

**Overview:**

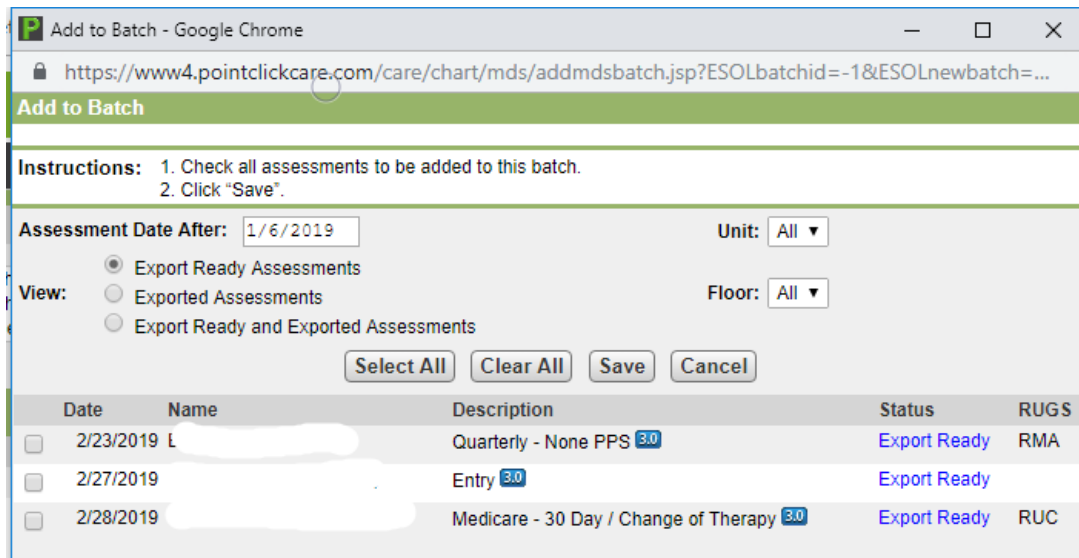
The MDS Auto Submission is an automatic submission process in which PCC transmits the MDS batches for the center, mark the MDS(s) as accepted / rejected and then post the validation report.

**Prerequisite:**

All MDS batches that are open must be submitted and the results recorded prior to auto submission being turned on. If you require assistance please open a support ticket.

**Process:**
**Step 1 – Creating a Batch**

- In the MDS Portal -> MDS >3.0 Batches
- Click **New**



Date	Name	Description	Status	RUGS
<input type="checkbox"/> 2/23/2019	L [redacted]	Quarterly - None PPS 3.0	Export Ready	RMA
<input type="checkbox"/> 2/27/2019	[redacted]	Entry 3.0	Export Ready	
<input type="checkbox"/> 2/28/2019	[redacted]	Medicare - 30 Day / Change of Therapy 3.0	Export Ready	RUC

- If needed, change the Assessment Date After: to capture all the MDS(s) that are Export Ready.
- NOTE: DO NOT put MDS assessments that have been submitted into a previous batch into another batch. If the MDS is already in a previous batch CMS will reject it as a duplicate and the auto submission process will mark it as rejected.
- Click Save.

## Step 2 – Submitting a Batch

- Click Submit
- The MDS Batch status will change to Submission in Progress

Assessments			
	Add To Batch	Submit	Back
Status	Notification		
Submission in Progress	Batch will be transmitted: 3/7/2019 10:15		

## Step 3 – Process

- PCC will now submit the batch to CMS. This process runs every hour.
- Once the batch has been submitted to CMS the status updates to Results Pending.
- After the batch is processed by CMS the process will mark each MDS as excepted or rejected automatically according to the final validation report.
- The status of the batch is updated to Accepted or Review Required.
- The Final Validation Report is available from the report link next to the batch number.

## Step 4 - Batch Review

- When the validation report processes the batch status will then be Accepted or Review Required.
- You must review the batch by clicking on the [review](#) link.
- Click on the Report link [Report](#) to view the Final Validation Report. Note: You can also view the report on the summary window.

