href="#">Posting</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
8	<a href="#">Account Review and Follow-up</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
9	<a href="#">Collections / Deposits</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
10	<a href="#">Finance</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
11	<a href="#">CEO Responsibilities</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>

[Back to the top](#)

**Figure 3-10. Updated Self Assessment page**

6. Repeat this process for each assessment you need to reassign.

This completes the instructions for assigning another expert to an assessment previously assigned to another person.

### 3.4 Removing authorization

This section provides instructions to the CEO for removing authorization from a previously authorized staff member for responding to a self assessments. This can be used to remove the name of a person assigned to complete an assessment in error or to remove names when staff members complete their portion of an assessment which needs to be assigned to more than one person.

**To remove authorization for responding to an assessment from a staff member:**

1. Login to the Third-Party, Internal-Controls Policy, Self-Assessment System, if necessary, as described in **Logging into your IHS web account** on page 6.
2. Click **Self Assessment** to view the web page showing which staff member is assigned to which assessment. **Figure 3-11** is provided as an example.

**ORAP/Division of Business Office Enhancement**

---

**Project Home**

**Self Assessment**

---

**Content Manager**  
 John Rael  
[John.Rael@ihs.gov](mailto:John.Rael@ihs.gov)  
 (505) 248-4250

**Third Party Internal Controls Policy Self Assessment System**

---

**Self Assessment**

Please select an IHS Facility.

Section Number	Section Name	Assigned To	Status	Completed	Approved
1	<a href="#">Facility Specific Procedures</a>	<a href="#">Richard Rael</a>	Assigned	NO	<input type="button" value="Approve"/>
2	<a href="#">IT Systems</a>	<a href="#">John Rael</a>	Assigned	NO	<input type="button" value="Approve"/>
3	<a href="#">Patient Registration / Check In</a>	<a href="#">Mary Hamel</a>	Assigned	NO	<input type="button" value="Approve"/>
4	<a href="#">Benefits Coordination</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
5	<a href="#">Coding / Data Entry</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
6	<a href="#">Billing</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
7	<a href="#">Posting</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
8	<a href="#">Account Review and Follow-up</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
9	<a href="#">Collections / Deposits</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
10	<a href="#">Finance</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>
11	<a href="#">CEO Responsibilities</a>	<a href="#">Not Assigned</a>	Not Started	NO	<input type="button" value="Approve"/>

[Back to the top](#)

Logoff
Edit Profile

**Figure 3-11. Self Assessment page**

3. Click the name of the person assigned to a self assessment you want to remove.

The page shown in **Figure 3-12** is displayed.

ORAP/Division of Business Office Enhancement

**Project Home**

**Self Assessment**

**Content Manager**  
John Rael  
[John.Rael@ihs.gov](mailto:John.Rael@ihs.gov)  
(505) 248-4250

**Logoff** **Edit Profile**

**Third Party Internal Controls Policy Self Assessment System**

**Self Assessment – User Assignment**

Do you wish to **Reassign Authorization** of this Section to another user or do you wish to **Remove Authorization** to this Section from the currently assigned user?

Remove Authorization  Reassign Authorization

[Back to the top](#)

**Figure 3-12. User Assignment page**

4. Click **Remove Authorization**.

The Self Assessment page is updated and **Not Assigned** now appears in the Assigned To column for that assessment as shown in the example in **Figure 3-13**.

**ORAP/Division of Business Office Enhancement**

**Project Home**

**Self Assessment**

**Content Manager**  
John Rael  
[John.Rael@ihs.gov](mailto:John.Rael@ihs.gov)  
(505) 248-4250

[Logoff](#)   [Edit Profile](#)

**Third Party Internal Controls Policy Self Assessment System**

**Self Assessment**

Please select an IHS Facility.

GO

Section Number	Section Name	Assigned To	Status	Completed	Approved
1	<a href="#">Facility Specific Procedures</a>	<a href="#">Richard Rael</a>	Assigned	NO	<a href="#">Approve</a>
2	<a href="#">IT Systems</a>	<a href="#">John Rael</a>	Assigned	NO	<a href="#">Approve</a>
3	<a href="#">Patient Registration / Check In</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
4	<a href="#">Benefits Coordination</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
5	<a href="#">Coding / Data Entry</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
6	<a href="#">Billing</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
7	<a href="#">Posting</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
8	<a href="#">Account Review and Follow-up</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
9	<a href="#">Collections / Deposits</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
10	<a href="#">Finance</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>
11	<a href="#">CEO Responsibilities</a>	<a href="#">Not Assigned</a>	Not Started	NO	<a href="#">Approve</a>

[Back to the top](#)

**Figure 3-13. Updated Self Assessment page**

This completes instructions for removing a staff member from an assessment. The next section provides instructions for approving completed assessments.

### 3.5 Approving assessments

This section provides instructions to the CEO for approving Self Assessments before submitting them to ORAP/DBOE.

When the CEO approves a self assessment, all answers on that assessment are locked down and no further changes can be made to that section.

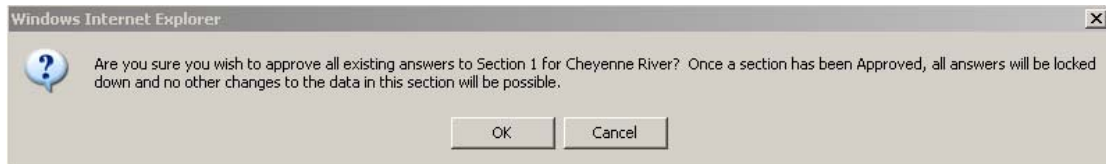


**Note:** For the approval process, all approvals must be done by the CEO only. Therefore, the CEO must review and approve all assessments before submission to. ORAP/DBOE

**To approve completed self assessments:**

1. Login to the Third-Party, Internal-Controls Policy, Self-Assessment System, if necessary, as described in **Logging into your IHS web account** on page 6.
2. Click **Self Assessment** and select your facility, if necessary.
3. Click **Approve** for the section showing a date in the Completed column.

