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AGENCY SOFTWARE DIVISION
PUBLIC HEALTH SYSTEMS**

**New Hampshire Department of Health and Human Services
Division of Public Health Services
Bureau of Public Health Statistics and Informatics
Health Statistics and Data Management Office**

New Hampshire Uniform Health Facility Discharge Data Set (UHFDDS)

**Error Reporting and Correction Process
for the
Hospital Discharge Data System (HDD)**

**Version 5.2
May 19, 2015**

INTRODUCTION

Background

The New Hampshire Uniform Healthcare Facility Discharge Data Set (UHFDDS) is collected under the authority of RSA 126-25 and Administrative Rule He-C 1500. UHFDDS is one of the most useful and complete datasets available to public health officials and health care planners, who use the data for the purposes of assessing hospital utilization and the incidence and burden of disease and injury among New Hampshire residents. Discharge data is released back to the hospitals and to other entities upon request for independent study and analysis.

In 2009, the New Hampshire Department of Health and Human Services (DHHS), Division of Public Health Services (DPHS), in partnership with the New Hampshire Department of Information Technology (DoIT), took the dataset internal after many years of using a vendor. DPHS and DoIT worked diligently to create a new system, the Hospital Discharge Data System (HDD), to receive, process, validate, edit, and store the hospital discharge data received by 32 reporting hospitals within the State of New Hampshire.

Reporting

All hospitals licensed by the New Hampshire Department of Health and Human Services under RSA 151:2 are required by law to report patient-level discharge information to DHHS. Discharges are also collected from select rehabilitation hospitals, rehabilitation and psychiatric units within acute care hospitals, and free-standing ambulatory surgical treatment centers that are part of a hospital.

Rule Change

In 2010 the NH UHFDDS governing rule He-C 1500 was changed to improve the quality of the data and expand on the data elements collected. The current rule is based on the UB-04 form, and the new system has been created in accordance with UB-04 definitions, layouts and standards. File submissions are mandated to be in HL7 837I format, which is the standard format used by institutional providers to transmit health care claims electronically. A separate file format has also been adopted for self-pay discharge data submissions. DHHS has worked closely with all reporting hospitals to accommodate the rule change and file formats submitted.

More information on the reporting requirements can be found online at:
http://www.gencourt.state.nh.us/rules/state_agencies/he-c1500.html

The submission manual and other important documents can be found at:
<http://www.dhhs.nh.gov/dphs/hsdm/hospital/publications.htm>

USER GUIDE UPDATE

Purpose

The purpose of this document is to describe the error reporting and correction process applied to each file submitted to the State of New Hampshire by a New Hampshire hospital.

The process initially used for 2010-2011 file submission corrections has many of the same elements in this updated version, but there are some changes. The NH FTP site will still be utilized to retrieve error reports and upload corrected files, and the error report itself still contains a zip file with the same elements. A brief overview of changes includes:

1. Hospitals are no longer able to correct a claim and click an email button to have it generate an email to the State.
2. Corrections will only be applied in and accepted as an XML format file (web browser cannot be used to correct errors)
3. Comments to the State may be inserted into a certain segment for easy communication on a given errant claim.
4. Resubmissions of entire (837) files will only be accepted on an as-needed basis, and must be approved by DHHS prior to upload.

DATA VALIDATING AND REPORTING

Overview

For each *conforming* 837I and self-pay file that is received, claims are identified and HDD claim files are created in an HDD parsing process. Select data elements, contained within these HDD claim files, are validated in an HDD validation process. A list of these selected data elements, and the associated HDD business rules encapsulated within the data element validations, are identified within the document, [HDD Validation Rules - Release 1](http://www.dhhs.nh.gov/dphs/hsdm/hospital/documents/validationrules2010.pdf) which can be found at: <http://www.dhhs.nh.gov/dphs/hsdm/hospital/documents/validationrules2010.pdf>

The output of the HDD validation process is an HDD Error Report file. An HDD Error Report file identifies all of the *data content* errors encountered while validating the HDD claims created from submitted *conforming* 837I and self-pay files. If no *data content* errors are found, the HDD Error Report file created notes this fact.

HDD Error Reports do not currently identify *file format* errors. Any file received by the State not conforming to the applicable 837I, self-pay, or HDD Error Report file specification will not be validated. Hospitals submitting nonconforming files will be notified by email, fax, or telephone.

