Welcome to the physician office data entry module webinar

- Learn how to access the data entry module
- Understand the difference between the two different data entry forms
- Navigate to the technical manuals developed for physician office reporting

Physician Office Data Entry

- This webinar/documentation is designed for only those physician offices that have already registered their physician
- Received their login credentials
- Have chosen Single Entry as their data transfer method
- This webinar/documentation is NOT intended for physician offices that chose Claims Upload method as their data transfer method
Physician Registration

- Before you can begin the physician office data entry modules you must first register your physician.
- If you have not already registered your physician and do not have your log in credentials, the registration instructions and recorded Webinar are on the FCDS Physicians page:
  https://fcdis.med.miami.edu/inc/physicians.shtml

During your registration process your office chose single data entry.

- To activate the single data entry module, you must first log on to the FCDS system.
- Utilizing your log in credentials takes you to the secure web page behind the FCDS firewall.
- Your data are entered/viewed securely via the FCDS IDEA page.
Main Physician IDEA Page

Click FCDS IDEA Button

Click access FCDS IDEA

Enter login credentials

First Screen when you log in

What do you wish to do?

Click “Enter claims data for your registered physician” on your dashboard
Two different claims entry forms to choose from

- Full claims entry
  - HCFA 1500
  - Designed to transfer data directly from your submitted claim form using claim specific coding

- Alternate claims entry
  - Natural language
  - Designed to capture minimal data using prompts and pull down boxes

The Claims Entry Selection Screen

Select New Claim - Full
The Claims Entry Selection

From this screen you can:

- Enter New Claims (either Full or Alternate) by clicking on the desired entry form.
- Create an Excel Spreadsheet of the records already entered that are contained on the screen.
- View finalized records previously entered by clicking on the desired record.

Full Claims Entry Form
HCFA 1500

Full claims entry – HCFA 1500
Completed HCFA1500 Form

- If you need more than 4 services, click 'Add Service Row' to create a new entry.
- Hold mouse on Diagnosis or CPT/HCPCS for description.
- NPI drop down list only shows those that the user has registered or associated with.
- Buttons:
  - 'Save as Incomplete' - to save data entered to finalize at a later date.
  - 'Finalize and Submit' - marks the record as complete and submits the completed claim to FCDS for processing.

Status indicator - bottom left

Finalized Record

A ‘finalized record’ will display in ‘View’ only mode (no updating is allowed).

To exit, click the 'X' in the top right corner.

Alternate Claims Entry
The Claims Entry Selection Screen

Alternate Claim Entry Form

This is a record in Entry Mode as signified in the screen title ‘Alternate Claims Reporting – Insert’.

To save as incomplete all of the Patient Information, the DX date and Diagnosis must be entered.

All fields in the blue box (Major Site, Laterality, Histology, Summary Stage and TMN) are optional and will reduce potential follow back on any unreported patient.

Only FCDS Cancer Related Diagnosis are accepted.

To finalize the record, one service must be entered as well as the Patient Information, DX date and Diagnosis.
Alternate Claim Entry Form

Pull down list
Search for appropriate response
Enter service information and click ‘Add Service’

Optional:
Reduce potential
Follow back

Physician Cancer Reporting Manual
Download from FCDS Web site
http://fcdsmed.miami.edu/inc/physicians.shtml
When to report

- Submit a complete form (using either data entry form):
  - After the first patient visit
  - You only report a patient/tumor one time
- Please begin submitting data on patients seen in your office on or after June 1, 2013

Please Direct Questions to

Michael Thiry
(305) 243-2639
mthiry@med.miami.edu

Dr. Monique Hernandez
(305) 243 9673
mhernandez5@med.miami.edu