The message shown in **Figure 3-14** appears.



**Figure 3-14. Confirmation message**

4. Click **OK** to approve this assessment or **Cancel** to return to the list of Self Assessments for this facility.

You may review the answers submitted on any completed self assessment, but you cannot modify or change the answers nor upload other documents.

5. Repeat this procedure, as necessary, for all completed self assessments.

All sections must be completed within 30 days from the receipt of the initial ORAP/DBOE email. See updated information at:

[http://www.ihs.gov/NonMedicalPrograms/BusinessOffice/index\\_tpicip.cfm](http://www.ihs.gov/NonMedicalPrograms/BusinessOffice/index_tpicip.cfm)

This completes the instructions for setting up a facility, assigning staff members to assessments, and reassigning or removing staff members from assessments, and approving self-assessments. In addition to these activities, the CEO is also responsible for completing the Section 11 assessment (CEO Responsibilities). The next section provides instructions for responding to questions in assessments.



## 4.0 Completing an assessment

To access and respond to questions in the various self assessments using the Third-Party, Internal-Controls Policy, Self-Assessment System website, you must be assigned to the section, have a registered web account, and have the necessary access privileges, as described in **Registering your web account** on page 3.

This section provides instructions for:

- opening an assessment assigned to you
- answering questions in self-assessment section assigned to you
- notifying the CEO when you have completed questions in an assessment assigned to you

Staff members assigned to complete a self assessment section can view sections to which they are not assigned. However, they cannot respond to questions, nor upload documents.

### 4.1 Opening an assessment

This section provides instructions for opening an assessment assigned to you.

**To open a self assessment:**

1. Login to the Third-Party, Internal-Controls Policy, Self-Assessment System as described in **Logging into your IHS web account** on page 6.
2. Click **Self Assessment** on the Third-Party, Internal-Controls Policy, Self-Assessment System home page as shown in **Figure 4-1**.

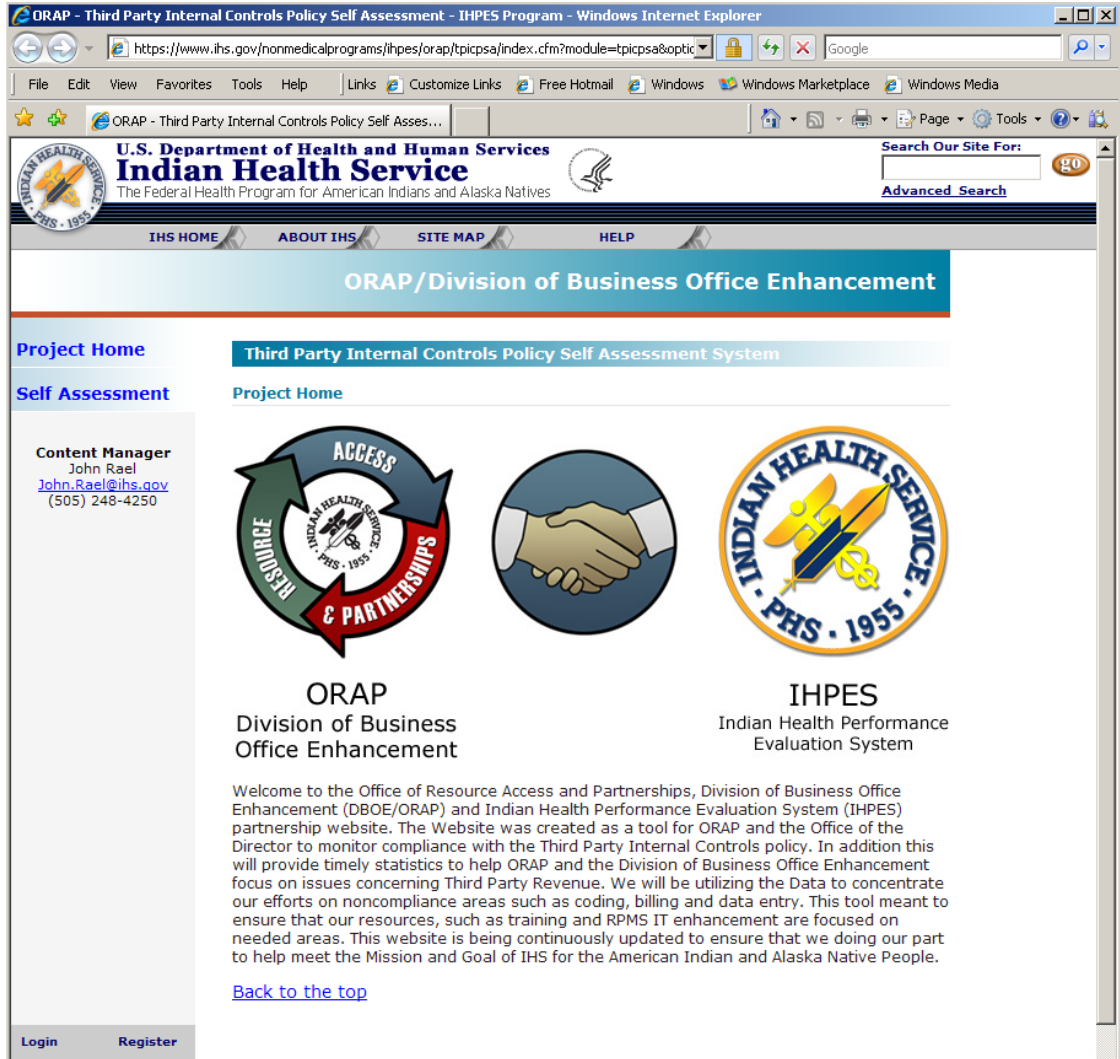


Figure 4-1. Selecting Self-Assessment

The page shown in Figure 4-2 is displayed.

