

CMS Net

Edit Duplicate /Bad Records

Table of Contents

Table of Contents _____ *ii*

Edit Duplicate/Bad Records _____ *1*

Edit Duplicate/ Bad Records _____ **1**

Identifying Patient _____ **3**

Important Note to Users _____ **4**

Duplicate or Bad Record _____ **4**

Important Note _____ **4**

Duplicate or Bad Record _____ **5**

Duplicate Record _____ **6**

Important Note _____ **7**

Important Note _____ **10**

Bad Record _____ **11**

Important Note _____ **13**

To Remove a Duplicate/Bad Records Flag _____ **14**

Edit Duplicate/Bad Records

Edit Duplicate/ Bad Records

The following procedure will be used if the following scenarios exist:

- Patient is registered twice in the CMS Net (Temporary and CCS #);
 - A new CCS # is generated and patient is already identified with a CCS # in a closed case;
 - A bad record exists.
-

The patient you **DO NOT WANT** to keep is the one to be identified.

Continued on next page

CMS Net User Guide and Reference
Edit Duplicate/Bad Records, Continued

After logging into CMS Net, at the Primary Option do the following:

**Steps to Access
Edit Duplicate/Bad
Record**

| Step | Action |
|-------------|---|
| 1 | Type “ R ” for <i>Registration</i> . |
| 2 | Press <Enter> |
| 3 | Type “ ED ” for <i>Edit Duplicate/Bad Record</i> . |
| 4 | Press <Enter>. |

Continued on next page

CMS Net User Guide and Reference
Edit Duplicate/Bad Records, Continued

Identifying Patient

After pressing <Enter>, the Patient Identification Screen, CMSPI-10 appears:

| | | |
|---|--|----------|
| CMS Net | PATIENT IDENTIFICATION FOR: EDIT DUPLICATE/BAD RECORD | CMSPI-10 |
| Enter one of the following identifiers: | | |
| CCS Number: | | |
| Pt Name: | | |
| Birthdate: | Gender: | |
| Client Index Number: | | |

For instructions on identifying patient, see the Patient ID section of this manual.

Continued on next page

CMS Net User Guide and Reference
Edit Duplicate/Bad Records, Continued

**Duplicate or
Bad Record**

The cursor will default at the *Record Status* field.

| Step | Action |
|-------------|---|
| 1 | Press the F1 function key, OR Enter B for <i>Bad Record</i> or D for <i>Duplicate Patient</i> and press <Enter>. |

After pressing F1, the following picklist appears:

```
      Select one:
      >BAD RECORD
      DUPLICATE PATIENT
      _____
      [Quit]
```

Continued on next page

CMS Net User Guide and Reference
Edit Duplicate/Bad Records, Continued

[Quit] will be highlighted.

| Step | Action |
|------|--|
| 1 | Press the Up/Down Arrow key to select patient. |
| 2 | Validate this is the correct patient. |
| 3 | Press <Enter>. |

If you enter the Patient's name , you will receive the following overlay:

| |
|---|
| _____ Select Correct Patient: |
| <pre> () WRONG,KID LAVORRA Gender: M DOB: 01/01/1979 CCS#: T50393 CIN: 63437301M 7 Legal County: BUTTE Reg=TRA Elig= Elig Dt: Fin=CCS Annual Rv: 07/14/2000 () WRONG,KID NAOMI Gender: F DOB: 12/20/1997 CCS#: 3289071 CIN: 94315033D 2 Legal County: YUBA Reg=ACT Elig=T Elig Dt: 07/02/1999 Fin=PENDING ME Annual Rv: () WRONG,KID SMITH Gender: F DOB: 01/23/1998 CCS#: 3273185 CIN: 96560523D 6 Legal County: MERCED Reg=ACT Elig=T Elig Dt: 06/04/1999 Fin=PENDING IN Annual Rv: () WRONG,KID TERESITA Gender: F DOB: 07/06/1981 [B] CCS#: 3289285 CIN: 92864325D 7 Legal County: PLUMAS Reg=ACT Elig=C Elig Dt: Fin=PENDING IN Annual Rv: () WRONG-KID II,LITTLE BOY Gender: M DOB: 01/01/1999 [B] CCS#: T53447 CIN: 90092045D 1 Legal County: SACRAMENTO Reg=ACT Elig=C Elig Dt: Fin=PENDING IN Annual Rv: </pre> |
| <hr/> [More] [Quit] |

