



Rancho Los Amigos National Rehabilitation Center

INFORMATION MANAGEMENT SERVICES

POLICY AND PROCEDURE

SUBJECT: Cardiff Upload Procedures

Policy No.: IMS- 524

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Background: The Cardiff Upload procedure was developed to assist various departments upload data in a batch process into the Affinity Medical Records Abstracting (MRA) and Patient Accounting (PA) modules. Data from the following applications utilize the Cardiff Upload process:

- 1) Services provided by the Rehabilitation Therapy Department (RTD). The RTD does not utilize the Affinity Order Control module. Data is collected in the Rehabilitation Therapy Information System (RTIS) and Rehabilitation Therapy Information Systems Intranet application (RTIS.Net). The Cardiff application is utilized to upload outpatient information (ICD9 codes- Record), (Physician# - P Record), (Abstractor Information - A Record), (Admit DX - D Record) and (*CPT-4- X Record 12/5103*) into the MRA module. It is also used to upload inpatient and outpatient ancillary charge codes (C-Records) and clinic charge codes into the PA module for services provided by the RTD.
- 2) Services provided in Surgery. Data collected for surgery and anesthesia minutes are collected in the Operating Room Scheduling Office Systems (ORSOS). This application does not feed Affinity Patient Accounting. The Cardiff procedure is utilized to upload inpatient and outpatient ancillary charge records (C-Records) for surgery and anesthesia minutes, as well as procedure charge codes, into the PA module.

Rules: See Attachment A for formatting and processing rules.

See Attachment B for Affinity CardiffSDR's (#78137R4 5/18/99), (#14594 4/28/00), (#34034 11//27/01)

Scope: The scope of this procedure is to address the gathering and uploading of required abstract and charge code data into the Affinity Medical Records Abstracting and Patient Accounting modules.

INFORMATION SYSTEMS- Technical Staff

1. Open the Visual Basic Cardiff application
2. Log in to the application using your username and password for Microsoft SQL Server.
3. Run <Step 1-Execute Stored Procedures>.
4. Run <Step 2-Transfer RTIS data>.
5. Run <Step 3-Create Cardiff File>.
6. Run <Step 4- CARDFIN PROC>. This step will move all information from the temporary tables into the historical tables.
7. Open the cardif.cmb file created from <Step 3>. Sort the records by account number, and then strip the first two characters, including spaces, from all the records.
8. Save the file as <C:\L.cardif.txt>
9. Copy L.cardif.txt to the <text> folder on the Affinity UNIX box.
10. Open Affinity and select the Y-LACO PROCEDURES menu.
11. Select the PS PATIENT SCHEDULING menu.

12. Select the CARDIFF menu.
13. Run the CD1 UPLOAD CARDIFF INFORMATION process.
14. Download the error report file (card_YYYYMMDD.txt) once the Cardiff load process is complete.
15. Open RTIS.Net and click on the ADMIN button in the upper-right corner.
16. Click on the IP TX LOG UPLOAD button.
17. Select the reporting date from the calendar.
18. Click on the GENERATE CYRRECORD_IP_TEMP TABLE button.
19. Once the process is finished running, copy and paste the screen into a Microsoft Word document.
20. Click on the CARDIFF button.
21. Select the reporting date from the calendar.
22. Click on the CRYRECORD button.
23. Once the process is finished running, copy and paste the screen into a Microsoft Word document.
24. Click on the Y-RECORD button.
25. Once the process is finished running, copy and paste the screen into a Microsoft Word document.
26. Copy the file from //rlaweb02/c\$/PortalNetDocs/RtisNetDocs/Cardiff/isMMDD _rtisnet.txt into c:\rtis\ftl and //rlantl/ftp_rtis/ftl1iis.
27. Copy the information from isMMDD_rtisnet.txt and paste it into c:\rtis\ftl\rt_in.txt
28. Open the Visual Basic Cardiff application again.
29. Log in to the application using your username and password for Microsoft SQL Server.
30. Run <RTIS.Net Data>.
31. Complete steps 5 through 14 again. (Use cardrtis_YYYYMMDD.txt as the file name in <Step 14>).
32. E-mail card_YYYYMMDD.txt and cardrtis_YYYYMMDD.txt to Affinity analyst for corrections.

