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HOSPICE SYSTEM OVERVIEW

The Hospice Item Set (HIS) submission system is one part of the QIES Assessment Submission and Processing (ASAP) system. The Hospice system provides computerized storage, access, and analysis of the submitted data for patients of hospices across the United States, Puerto Rico, Virgin Islands, and Guam.

The Hospice system creates a standard, nationwide system for hospices to submit patient data to a national repository. The Hospice system provides for the following functions:

- Receipt and storage of HIS records from hospices at the National Submissions Database
- Authentication and validation of HIS records received from hospices
- In conjunction with the CASPER Reporting application, the Hospice system generates feedback to providers acknowledging receipt of submitted data and the status of record validation. Providers may select from numerous reports that are available in the CASPER Reporting application to access information about their submissions and the patients for which data were submitted.

Figure 2-1 provides an overview of the Hospice system architecture that illustrates the communication components and database repository.

Figure 2-1. Overview of the Hospice System Architecture

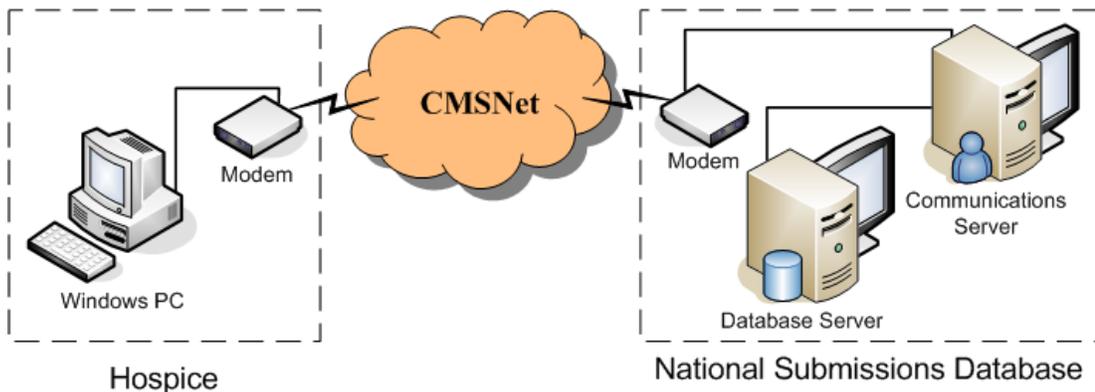


Figure 2-1 also serves to illustrate the flow of HIS data submissions. At each hospice, a Windows PC is used to access the Hospice system on a secure, private intranet (CMSNet) and electronically send a compressed (zipped) file containing one or more HIS records to the National Submissions Database.

NOTE: The successful receipt of a submission file does not necessarily mean that all of the *individual records* in that file validated successfully.

The submission file is unzipped and the record(s) it contains are validated to ensure compliance with data specifications. Accepted records are stored in the database.

A Final Validation Report is generated detailing the status of the submission file and the records it contained. The *Reports* section of this user's guide describes the Final Validation Report.

HARDWARE AND SOFTWARE REQUIREMENTS

Table 2-1 lists the minimum hardware and software configurations required to transmit HIS records to the National Submissions Database. The required hardware and software, or information on how to order it, is readily available from most computer stores.

Table 2 - 1: Hardware and Software Minimum Requirements

Feature	Minimum Requirement
Processor:	Pentium Class (1.2-1.4 GHz)
Memory (RAM):	1 GB
Operating System:	Windows XP – 32 bit Windows Vista – 32 bit All Current Security Patches
Available Disk Space:	4 GB
Browser:	Internet Explorer v 8.0 Internet Explorer v 9.0

Should you encounter difficulty in verifying your existing system hardware and software configuration, contact your facility computer support personnel, the specific hardware and software vendors, or the vendor who provided you with HIS data encoding software, as appropriate.

RECOMMENDED TRAINING

Whether formal or informal, training in the software applications associated with the Hospice system is helpful. Training in Windows and Internet Explorer is recommended. You can usually obtain training in these applications from a software vendor, local computer store, college or university, or from your HIS software vendor. A basic level of familiarity with these software applications, in addition to the operation of your PC and modem greatly facilitates the use of the Hospice system.

In instances where software manuals or guides are not available, you may check with your local computer store for recommended reference guides. Both Internet Explorer and Windows have online help available to assist you.

NOTE: You should receive training from your HIS encoding software vendors in how to perform data extracts and prepare files for submission prior to using the Hospice system. This helps to ensure that your submissions are in the correct format, contain the correct information, and will be accepted by the Hospice system.