COMPANY NAME

Category: Non-Clinical Number: 5.003.1

Subject: OASIS Corrections

Applies to: Data Entry Staff Page: 1 of 2

Purpose: To ensure that OASIS information received by the State Agency is accurate.

Policy: The accuracy of the OASIS data must be consistent with the patient's clinical records, the encoded data, and the State Agency database. Before the OASIS information is transmitted, data entry staff must ensure that the data in its collections records matches the data encoded and transmitted.

Procedure:

After clinical staff assesses a patient and data entry of OASIS questions have been completed, the information entered into the designated and State-approved software must be locked. It is the Agency's goal that no changes are made to an assessment record once it has been locked. However, if an error is discovered after finalizing and locking an OASIS record, the following will outline the procedure for making corrections to reflect the accurate information.

Types of Corrections the Agency Can Make:

- (a) Assessment was Submitted to the State and was Rejected: The data entry staff may unlock the assessment (the lock date changes to reflect the date the correction was made), make necessary changes, re-lock the assessment, and resubmit.
- (b) Assessment was Submitted and Accepted by the State: If it is determined that a correction must be made to a **key field** or an assessment was erroneously submitted or erroneously submitted in a masked format, appropriate staff will inactivate the assessment and submit the new assessment. The correction will be recorded on the "Key Field Correction Form". Key fields are MO #s that identify the Patient, Agency or Event.

If it is determined that a correction must be made to a **non-key field**, appropriate staff will unlock the proper record, revise the targeted non-key field(s), then relock the record and re-submit it to the State. The correction will be recorded on the **Non-key Field Correction Form**. Non-key fields are any MO #s that are not considered key fields.

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There is no defined endpoint at which the Agency may no longer submit corrections. Corrections are made as soon as possible following discovery of the error. Key Field and Non-Key Field Correction forms will be maintained in a binder and periodically reviewed for compliance.

Deleting Assessment:

- a) If an assessment is discovered that was sent to the State data base that should never have been sent. For example, if MO150 payor source was marked 1, 2, 3, or 4, and it is discovered that the patient was not a Medicare or Medicaid patient.
- b) If a test file and/or batch has been erroneously submitted as production fields and/or batches in error, they must be deleted.

In order to delete a file/batch, the Agency must contact the State OASIS Coordinator for instruction.

Documentation for any deletion will be placed in the binder with the Key Field and Non-Key Field Correction Forms.

Attachments:

Non-Key field Correction Form Key Field Correction Form Key Fields and Non Key Fields