HDD Error Reporting

When the validation process is completed by the State on a file, the HDD Error Report file, HDD claim files for all of the claims identified within the HDD Error Report, an HDD Error Report style sheet file, and an HDD claim style sheet file are bundled into a HDD Error Report zip file. The HDD Error Report zip file is then uploaded to the submitting hospital's *Outbound* folder on the NHFTP server site found at <https://nhftp.nh.gov/>.

The HDD Error Report zip file contains:

- One HDD Error Report file, in XML format.
- One HDD Error Report style sheet, in XSL format.
- One or more HDD claim files, in XML format. Each HDD claim file contains at least one data content error identified on the HDD Error Report.
- One HDD claim style sheet, in XSL format.

For example, in a scenario where an 837I file that has been parsed and validated, the HDD Error Report file (created from the HDD validation process), identifies errors with 5 separate HDD claim files (created from the HDD parsing process), then the HDD Error Report zip file would contain 8 separate files:

- 1 HDD Error Report file, where that file is named ***nnn.HDDErrorReport.xml*** - where *nnn* is the HDD File Id value assigned to the submitting file,

- 1 HDD Error Report style sheet named **HospitalDischargeDataErrorReport.xsl**
- 5 HDD claim files, where the file names are **nnn.xxxxxxx.xml** - where *nnn* is the HDD File Id value and *xxxxxx* are HDD Claim Id values assigned each to claim.
- 1 HDD claim style sheet names **HospitalDischargeData.xsl**.

The style sheets are included for *viewing* the HDD Error Report and HDD Claims in a browser.

Please note: Applying corrections to the HDD Error Report **cannot be made using the HDD Error Report style sheet in a browser**. This style sheet has not been programmed at this time to write the corrections to the underlying HDD Error Report xml file.

Note too, that the current HDD Error Report style sheet includes a button below each error that, when clicked, formats an email message with address and correction information content and launches your email application. ***This correction process has been phased out.***

When an HDD Error Report zip file has been placed in the hospitals outbound folder, follow these steps:

1. Download the HDD Error Report zip file to a working folder on your PC or network share folder.
2. Unzip the HDD Error Report zip file content in your working folder.
3. Open the HDD Error Report file.
4. Identify and correct the errors identified within the HDD Error Report using the provided HDD Error Report file, for each claim identified within the HDD Error Report, applying the correction data within the designated area in the HDD Error Report.
5. Save the HDD Error Report file to your working folder, renaming the HDD Error Report file according to the HDD Error Report file name convention (see below).
6. Upload the HDD Error Report file, which contains the corrections, to the hospital's *Inbound* folder on the NHFTP server site.

The State will download the HDD Error Report and apply the corrections to the HDD claims identified in the HDD Error Report. The errant HDD claims will then be revalidated.

In order for the State to apply the corrections properly, the following edit process rules must apply:

1. Any and all corrections must be filled in within the <correctionTxt> </correctionTxt> element tags within the HDD Error Report in the proper locations.
2. No other changes should be made to the HDD Error Report content.

3. The returned HDD Error Report must be in the original xml format.
4. The returned HDD Error Report filename must be prefixed with the hospitals' designated hospital code, in uppercase. e.g. HMC297.HDDErrorReport.xml
5. The returned HDD Error Report file must be uploaded to the hospital's *Inbound* folder.

Viewing your Error Report

To view the HDD Error Report in a browser, right-click the HDD Error Report file, e.g. 297.HDDErrorReport.xml, select the "Open with" menu option, select the browser of your choice. The HDD Error Report will then load and appear in the browser.

Depending upon your browsers setting, a security warning message may appear. Note the warning message at the top of the report, just below the tab. JavaScript is used to perform some of the functions on this webpage.

