

Effective Date: 7/1/2019

Review Date: 7/30/2019

Revised Date:

North Sound Behavioral Health Administrative Services Organization, LLC

Section 4200 - Information Systems: Timeliness of Encounter Data Submission to HCA

Authorizing Source: HCA Contract

Approved by: Executive Director Date: 7/30/2019

Signature:

POLICY #4204.00

SUBJECT: TIMELINESS OF ENCOUNTER DATA SUBMISSION TO HCA

PURPOSE

To ensure that encounter data is submitted to the Health Care Authority (HCA) from the North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) Consumer Information System (CIS) within 30-days from the close of the calendar month in which the encounter occurred.

POLICY

The North Sound BH-ASO shall submit encounter data to HCA within 30-days from the close of the calendar month in which the encounter occurred.

PROCEDURES

At a minimum, once per month, data in the North Sound BH-ASO CIS that has been identified as needing to be submitted to HCA shall be processed and assembled in accordance with the current, in effect, version of the HCA Data Dictionary. This data shall be submitted to the HCA in batch format.

After HCA has processed the submitted batch(es), the batch report shall be retrieved. Any records that had been submitted by the North Sound BH-ASO CIS and were rejected by HCA shall be investigated for the cause of rejection, data corrected, and marked as needing to be submitted to HCA. Depending on the cause of the rejection, 5 days from the receipt of the batch report.

ATTACHMENTS

None