The screenshot shows a web interface for the 'Third Party Internal Controls Policy Self Assessment System'. The header is 'ORAP/Division of Business Office Enhancement'. On the left, there is a sidebar with 'Project Home' and 'Self Assessment' links. Below 'Self Assessment' is a 'Content Manager' profile for John Rael, with email 'John.Rael@ihs.gov' and phone '(505) 248-4250'. At the bottom of the sidebar are 'Logoff' and 'Edit Profile' buttons. The main content area has a 'Self Assessment' heading and the instruction 'Please select an IHS Facility.' Below this is a dropdown menu with the text 'Select IHS Facility' and a 'GO' button to its right. At the bottom of the main area is a 'Back to the top' link.

**Figure 4-2. Selecting an IHS facility**

3. Select a facility from the pull-down list shown in **Figure 4-3** and click **GO**.

This screenshot is similar to Figure 4-2 but shows the dropdown menu open. The dropdown list contains three items: 'Select IHS Facility', 'ALBUQUERQUE AREA', and 'Albuquerque Administration (200000)'. The 'ALBUQUERQUE AREA' item is highlighted in blue. The 'GO' button is still visible to the right of the dropdown. The rest of the interface, including the sidebar and header, remains the same as in Figure 4-2.

**Figure 4-3. Facility selection list**

If your service unit includes several health centers, you may be assigned to respond to self assessments for several health centers under that service unit. **Table 3-1** provides an example of how Area Service Unit Facility (ASUFAC) codes are determined.

A page with a list of self assessments similar to the one shown in **Figure 4-4** is displayed.

**ORAP/Division of Business Office Enhancement**

**Project Home**

**Self Assessment**

**Content Manager**  
John Rael  
[John.Rael@ihs.gov](mailto:John.Rael@ihs.gov)  
(505) 248-4250

**Third Party Internal Controls Policy Self Assessment System**

**Self Assessment**

Please select an IHS Facility.

Albuquerque Administration (200000)

Section Number	Section Name	Assigned To	Status	Completed	Approved
1	<a href="#">Facility Specific Procedures</a>	<a href="#">Richard Rael</a>	Assigned	NO	<input type="button" value="Approve"/>
2	<a href="#">IT Systems</a>	<a href="#">John Rael</a>	Assigned	NO	<input type="button" value="Approve"/>
3	<a href="#">Patient Registration / Check In</a>	<a href="#">Test Test Me</a>	Assigned	NO	<input type="button" value="Approve"/>
4	<a href="#">Benefits Coordination</a>	<a href="#">Mary Hamel</a>	Assigned	NO	<input type="button" value="Approve"/>
5	<a href="#">Coding / Data Entry</a>	<a href="#">Test Test Me</a>	Assigned	NO	<input type="button" value="Approve"/>
6	<a href="#">Billing</a>	<a href="#">Test Test Me</a>	Assigned	NO	<input type="button" value="Approve"/>
7	<a href="#">Posting</a>	<a href="#">Test Test Me</a>	Assigned	NO	<input type="button" value="Approve"/>
8	<a href="#">Account Review and Follow-up</a>	<a href="#">John Rael</a>	Assigned	NO	<input type="button" value="Approve"/>
9	<a href="#">Collections / Deposits</a>	<a href="#">John Rael</a>	Assigned	NO	<input type="button" value="Approve"/>
10	<a href="#">Finance</a>	<a href="#">Test Test Me</a>	Assigned	NO	<input type="button" value="Approve"/>
11	<a href="#">CEO Responsibilities</a>	<a href="#">Test Test Me</a>	Assigned	NO	<input type="button" value="Approve"/>

[Back to the top](#)

Logoff

**Figure 4-4. Selecting an assessment**

4. Verify that the ASUFAC code for the displayed facility is correct.
5. Click a link in the Section Name column for an assessment assigned to you with a Completed status of NO.

A page with a list of questions similar to the one shown in **Figure 4-5** is displayed.

Figure 4-5. Opening an assessment

- Verify that this is the correct section, that it is assigned to you, that the Section Status is **Assigned**.

The next section provides instructions for responding to questions assigned to you in an assessment.

## 4.2 Answering self-assessment questions

This section provides instructions for answering questions in an assessment. In addition, some questions require downloading documents or forms, completing them, and uploading the completed document or form. This section also provides instructions for these tasks.

### To complete a self assessment:

- Login and open the Third Party Internal Controls Policy Self Assessment System as described in **Logging into your IHS web account** on page 6 and **Opening an assessment** on page 29.
- Respond to each question on the self assessment by:
  - clicking the appropriate radio button to indicate your response (**Yes**, **No**, **N/A**). If you answer **Yes**, this means that you can produce these policies and procedures if requested by IHS headquarters. Otherwise, you must answer **No**.

If your response is **No**, a text box similar to the one shown in **Figure 4-6** appears. Enter an explanation in the text box. For example your facility may be in the process of creating a policy or procedure (in this case include the expected completion date), or provide a brief description of corrective actions taken.

Please explain why you have answered No on this question and explain what you are doing to fix this situation.



**Figure 4-6. Text box for providing an explanation for a negative response**

- entering a number. For example: providing the number of coders at your facility in response to question 29, Section 5. This field is 4 characters, maximum. If you need additional space, send your request to: [ORAP-DBOE\\_Admins@ihs.gov](mailto:ORAP-DBOE_Admins@ihs.gov).
- uploading a report. For example: uploading the RPMS Age Summary Report in response to question 74, Section 8. See **Downloading and uploading documents** on page 37 for instructions.
- downloading a document or form, completing information on that form, and uploading the completed form. For example: the process flowchart in question 2, Section 1. See **Downloading and uploading documents** on page 37 for instructions.

If you need additional assistance, most questions provide a link to the Indian Health Manual, such as **Page Cross Ref: 10**. Clicking the link displays a page similar to the one shown in **Figure 4-7**.