Assessments	Printable View	Report	Review Complete	Back
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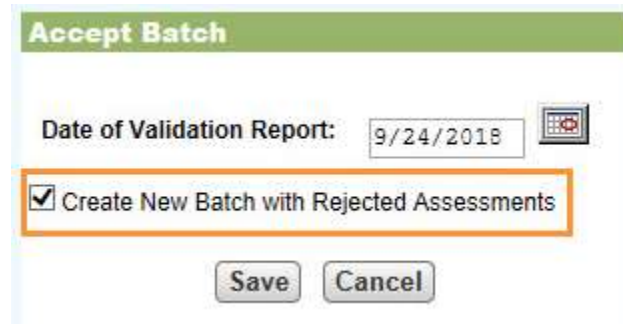
- Review all warnings, messages, fatal rejections.

Assessments	Printable View	Report	Review Complete	Back
Batch	Batch	Description	Status	Link
20190119	20190119	Submission of Supplemental Change - Home HRP	Accepted	
20190119	20190119	Submission - 14 Day	Accepted	
20190119	20190119	Quarterly Medication - 90 Day	Accepted	
20190119	20190119	Quarterly - Home PPS	Accepted	
20190119	20190119	Quarterly - Home PPS	Accepted	
20190119	20190119	Quarterly - Home PPS	Accepted	
20190119	20190119	Quarterly - Home PPS	Accepted	
20190119	20190119	Quarterly - Home PPS	Accepted	
20190119	20190119	Submission Report Not Submitted - Batch of PPS Plan & Data	Accepted	

- When your review is complete, click Review Complete.

Assessments	Printable View	Report	Review Complete	Back
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- The following window will display:



The image shows a software dialog box titled "Accept Batch". It contains a label "Date of Validation Report:" followed by a text input field containing "9/24/2018" and a small calendar icon. Below this is a checkbox labeled "Create New Batch with Rejected Assessments", which is checked. At the bottom are two buttons: "Save" and "Cancel". The checkbox and its label are highlighted with an orange rectangular border.

- If there are any rejected assessments marked in the batch the check will be placed on "Create New Batch with Rejected Assessments". If the MDS was rejected as a duplicate remove the check from creating the new batch. Open a support ticket to the EHR Team.
- Click **Save**.
- The batch status is updated as Accepted.

### **Step 5 – Rejected MDS Records**

- If there are rejected MDS records, do one of the following:
  - If you created a new batch with rejected MDS records, from the Edit Batch screen, click view to unlock and correct the MDS record(s).
  - If you did not create a new batch with rejected MDS records, navigate to the resident's MDS tab, then unlock and correct the MDS record(s).
  - Once the Rejected MDS issue is resolved either Edit the open MDS batch or create a new submission batch to submit the MDS record(s).

### **Hints and tips**

- Once the auto submission process is active you cannot manually mark an MDS within the batch as Accepted or Rejected. If there is an issue open a support ticket to the EHR Team.
- If a batch status shows as Review Required, the MDS records in the batch cannot be unlocked, modified, or inactivated, and significant corrections cannot be created.
- You cannot create a Change of Therapy (COT) MDS until the previous MDS record is in an Accepted or Completed status.



## MDS Auto Submission Process

- You can monitor the status of a submission batch from the Clinical Dashboard > MDS Batch Submission Status pane. Submission batches show until the status of the batch is Accepted.
- If the batch shows a status of Submission Failed - transmission error, a support case is automatically created by PCC and investigation begins to determine the cause of submission failure. If this is not resolved automatically in a timely manner open a support ticket to the EHR Team.
- If the batch shows a status of Reconciliation Error, a support case is automatically created by PCC and investigation begins to determine the cause. If this is not resolved automatically in a timely manner open a support ticket to the EHR Team.
- If you must submit the MDS batch to another designation, for example, to your state requiring separate submission or a third-party vendor, click export next to the batch and save the file to your computer. You can then upload the file, as required.
- You can click the batch number link in the MDS Submission Batches view to type a short description for easy identification.
- If any warnings or rejection need further review please engage you Regional MDS designee.