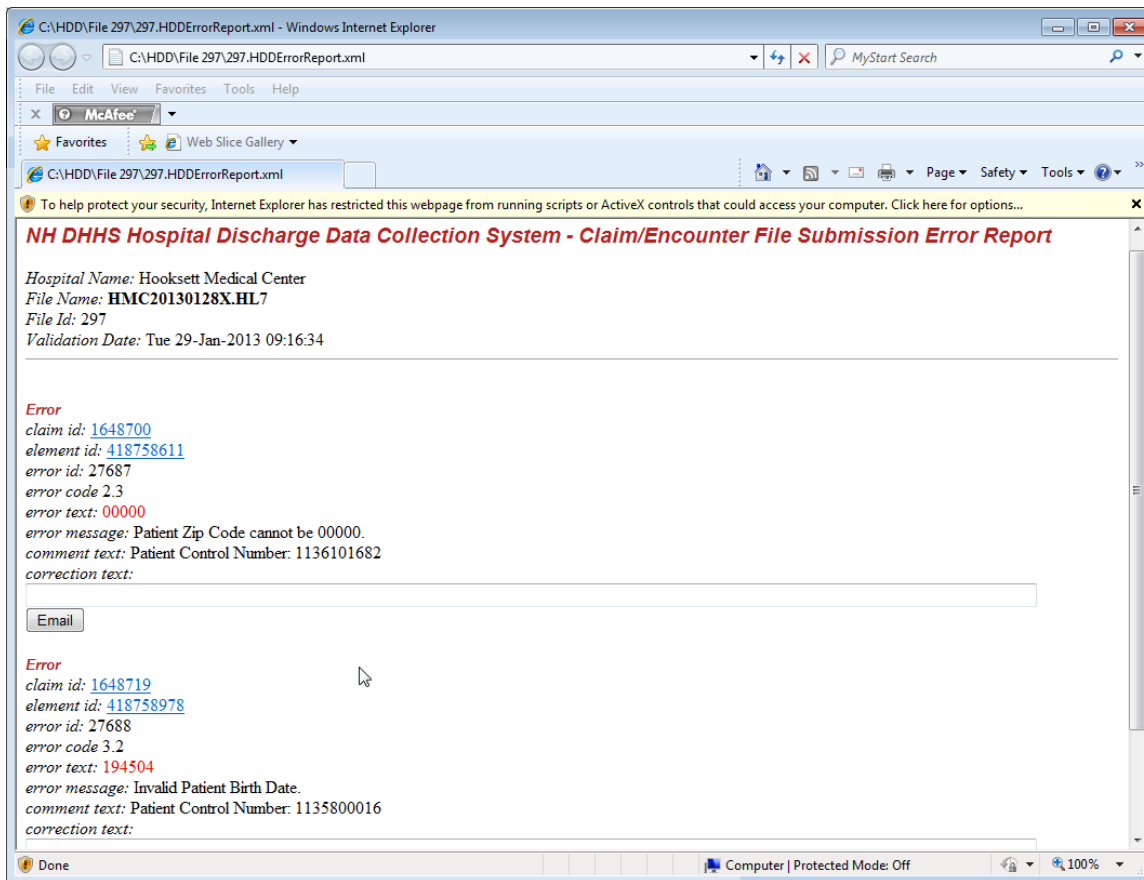


Figure 1 shows a security warning message.

If this message displays, then click on the message and, in the pop-up menu that appears, select "Allow Blocked Content".

If the security warning message box, in Figure 2 displays, click Yes to this message. The message box closes and the warning message at the top of the report is removed.