INFORMATION SYSTEMS- Analyst

1. Receives the Error Reports.
2. Corrects errors or notifies appropriate personnel of any corrections that need to be made.

CARDIFF RULES (RTD and Operating Room)

I. RULES CARD FORMATTING

Charges (C Records)

- Ancillary charge codes will be formatted for CPT4 codes entered into the REHAB THERAPY INFORMATION SYSTEM (RTIS) stand-alone application and the REHAB THERAPY INFORMATION SYSTEM (RTIS.Net) intranet application. Ancillary charge codes will also be formatted for the surgery and anesthesia minutes entered into the OPERATING ROOM SCHEDULING OFFICE SYSTEMS (ORSOS), as well as the operating room procedure codes entered into Affinity Medical Records Abstracting (MRA) module. This is the only information transmitted for ORSOS.

Physicians (P Records)

- Only the attending/supervising physician will be uploaded on the "P" record for Rehabilitation Therapy Division (RTD).

CPT Codes (X Records)

- Only one (1) generic CPT4 code will be submitted. (ZZZZZ- LACO GENERIC CPT CODE)
- The treating physician tied to each "X" record submitted will depend on the type of therapy note. A generic physician will be added as follows:

<u>Physician ID</u>	<u>Department</u>	<u>Treating Physician</u>
030000	Audiology	Audiologist, Provider
040000	Speech	Speech, Pathologist
050000	Occupational Therapy	Therapist, Occupational
060000	Physical Therapy	Therapist, Physical
060000	Pathokinesiology	Therapist, Physical
070000	Social Work	Socialworker, Clinical

- Only the Psychology department will have an actual treating physician tied to the generic CPT4 code.

ICD9 Codes (I Records)

- Multiple ICD9 codes will be uploaded for each visit. These will be the reason for visit codes. The principle reason for visit code will be the first "I" record sent for each encounter.
- Load all primary reason for visit diagnosis codes as entered into RTIS and RTIS.Net.

Admit Diagnosis (D Records)

- The admit diagnosis on the "D" record will be the same as the primary reason for visit code on the "I" record. The overwrite flag for position 28 on the "D" record will always be set to "1".

Abstractor Information (A Records)

- The overwrite flag for positions 42, 63, and 84 on the "A" records will always be set to "1".

II RULES GENERAL PROCESSING

1. Do not change the priorities of the diagnosis; just select the appropriate reason for visit to put in the first position.
2. RTIS MRA data will not be uploaded until 7/1/01. The facility can pull information needed for billing Medicare from the RTIS system. The facility will implement a new patient service (Therpy) and clinic codes for RTD effective with the new fiscal year. Uploading of MRA data will be implemented at that time.
3. Beginning 12/05/03, for each outpatient RTIS visit, a generic treating provider must be identified on a "X" Cardiff upload record using the physician ID's below:

<u>Physician ID</u>	<u>Department</u>	<u>Treating Physician</u>
030000	Audiology	Audiologist, Provider
040000	Speech	Speech, Pathologist
050000	Occupational Therapy	Therapist, Occupational
060000	Physical Therapy	Therapist, Physical
060000	Pathokinesiology	Therapist, Physical
070000	Social Work	Socialworker, Clinical

4. Psychology will be the only RTD department that will not have a generic treating provider identified on the "X" Cardiff upload record.
5. For each "X" record a generic CPT4 code "ZZZZ" will be used. The new "X" record should be uploaded at the same time the other RTIS records (ICD9 codes, I-Record), (Physician #- P Record), (Abstractor Informaton- A Record),(Admit OX- D Record) are uploaded into Affinity. There will be no outpatient charges (C-Records) created for the generic provider to the uploaded into Affinity Patient Accounting.

Affinity Cardiff SDR#'s

1. SDR # 71837R4 Cardiff Scanning Upload (Implemented)
2. SDR #14594 Modify Quantity Field, Cardiff Upload (Implemented)
3. SDR #34034 Add Other Physician to Y Cardiff and Ability to Credit Charges (Implemented)