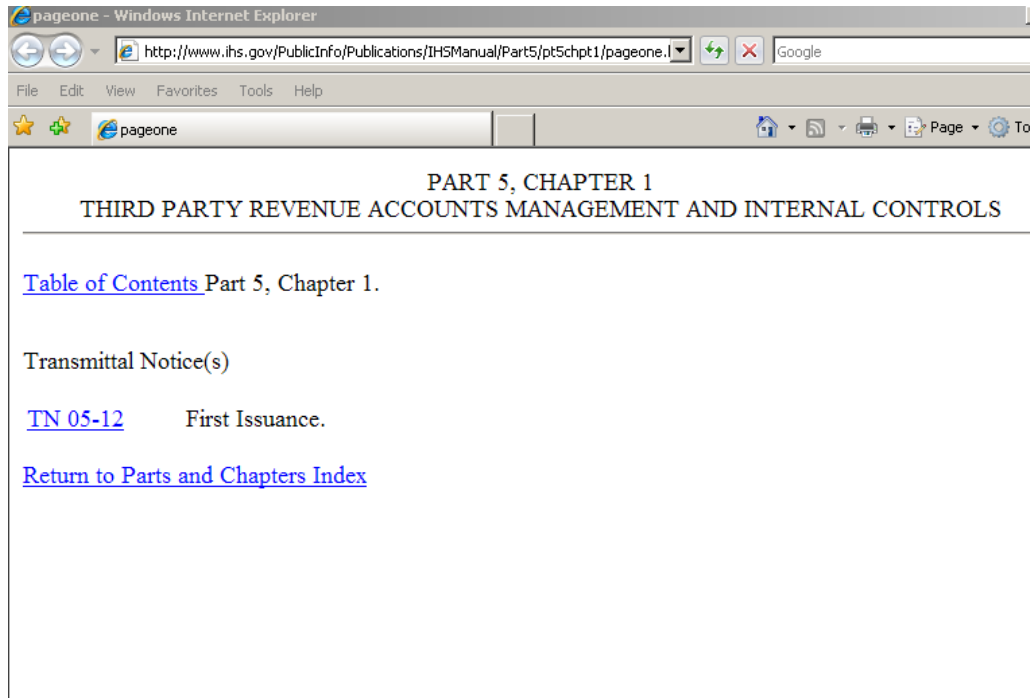


Figure 4-7. Accessing help in the Indian Health Manual

Click **Table of Contents** to display the page shown in **Figure 4-8**. Find the appropriate section and click the link to display the applicable policy. The TN 05-12 link displays the transmittal notice signed by Dr. Grim which authorized the inclusion of the Third-Party Internal Controls Policy in the Indian Health (IH) manual, and the Return to Part and Chapters Index link opens the page shown in **Figure 4-9**.

Part 5 - MANAGEMENT SERVICES CHAPTER 1- THIRD-PARTY REVENUE ACCOUNTS MANAGEMENT AND INTERNAL CONTROLS		Section
<a href="#">Introduction</a>		5-1.1
<a href="#">Purpose</a>		5-1.1A
<a href="#">Policy</a>		5-1.1B
<a href="#">Authorities</a>		5-1.1C
<a href="#">Background</a>		5-1.1D
<a href="#">Definitions</a>		5-1.1E
<a href="#">Responsibilities and Organizational Framework</a>		5-1.2
<a href="#">Director, Office of Resource Access and Partnerships</a>		5-1.2A
<a href="#">Director, Office of Finance and Accounting</a>		5-1.2B
<a href="#">Director, Office of Information Technology</a>		5-1.2C
<a href="#">Director, Office of Urban Indian Health Programs</a>		5-1.2D
<a href="#">Area Directors</a>		5-1.2E
<a href="#">Area/Service Unit Financial Management Officers</a>		5-1.2F
<a href="#">Area Business Office Coordinators</a>		5-1.2G
<a href="#">Area Information Technology Specialists/Coordinators</a>		5-1.2H

