



Session Guide: OASIS

After this session, clinical staff will be able to:

- Review an OASIS
- Make OASIS transmittable (if applicable)
- Export and manage OASIS files

Overview

After the start of care assessment is complete, and the clinician signs the start of care, and QA is completed, the required questions flow into the patient’s OASIS file. This OASIS must be reviewed and set to be exported into a zip file that can be sent to QIES.

Finding Oasis files

Begin by running the report: *Oasis information to excel*

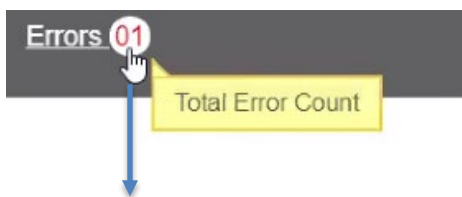
You will use the report to find Oasis files that need to be prepared for export. You will navigate to each chart to the oasis file and then follow the steps for preparing an oasis.

Preparing an OASIS

OASIS forms are created by the system after a clinician signs an assessment. They are initially marked with an Incomplete status.

Tip: CMS only requires OASIS forms on certain types of payers. It is up to the agency to determine which OASIS forms must be sent to CMS.

1. Go to **Patients>Case Details>OASIS**.
2. Click **Edit** for the form that you want to process. This loads the OASIS questions.
3. Review the **Errors** tab on the left side of the screen. If there are errors in the OASIS, the error count appears. Ensure all errors are corrected before continuing. Click on the Error tab to view a list of errors. Click on the Error link to go to the question that needs correction.



Errors found in the OASIS

Sno.	Error Link	Error Description
1	m0018PhysicianId	If (M0018) Physician Unknown is not checked, this value is required

4. Select **Yes** in the **Transmittable** field.
5. Mark the OASIS as **Reviewed**. If you need to save the OASIS to finish your review at another time, click Update.

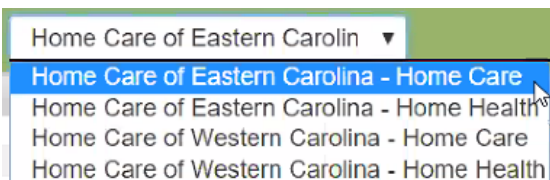


Tip: Follow your agency’s practices for using the OASIS Scrubber. It can be run prior to marking the OASIS as reviewed, but it is also available to the clinician when completing their assessment.

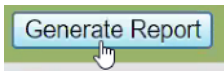
6. After the OASIS is marked as Reviewed the system considers the OASIS to be reviewed and exportable.

Exporting an OASIS

1. Go to **Agency>Exports** and click the **OASIS** tab.
2. Click in the **Business Line** field to choose the line to export.



3. Click **Generate Report**. This tells the system to seek out all OASIS for the business line that are in a Reviewed status. Your screen displays the **Queued Exports**.



4. When all transmittable OASIS are exported, a new OASIS report appears on the OASIS tab. This report is a zip file of all OASIS exported in the batch.

Queued Exports

Report Type	Choose Re	Period End Date	Queued Date	Status
OASIS Export		2018-12-14 12:17:32 PM		QUEUED

5. Click the OASIS Export **Download Report** link to save the zip file to your computer.

OASIS Exports

Export Type	Branch	Export Generation Date	Status
OASIS Export	789456	2018-12-09 01:20:12 AM	Download Report
OASIS Export	789456	2018-10-22 10:05:38 AM	Download Report
OASIS Export	789456	2018-10-16 12:48:02 PM	Download Report

Showing 1 to 3 of 3 entries
 [First] [Previous] [1] [Next] [Last]

6. Follow CMS guidelines for loading the zip file to QIES.

7. When the FVR is returned from QIES, if your transmission was accepted you will receive an assessment ID in the report.

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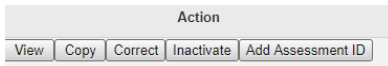
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Record: 1                               Accepted
Asmt_ID: 70002009044                   Name (M0040) : ██████████
RES_ID: 9298740                          SSN (M0064): ██████████
RFA, BRANCH_ID: 01, P                    Medicare Num (M0063): ██████████
M0090 Date: 10/01/2015                   Eff Date: 10/01/2015
Type of Transaction: NEW RECORD           Correction Num: 0
XML File Name:                           BL_XMLFile_102015_OASIS_v2.12_ICD10_R01_0
                                           5012015.xml

OASIS Item(s):                           M0100_ASSMT_REASON, SUBM_HIPPS_CODE,
                                           CALC_HIPPS_CODE
Data Submitted:                           01, ^, ICGKV
Message Number/Severity:                   -4820    WARNING
Message:                                   Invalid HIPPS Values: SUBM_HIPPS_CODE
                                           and SUBM_HIPPS_VERSION values should
                                           match the system-calculated values.

OASIS Item(s):                           M0100_ASSMT_REASON, SUBM_HIPPS_VERSION,
                                           CALC_HIPPS_VERSION
Data Submitted:                           01, ^, V5115
Message Number/Severity:                   -4820    WARNING
Message:                                   Invalid HIPPS Values: SUBM_HIPPS_CODE
                                           and SUBM_HIPPS_VERSION values should
                                           match the system-calculated values.
    
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8. To record the assessment ID in the system:

- a. Go to **Case Details > OASIS**.
- b. For the OASIS, click **Add Assessment ID**.



- c. Enter Assessment ID and Date in the entry fields. We recommend you add the transmission date from the FVR report. This allows you to track the report in the future.

The image shows a dialog box titled "Add Assessment ID" with a close button (X) in the top right corner. It contains two input fields: "Assessment ID" with the value "123456" and "Date" with the value "08/29/2019". At the bottom right of the dialog are two buttons: "Accept" and "Cancel".

- d. Click **Accept**.

Notes