

Validation Process for Workload and User Population

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Workload Validation

- Setup taxonomies for service category, clinic, location (ASUFAC), disciplines: what is counted versus what is not
 1. Remember the naming convention when saving a taxonomy – i.e. LR Non-reportable Clinics, LR APC Reportable Service Categories, LR Inactive Locations, LR Active Provider Disciplines
 2. Remember to update your taxonomy as new updates are added to the standard code sets
- Make sure you have the most recent updated standard code sets
- Run the reports before each export (monthly)
- Audit visits from October to September (recap previously audited months)

Validation for User Population

- Validate Communities that are coded to Unknown
- Search the Patient file for community of Unknown, Oregon Unk, Washington Unk, Idaho Unk
- Update patient files whose community is blank or unknown
- Those communities that do not have a community code – request codes and set up a cycle of requesting new community codes in time to update your patient files so the patients are counted in User Population before the end of FY deadline
- Using the IHS Attachment 1 list of Tribe Codes that are counted as Non-Indian to verify eligibility
- Create a taxonomy of the Attachment 1 list for use
 - Tip:** Create a process and format for requesting new community codes

Workload Not Counted in NDW

- Send out regular reports of visits rejected
- Send out instructions on how to read the reports using the IEN (internal entry number) to identify the HRN and Visit Date
- Be available to analyze the visit to determine what's wrong and a corrective action
- Provide guidance for common errors and prevention
- Core Data Set – one primary provider and one diagnosis (can be .9999), other – clinic and visit file information

User Population Not Counted in NDW

- Send out regular reports of demographics not counted in NDW
- Use same instructions as workload for identifying a patient using the IEN
- Be available to analyze and provide instructions on corrective action
- Provide guidance for common errors and prevention