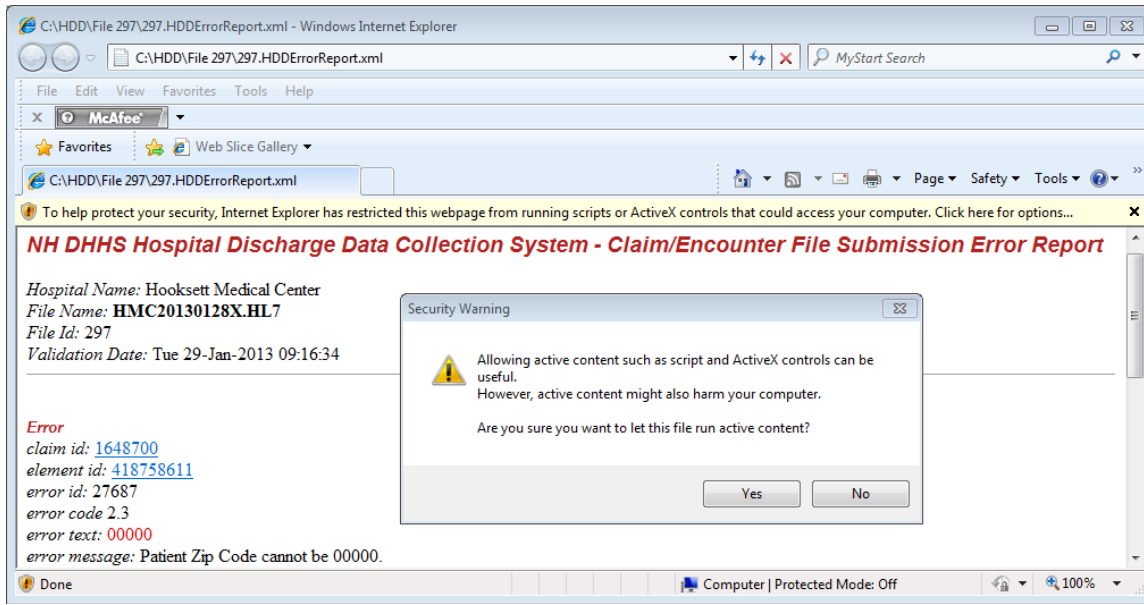


Figure 2 shows security warning message box.

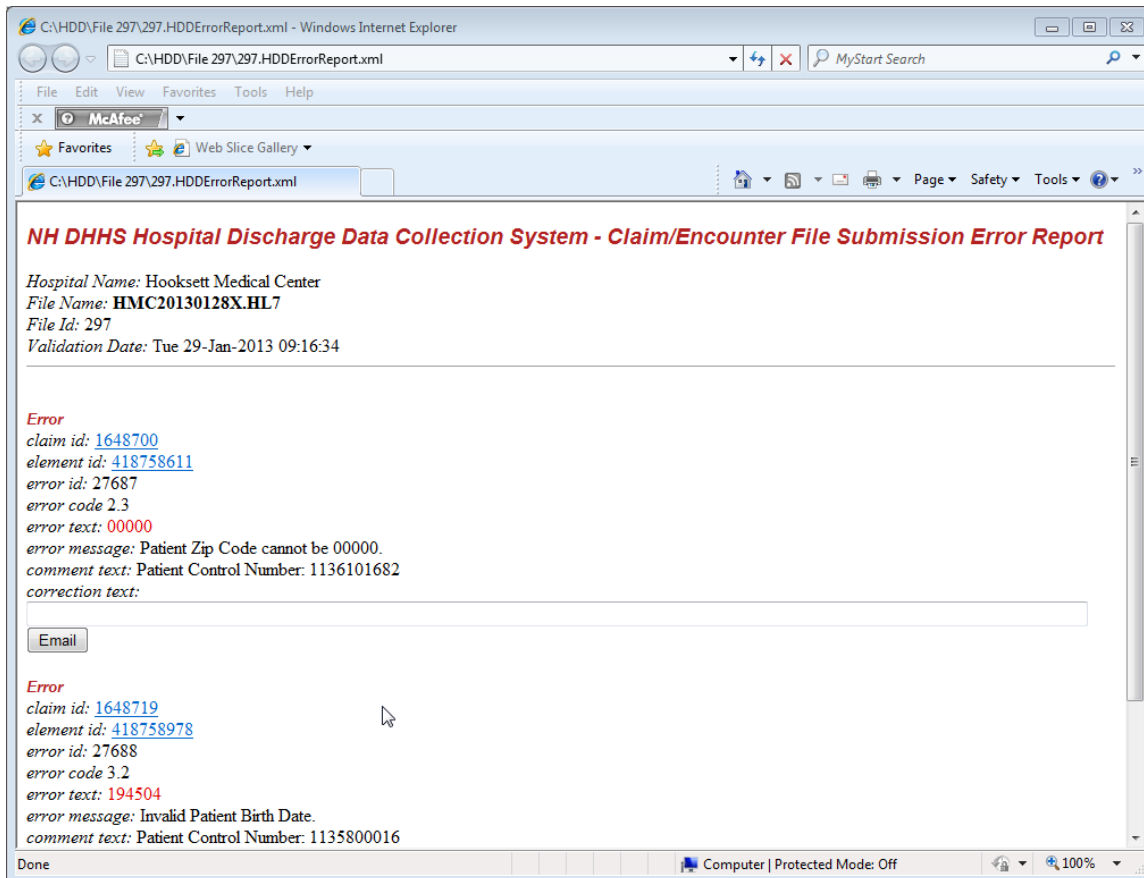


Figure 3 shows an HDD Error Report for the fictitious Hooksett Medical Center's file named HMC20130128X.HL7, in a browser, with no warning message. It depicts the first two errors.

