# Physician Office Data Entry Webinar and Documentation

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## 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

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## 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

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## 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://fcds.med.miami.edu/inc/physicians.shtml

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## Physician Page

- Registration Webinar recorded
- Physicians' Cancer Reporting Manual
- Tutorials

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## 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

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## Main Physician IDEA Page

Click FCDS IDEA Button

Click access FCDS IDEA

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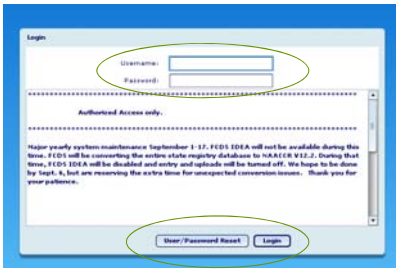
## Enter login credentials



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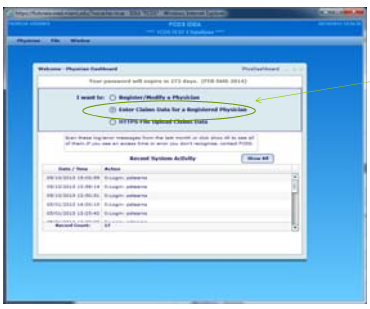
## First Screen when you log in



What do you wish to do?

Click "Enter claims data for your registered physician" on your dashboard

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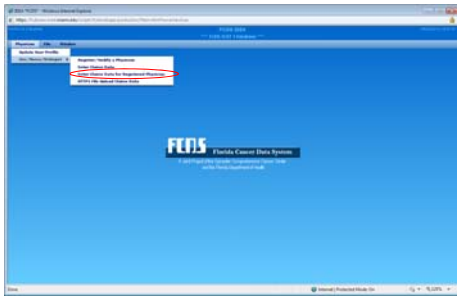
## FCDS Physician Page



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## 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

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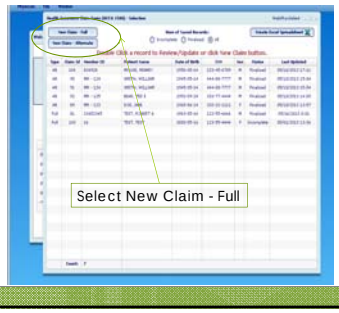
## The Claims Entry Selection Screen



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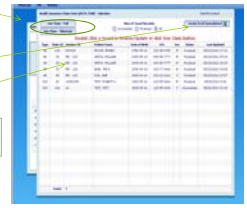
## The Claims Entry Selection

**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 record already entered that are contained on the screen

View finalized records previously entered by clicking on the desired record



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## Full Claims Entry Form HCFA 1500

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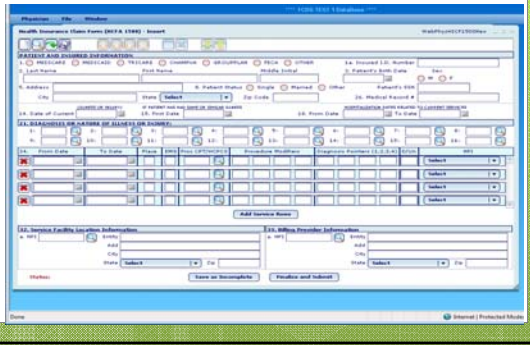
## Full claims entry – HCFA 1500



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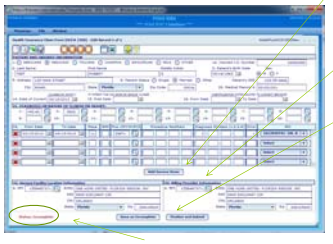
## Completed HCFA1500 Form



- If you need more than 4 services , click 'Add Service Row' to create a new entry.
- Hold mouse Diagnosis or CPT/HCPCS for description.
- NPI drop down list only Physician's that the user has either 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

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## 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.

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## Alternate Claims Entry

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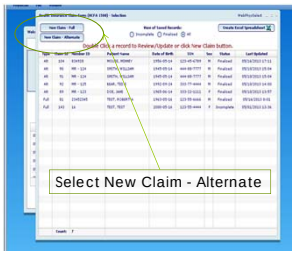
## The Claims Entry Selection Screen

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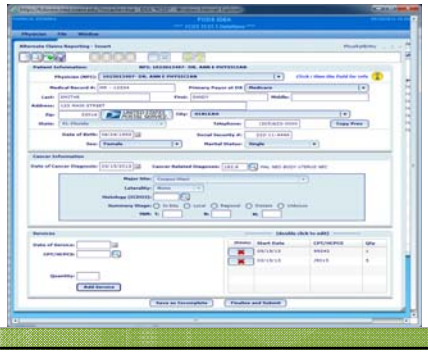
## Alternate Claim Entry Form



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## 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.

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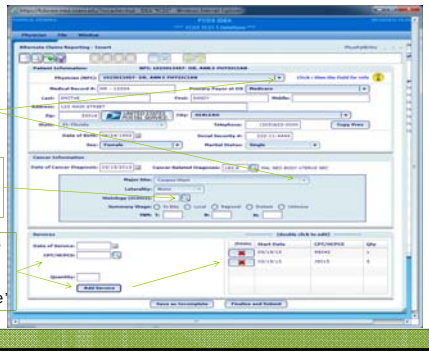
## Alternate Claim Entry Form



Pull down list

Search for appropriate response

Enter service information and click 'Add Service'

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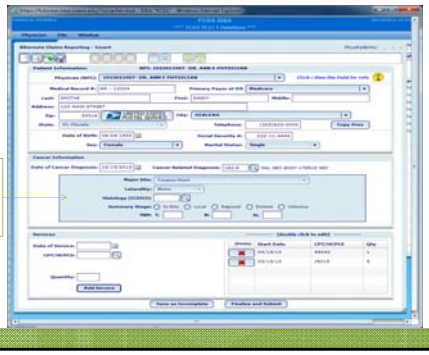
## Alternate Claim Entry Form



Optional: Reduce potential Follow back

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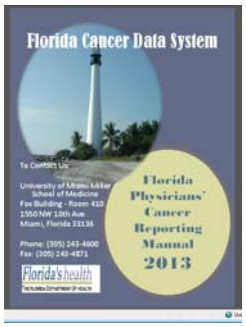
## Physician Cancer Reporting Manual

Download from FCDS Web site




http://fcds.med.miami.edu/inc/physicians.shtml

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## 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

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## Please Direct Questions to

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