Figure 4-8. Accessing help in the Indian Health Manual



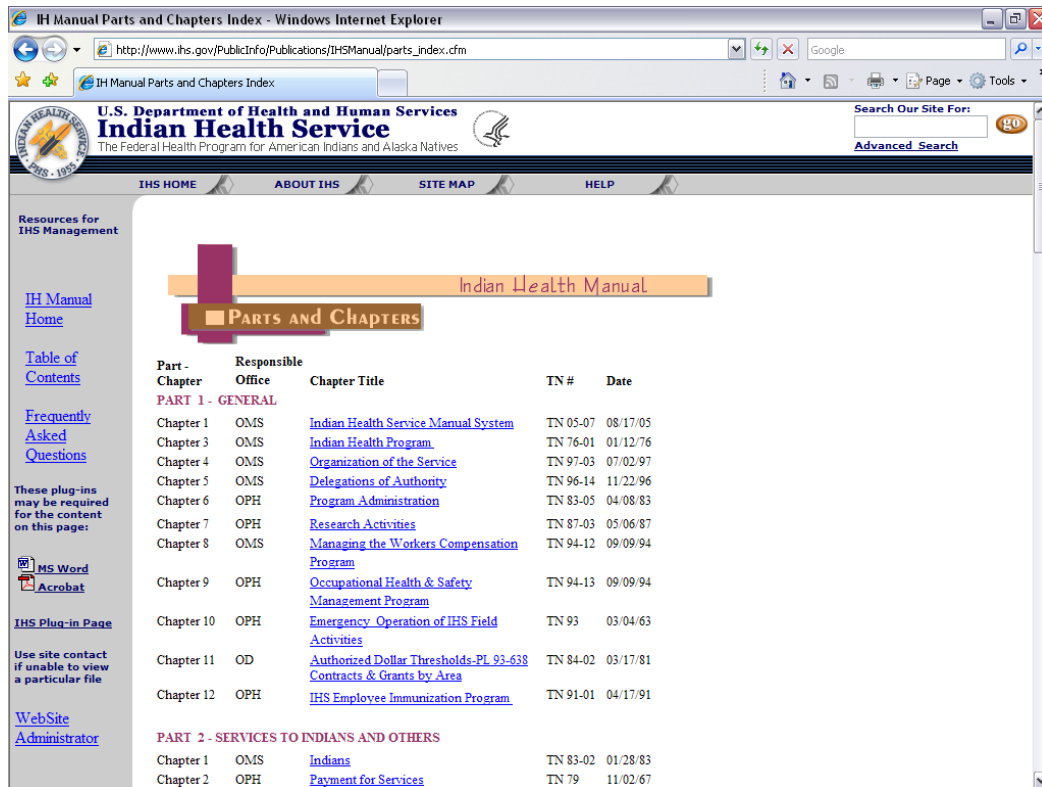


Figure 4-9. Indian Health Manual Parts and Chapters web page

3. Click either **Submit Data Section X** to save your entries after you respond to all questions or **Reset** to discard all entries.

If you have not responded to all questions, an error report is generated similar to the one shown in **Figure 4-10**. Click the link to go to that question.

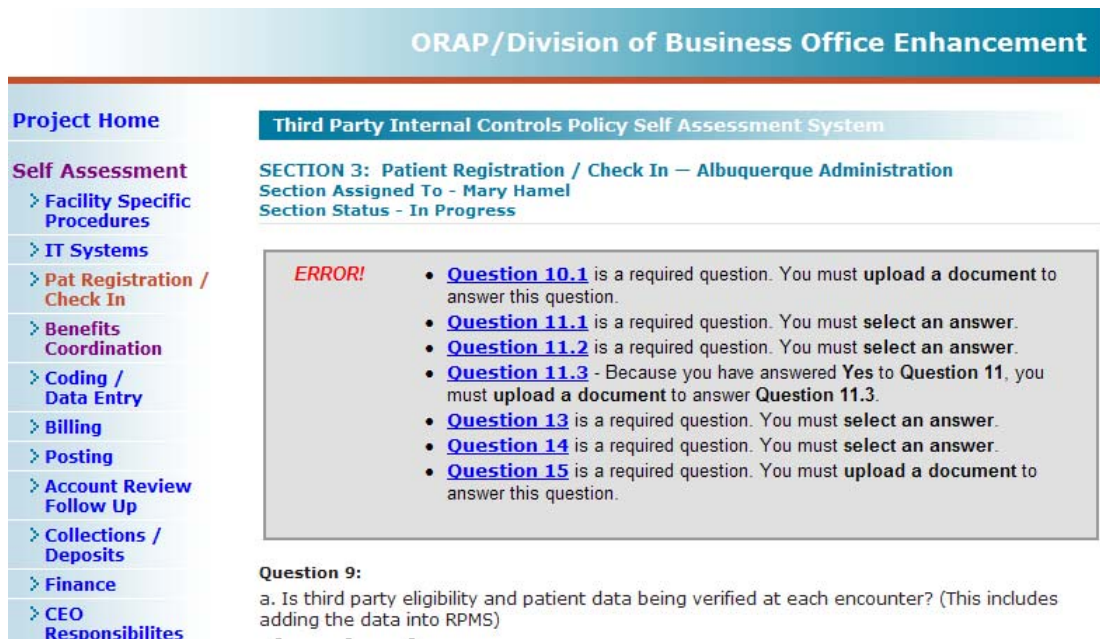


Figure 4-10. Error report



Some assessment sections may require more than one person to complete. Therefore, if you complete the questions assigned to you, click **Submit Data Section X** and respond to the email from the person who asked you to complete the specified questions indicating that you finished responding to questions assigned to you.

When all questions are answered and all errors corrected, click **Submit Data Section X**. If there are no errors, the message shown in **Figure 4-11** appears near the top of the Self Assessment web page.

**Congratulations!** All questions in this section have successfully been completed. This section has been marked Completed!

**Figure 4-11.**

This completes the instructions for answering questions in self assessments. The next section provides instructions for downloading and uploading documents.

## 4.3 Downloading and uploading documents

This section provides instructions for downloading and uploading documents. In general, you do not need to provide information in a particular format. However, when a particular format is required, it is noted in the question.

When answering some questions, you may be asked to upload RPMS data or other documents, such as Microsoft Word documents, Excel spreadsheets, and so on. In some cases, a template is provided for you to download and complete. In other cases, you can upload an existing document currently in use at your facility.

### 4.3.1 Downloading documents

This section provides instructions for downloading templates or documents. In the example that follows, there is a spreadsheet template that you can use for Section 1, Question 2 (see **Figure 4-12**). In this example you can either download the flowchart template using the Click Here link or upload an existing document using the Supporting Documentation for Question 2 link. To upload an existing document, see **Uploading documents** on page 38.

**Question 2:**  
Please provide a flowchart process documenting names of responsible persons by function as well as back-up staff. Please [Click Here](#) (XLS - 19 KB) to download the spreadsheet template to use to answer this question.

**Uploaded Document:** [Supporting Documentation for Question 2](#) (XLS - 17.0 KB)  
Attachment (1\_a).

**Policy Requirement:** Separation of duties: Collections - Batch Creation / Receipt of RA's, Billing, Posting, A/R Follow-up, Adjustments. **Page Cross Ref:** [11](#)

[Back to the top](#)

Logoff Edit Profile

**Figure 4-12. Downloading a document or template**

**To download a document or template:**

1. Click the **Click Here** link from the self assessment question.

The MS Windows File Download dialog appears.

2. Click one of the following:
  - **Save**—the Save As dialog box appears. If necessary, select another location, enter a new name the file, or both, and click **Save** to begin downloading the document or template to the named location.
  - **Open**—the document is opened in a new window. You can now view the document and, if necessary, save it on your computer.
  - **Cancel**—the dialog box closes and you are returned to the self assessment without opening or saving the document or template.