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Edit Duplicate/Bad Records, Continued

| Step | Action |
|-------------|---|
| 1 | Press the Up/Down Arrow keys to select the patient. |
| 2 | Validate this is the correct patient. |
| 3 | Press <Enter>. |

After pressing <Enter>, the patient data defaults into the appropriate fields and an overlay appears (as seen in the upper right hand corner):

| | | |
|---|---------------------------|--|
| CMS Net | EDIT DUPLICATE/BAD RECORD | Select One: <input type="radio"/> Save <input type="radio"/> Cancel <input type="radio"/> Delete <input type="radio"/> [Quit] |
| Pt Nm: <u>XXXXXXXXXX1XXXXXXXX2XXXXXXXX3XXXXXXXX4</u> CCS#: 9999999 Gender: X DOB: 99/99/9999 Lgl Co: <u>XXXXXXXXX1</u> REG=XXXXX | | |
| Record Status: DUPLICATE PATIENT | | |
| Correct Patient: | DOB | Gender CCS # |
| WRONG, KID NAOMI | 12/20/1997 | F 3289071 |
| | | |
| Last Updated By: | | Date: |

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Edit Duplicate/Bad Records, Continued

| Step | Action |
|------|---|
| 1 | Press the Up Arrow key to select Save to save the record. |
| 2 | Press <Enter>. |

Important Note

To select **Cancel**, returns the user to the Patient Identification screen, and the edit will NOT be saved.

To select **Delete**, takes the user to CMS Net full screen, with the confirming message as seen below.

Deleting record status returns this patient record to full access by CMS Net users. Are you sure?

- NO
- YES

After pressing <Enter>, the following prompt appears:

Do you want to send MAIL Message? No//

For sending a Mail Message, see instructions in the MailMan section of this manual.

Continued on next page

CMS Net User Guide and Reference
Edit Duplicate/Bad Records, Continued

Bad Record

For Bad Record, do the following steps, if you pressed F1:

```
      Select one:
      >BAD RECORD
      DUPLICATE PATIENT
      _____
      [Quit]
```

| Step | Action |
|-------------|---------------------------------------|
| 1 | Press <Enter> for <i>Bad Record</i> . |

Continued on next page

Edit Duplicate/Bad Records, Continued

Important Note

To select **Cancel**, returns the user to the Patient Identification screen, and the edit will NOT be saved.

To select **Delete**, takes the user to CMS Net full screen, with the confirming message as seen below.

Deleting record status returns this patient record to full access by CMS Net users. Are you sure?

- (?) NO
() YES

After pressing <Enter>, the following prompt appears:

Do you want to send MAIL Message? No//

For sending a Mail Message, see instructions in the MailMan section of this manual.

Continued on next page

Edit Duplicate/Bad Records, Continued

To Remove a Duplicate/Bad Records Flag

To remove the flag for a Duplicate/Bad Record, do the following:

| Step | Action |
|-------------|--|
| 1 | Repeat the above steps. |
| 2 | Select either Duplicate Record or Bad Record . |
| 3 | Press <Enter>. |
| 4 | Press the Up Arrow key to Delete. |
| 5 | Press <Enter>. |

After pressing <Enter>, the user will receive the following message:

Deleting record status returns this patient record to full access by CMS Net users. Are you sure?

- (?) NO
- () YES

Continued on next page

CMS Net User Guide and Reference
Edit Duplicate/Bad Records, Continued

| Step | Action |
|-------------|---|
| 1 | Press <Enter> for <i>NO</i> , OR Press the Down Arrow key for <i>YES</i> and press <Enter>. |

If you pressed <Enter> for *NO*, then you will be returned to the full screen EDIT DUPLICATE/BAD RECORD screen.

If you pressed the Up Arrow key for *YES*, you will receive the following message:

Do you want to send MAIL Message? No//

For sending a Mail Message, see instructions in the MailMan section of this manual.

Continued on next page

CMS Net User Guide and Reference
Edit Duplicate/Bad Records, Continued

NOTES

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