Each Error contains the following information:

- **claim id:** a system generated number that uniquely identifies the claim.
- **element id:** a system generated number that uniquely identifies the data element whose value violated the business validation rule.
- **error id:** a system generated number that uniquely identifies a single occurrence of any error.
- **error code:** a number associated with the business validation rule.
- **error text:** the data value that failed to satisfy the business validation rule appearing within the claim in the submitted file.
- **error message:** a brief description of the error.
- **comment text:** the Patient Control Number on the claim.
- **correction text:** an empty box where the correct value was entered.
- **Email button:** was previously used to generate an email to the State - **This is now obsolete.**

In the error report shown above in Figure 3, the first error is for **Patient Zip Code**, which has a value of **00000** on the HDD claim. According to the business validation rule 2.3, if patient resides in the US, then Patient Zip Code must be present, must be numeric, and cannot equal 00000.

The second error in the report is for an **Invalid Patient Birth Date**. According to business validation rule 3.2, this date must use the format CCYYMMDD. The value listed in the HDD claim contains only six digits: **194504**.

To view all of the data elements on an HDD claim, click the underlined **claim id value** on the HDD Error Report in your browser. The HDD claim will display in your web browser.

See Figure 4 for a portion of the claim that contains the first error in the error report in Figure 5. You will be able to scroll down to see the entire claim.

Note that the data values (if present) are in **bold**. Field names are to the left of the data values with the element id's in parenthesis.

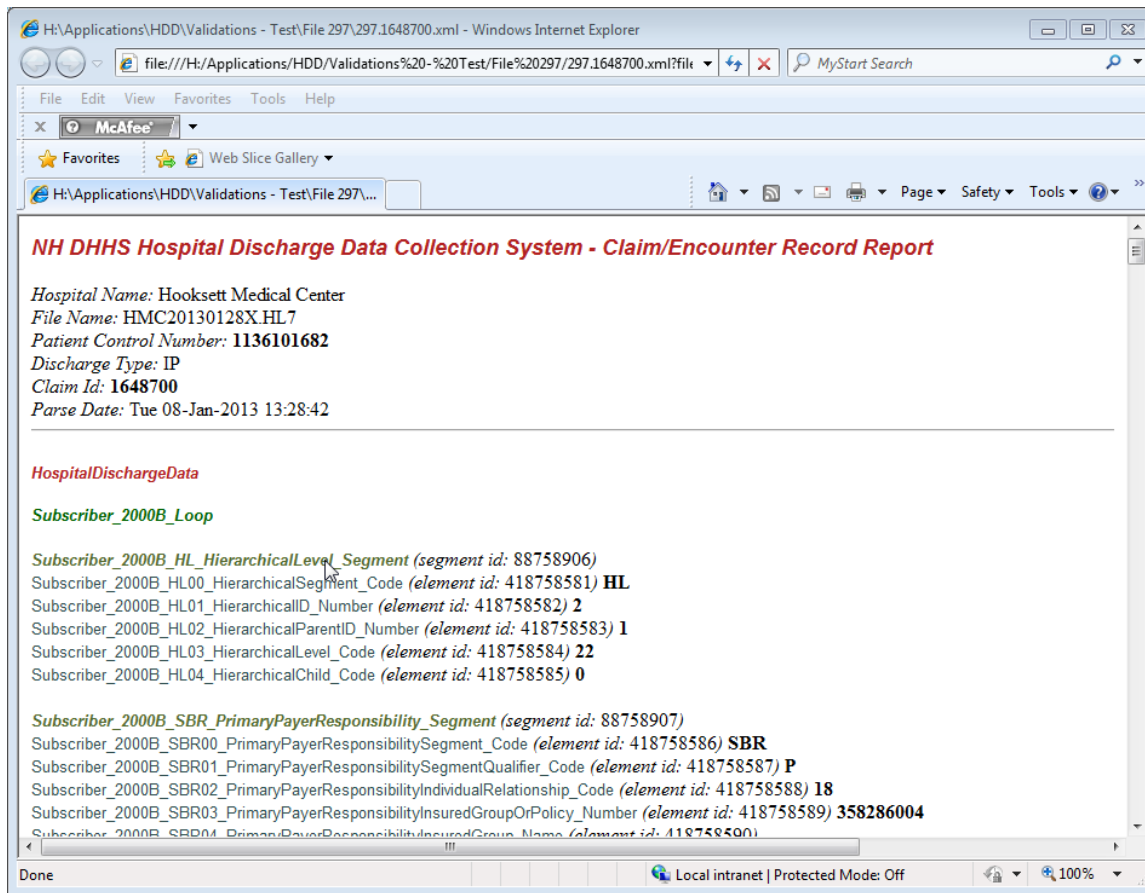


Figure 4 shows the first several data elements in claim id 1648700

To view the data element in error and other data elements and values that may be needed to correct the error, click the underlined **element id value** on the HDD Error Report in your browser.