**Note:** If your site has an existing document that provides the same information, see **Uploading documents** for instructions on how to submit that document.

3. Modify the document or template you downloaded, as necessary.

When you finish, see **Uploading documents** for instructions on how to submit the document you modified.

This completes the instructions for downloading documents. The next section provides instructions for uploading documents.

### 4.3.2 Uploading documents

Some questions require that you submit additional information. In some cases you may have a document that provides the requested information (usually a particular format is not required, but if it is, it is noted in the question). In other cases you may need to complete a form or submit a report. In either case, you need to submit information. The following section provides instructions for submitting (or uploading) a form, document, or report.

**To upload a form, document, or report:**

1. Type the full pathname to the file you want to upload using the text box shown in **Figure 4-13** below the question or click **Browse** to search for the file.

**Question 2:**

Please provide a flowchart process documenting names of responsible persons by function as well as back-up staff. Please [Click Here](#) (XLS - 19 KB) to download the spreadsheet template to use to answer this question.

Attachment (1\_a).

**Policy Requirement:** Separation of duties: Collections - Batch Creation / Receipt of RA's, Billing, Posting, A/R Follow-up, Adjustments. **Page Cross Ref:** [11](#)

**Figure 4-13. Text box and Browse button**

If you chose **Browse**, the MS Windows Choose File dialog box opens. Find the file you want to upload and click **Open**. The Choose File dialog box closes and the pathname for the selected file now appears in the text box of the self assessment as shown in **Figure 4-14**.

**Question 2:**

Please provide a flowchart process documenting names of responsible persons by function as well as back-up staff. Please [Click Here](#) (XLS - 19 KB) to download the spreadsheet template to use to answer this question.

Attachment (1\_a).

**Policy Requirement:** Separation of duties: Collections - Batch Creation / Receipt of RA's, Billing, Posting, A/R Follow-up, Adjustments. **Page Cross Ref:** [11](#)



**Figure 4-14. File to upload**

2. Click **Submit Section Data** when you have answered all questions and selected any files to upload. **Figure 4-14** is provided as an example of this button. The button name includes the section number.

This completes the instructions for uploading forms, documents, and reports. The next section provides instructions for capturing a session where an RPMS report is created.

## 4.4 Logging and saving RPMS documents and data

This section provides instructions for creating RPMS reports needed to complete some self assessments. Whether you choose to print a hard copy of your report by sending it to a printer or to view your report on your computer screen, you must submit an electronic version of the report.

This section also provides instructions for recording (capturing) a TNVTPlus session. (See your IT manager for session capture instructions if your site uses another telnet application.) It also provides general instructions for submitting a printed report

electronically. (See your IT manager if you need instructions for creating a PDF file from a printed, scanned document.)

To create an RPMS report, you must have access to RPMS with privileges that allow you to create reports. In the example used in this section, you need access to billing information.

**Note:** You can either exit the self assessment website and your answers to this point are saved or leave the self assessment open and start an RPMS session in a new window.

**To create an RPMS report and upload it:**

1. Log in to your RPMS account and select the appropriate module and menu option.

This example uses Third-Party Billing reports.

**Note:** Be sure your site is using the most current version of the RPMS module and that all patches are loaded. Check with your IT manager if you are not sure.

2. Type the name of the report.

For example in question 53 shown in **Figure 4-15**, you must provide the BRRP report. **Figure 4-16** is shows the RPMS screen where you select the report.

**Question 53:**

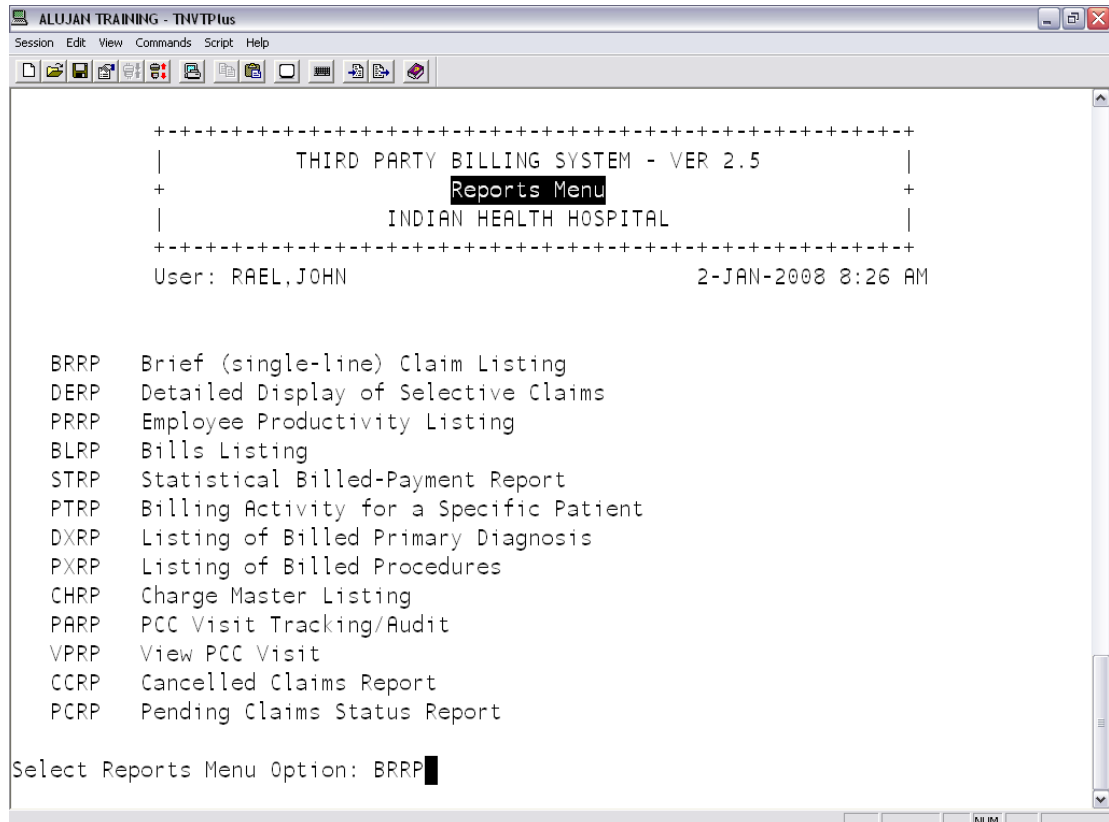
Please provide your Brief Listing Claims Flagged as Billable (BRRP) Dates should be all inclusive and just Summary Statistics only.