If the underlined element id for the first error on the HDD Error report item is clicked, a portion of the HDD claim displays that contains the patient zip code and some other address fields (Figure 5).

For the window in this figure to display properly, you may need to click on the warning message near the top of the window in the same manner as you did in the error report window.

Note that the element id of the data element that is in error is highlighted. Scroll up or down to see all of the data elements for the claim.

Data values (if present) are displayed in **bold**; field names are to the left of the data values; and element id's are in parenthesis.

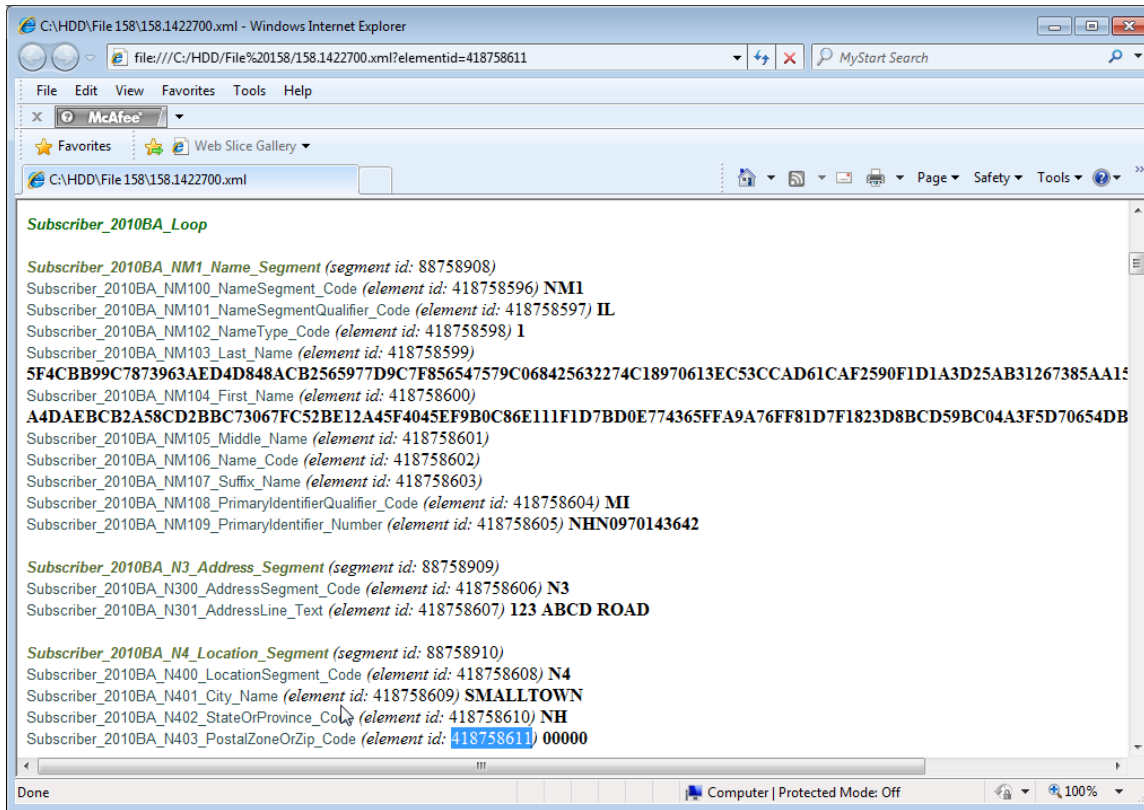


Figure 5 Zip Code and other address data elements in claim 1648700.

If no errors are found in any claims in the file, then an Error Report like the one in Figure 6 is generated. No action needs to be taken in this case.