Attachment (6\_j\_1).

**Figure 4-15. Example of a question requiring an RPMS report**

**Note:** If you need more specific information on how to run reports, see Internal Control Policy under the reports attachments ([Manual Exhibit 5-1-D](#)). Link to Internal Controls Policy; [http://www.ihs.gov/PublicInfo/Publications/IHSMannual/Part5/pt5c\\_hpt1/part5chapt1.htm#3a](http://www.ihs.gov/PublicInfo/Publications/IHSMannual/Part5/pt5c_hpt1/part5chapt1.htm#3a)



**Figure 4-16. RPMS window showing report selection**

3. Select the following parameters for a BRRP report:
  - type **7** for REPORT TYPE at the **Select ONE or MORE of the above EXCLUSION PARAMETERS:** prompt and press Return
  - type **3** for STATISTICAL SUMMARY ONLY in the **Select TYPE of LISTING to Display:** prompt and press Return

**Figure 4-17** shows these settings for the BRRP report.

```

EXCLUSION PARAMETERS Currently in Effect for RESTRICTING the EXPORT to:
=====
- Claim Status.....: Flagged as Billable
- Report Type.....: STATISTICAL SUMMARY ONLY

```

**Figure 4-17. RPMS settings for a BRRP billing summary**

4. Accept any remaining default settings. Dates should be all inclusive and just Summary Statistics only.

**Note:** The next step provides instructions for saving a report electronically. RPMS modules allow you to print a hard copy of a report to a printer or view it on your computer screen. You can use either method. To save an electronic version of this report, go to step 6 and use the setting for your site that prints to your computer screen. The original default is: **Output Device: Home//**. Contact the IT Manager for your site to determine which setting to use to view or print RPMS reports.

5. Save your RPMS session as follows:
  - Select **Session** from the TNVTPLUS menu bar.
  - Select **Capture to File**.
  - Select **Start Capture**.
  - Type the name for your report in the MS Windows Save As dialog box and click **Save**.

Use a name and location for this report that you can easily remember and find. For example: BRRP2008Jan. If you have more than one site, include a site identifier in the file name. You are now ready to print or view your report.
6. Print the report to a printer or your computer screen using one of these methods:
  - print the report on paper and then scan and save it in PDF format. See your IT manager to find out if it can be done at your facility and for instructions.
  - save your logged session to your computer as a file. Then upload it as described in **Uploading documents** on page 38 of this document.

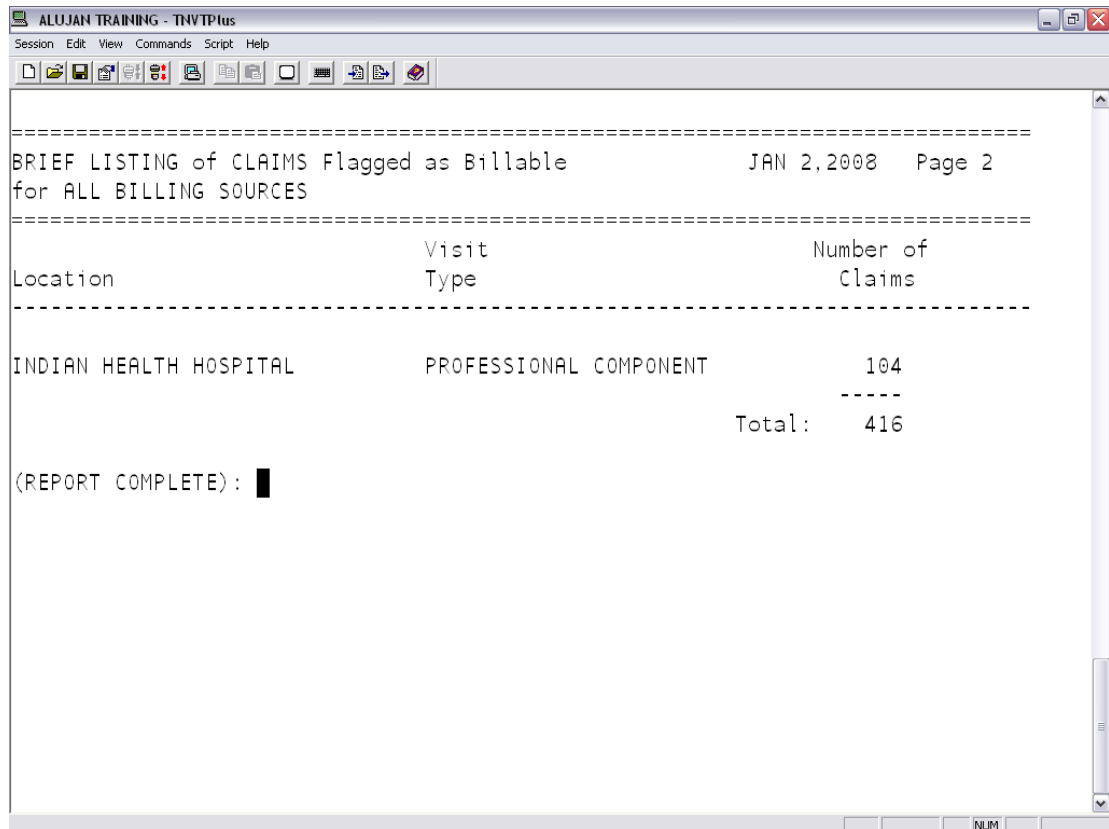
**Figure 4-18** is provided as an example of a BRRP report as it appears on your computer screen.