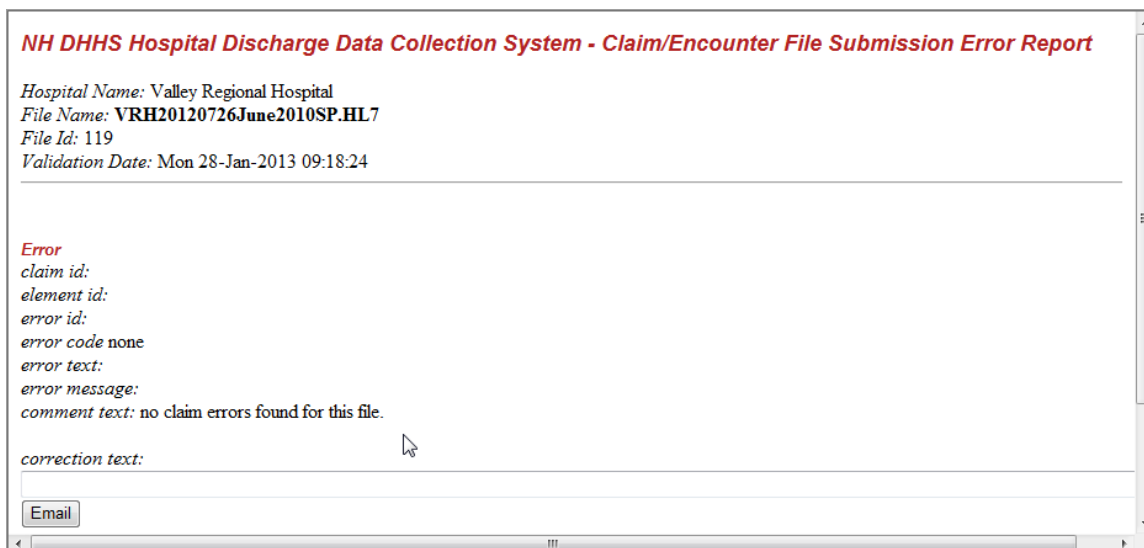


Figure 6 An Error Report with no errors found.

Making Corrections to the HDD Error Report

To make corrections on your HDD Error Report, follow these steps

1. Download the zip file from your hospitals *Outbound* folder located on the NHFTP server site to a working folder on your PC or file server system.
 - In your NHFTP account, navigate to the Outbound folder
 - For the zip file to be downloaded, click on "download" in the Actions column and follow the prompts to save the file to a folder on your system
2. Navigate to the working folder where the zip file resides and extract all files from the zip file. All extracted files need to be placed in the same working folder.
3. Open the HDD Error Report XML file.
 - Right-click with your PC mouse the file *nnn.HDDErrorReport.xml* file
 - Select the "Open with" menu option
 - Select "Notepad" (or "WordPad" or "Microsoft Word for Windows").