Location	Visit Type	Number of Claims
INDIAN HEALTH HOSPITAL	INPATIENT	3
	OUTPATIENT	270
	IMMUNIZATION	1
	CROSSOVER (OUTPT)	2
	PHYSICAL THERAPY	6
	EMERGENCY ROOM	1
	AMBULATORY SURGERY	3
	AMBULANCE	3
	MEDICAL SUPPLY	2
	LABORATORY	1
	PHARMACY	2
	DENTAL	18

Enter RETURN to continue or '^' to exit: █

**Figure 4-18. BRRP summary report example**

7. Press Return at the **Enter Return to continue or '^' to exit:** prompt until the **Report Complete** message is displayed as shown in Figure 4-19.



**Figure 4-19. REPORT COMPLETE message**

8. Exit your RPMS session capture as follows:
  - Select **Session** from the TNVTPLUS menu bar.
  - Select **Capture to File**.
  - Select **Stop Capture**.
9. Verify that the report is complete by reviewing the printed pages or opening your saved file using Notepad available from the MS Windows Start menu.
 

If you chose to print your file, you must scan it, create a PDF version, and save it on your computer. See your IT manager for instructions.
10. Exit your RPMS session if your report is correct.
11. Return to the appropriate question in the self assessment application. Log in if necessary.
12. Upload the electronic file containing your report as described in **Uploading documents** on page 38.

This completes the instructions for logging and saving RPMS documents and data.



## **5.0 Reports**

## 6.0 Glossary

This section provides definitions for acronyms and terms used in this document.

Additional acronyms and terms can be found at:

[http://www.ihs.gov/PublicInfo/PublicAffairs/Welcome\\_Info/ThisGlossary.asp](http://www.ihs.gov/PublicInfo/PublicAffairs/Welcome_Info/ThisGlossary.asp)

<http://www.ihs.gov/generalweb/helpcenter/devcomm/featurebar/index.cfm?fbaropt=gloss>

and the IHS Security website at:

<http://home.ihs.gov/ITSC-CIO/security/secpgm/SecGlos.cfm>.

<b>Term</b>	<b>Definition</b>
ASP	Active Server Page. A Microsoft server-side script engine.
BMP	Bit Map. An image file extension.
CFM or CFML	ColdFusion Markup Language. The Adobe Systems ColdFusion file extension or the code used to create web pages and sites.
CGI	Common Gateway Interface. A standard protocol for web servers.
Crawlers	A program or automated script which can be either harmless (such as those used by search engines to enhance usability) or for less ethical use (such as gathering personal information).
DOC	Document. A file extension of Microsoft Word.
Email	Electronic mail. See also website in this section.
FLASH	A multimedia authoring language used to create multimedia on web pages and sites.
FOIA or EFOIA	Freedom of Information Act or Electronic Freedom of Information Act.
FAQ	Frequently Asked Questions.
GIF	Graphics Interchange Format. An image file extension.
HTM or HTML	Hyper Text Markup Language. A web file extension or the code used to create web pages and sites.

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<b>Term</b>	<b>Definition</b>
JavaScript	A prototype-based scripting language which is a registered trademark of Sun Microsystems. See also <i>JSP</i> .
JPEG	Joint Photographic Experts Group. A photographic file extension.
JSP	Java Server Page. A web file extension or the code used to create web pages and sites.
OMB	Office of Management and Budget.
OPDIV	Operating Division.
PDF	Portable Document File. A file extension of Adobe Acrobat.
PHP	Personal Home Page. This acronym is obsolete; it now refers to a hypertext preprocessor that is a server-side scripting language used for web development. PHP script can be embedded in HTML code.
PNG	Portable Network Graphics. An image file extension.
POC	Point of Contact.
PPT or PPS	A file extension of Microsoft PowerPoint.
RCO	Reports Clearance Officer.
Robots	A program or automated script which can be either harmless (such as those used by search engines to enhance usability) or for less ethical use (such as gathering personal information).
RTF	Rich Text Format. A file extension of Microsoft Word.
SAS	Statistical Analysis System. A SAS file extension.
Spiders	A program or automated script which can be either harmless (such as those used by search engines to enhance usability) or for less ethical use (such as gathering personal information).
SQL	Structured Query Language. A language used by database management systems.

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<b>Term</b>	<b>Definition</b>
SQL injection	A general class of attacks that can allow disreputable users to retrieve data, alter server settings, or even take over your server if you're not careful. A SQL injection is not a SQL Server problem, but a problem with improperly written applications.
SRS	Software Requirements Specification
SVG	Scalable Vector Graphics. A image file extension used in XML .
SWF	A file extension used by Adobe Flash.
VBS	A VBScript file extension.
VBScript	Visual Basic Script. A code used to create web pages and sites.
Website	The American Heritage Dictionary lists the closed compound <i>website</i> , with the following rationale: "The development of website as a single uncapitalized word mirrors the development of other technological expressions which have tended to evolve into unhyphenated forms as they become more familiar. Thus email has recently been gaining ground over the forms E-mail and e-mail. . . . [and] there has been an increasing preference for closed forms like homepage, online, and printout." <a href="http://www.bartleby.com/61/57/W0075725.html">http://www.bartleby.com/61/57/W0075725.html</a> ).
WPD	Word Perfect Document. A file extension of Corel Corporation WordPerfect.
XLS	A file extension of Microsoft Excel.
XML	Extensible Markup Language.

## 7.0 Contact Information

If you have any questions or comments regarding this distribution, please contact the ITSC Help Desk by:

**Phone:** (505) 248-4371 or  
888) 830-7280

**Fax:** (505) 248-4199

**Web:** <http://www.ihs.gov/GeneralWeb/HelpCenter/Helpdesk/index.cfm>

**Email:** support@mail.ihs.gov