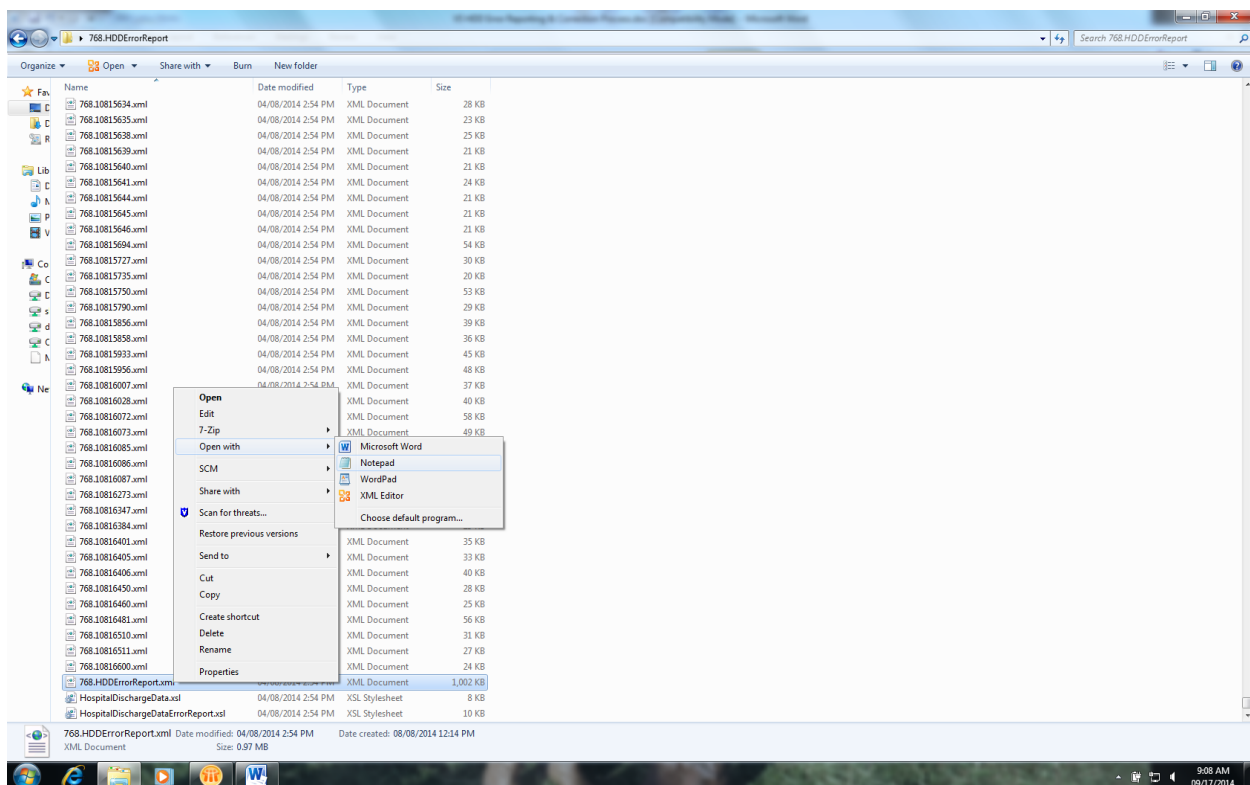


Figure 7 shows how to open an HDD Error Report xml formatted text file.

The HDD Error Report will open.

```
<?xml version="1.0" encoding="UTF-8"?>
<?xml-stylesheet type="text/xsl" href="HospitalDischargeDataErrorReport.xsl"?>
<HospitalDischargeData xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns="HospitalDischargeData" fileName="HMC201101004.HL7" fileId="1776"
runDate="Mon 07-Apr-2014 14:02:11" hospitalName="Hooksett Medical Center">
<Errors>
  <Error errorId="77147" elementId="" errorCode="22.1" claimId="11789673">
    <errorTxt></errorTxt>
    <errorMsg>Missing Principal Diagnosis Code.</errorMsg>
    <commentTxt>Patient Control Number: 200619854001P</commentTxt>
    <correctionTxt>Zero</correctionTxt>
  </Error>
  <Error errorId="77148" elementId="" errorCode="29.2" claimId="11789676">
    <errorTxt></errorTxt>
    <errorMsg>Invalid Discharge Type Code.</errorMsg>
    <commentTxt>Patient Control Number: 2032187001XCC</commentTxt>
    <correctionTxt>01</correctionTxt>
  </Error>
  <Error errorId="77149" elementId="1064935197" errorCode="26.1"
claimId="11789676">
    <errorTxt> </errorTxt>
    <errorMsg>Missing Payer Name.</errorMsg>
    <commentTxt>Patient Control Number: 2032187001XCC </commentTxt>
    <correctionTxt>Tricare</correctionTxt>
  <hospitalCommentTxt> </hospitalCommentTxt>
  </Error>
</Errors>
```

Figure 8 shows an HDD Error Report for the fictitious hospital Hooksett Medical Center.

Corrections are to be written within the <correctionTxt> and </correctionTxt> element tags as the example text **in hot pink** above shows.

The hospitalCommentTxt item can be used by hospitals to communicate back to DHHS, in text, about anything for a given item. For example, this new item would be the place for hospitals to state 'discard this claim' between the > < places, **not** in the correctionTxt item which is reserved for corrections to claim data elements. Note, The text within the ">" and "<" can be as long as needed.

The patient control number value, **in green**, is included within the HDD Error Report's error paragraphs to help the hospital user (or hospital system) located the specific hospital discharge record in the hospital system.

The claimId value, [in blue](#), is included in the HDD Error Report's error paragraphs to identify the HDD claim included in the HDD Error Report zip file.

Saving and Renaming your Error Report

When saving your error report before uploading, save the error report file with your hospital's designated hospital code, in upper case, as the filename prefix.

For example, save the original error report named *nnn.HDDErrorReport.xml* (where *nnn* is an HDD File Id number) as *HMCnnn.HDDErrorReport.xml*

Upload this version of the error report when all of your corrections are complete to your Inbound folder on NH FTP.

Data Correction Process Via 837 File Submission

If there are numerous data *content* or file *format* corrections to be made for a given file submission, a hospital may submit a replacement file after making the necessary corrections.

Files should be resubmitted in the usual 837I format (or self-pay file format) and named using the prescribed file naming standard.

This new file will be processed in the same manner as any file sent previously.

Please note, all file resubmissions must be approved and coordinated with the State beforehand.