

Electronic Return of CE Reports

Current Process:

The provider will access its own area on the DDD web-server via a secure, encrypted web portal. The provider will return status and report information in either unstructured or structured data format depending on the situation and prevailing DDD guidelines.

For Unstructured data the provider will scan the multiple-page CE report into a .TIF image named after the O&V number plus provider site code plus series number (**see filename layout for Unstructured data**). For additional record of scheduling information beyond the CE 10 txt file, the provider will document the information and scan it using the naming convention below. These images can be accumulated in one folder. The Provider will access the DDD web-server area (the same process as is used on the CE Data Transfer process) The DDD web page will contain a button icon to upload images to the server, or the providers can develop scripts to automate the process. The provider clicks the button and then will be given an opportunity to “browse” his computer and mark multiple images to be uploaded. A background process on the server will then distribute and print the images in the appropriate region.

Provider requirements:

1. **A high speed internet connection**
2. A browser (Internet Explorer minimum version 6.0)
3. Equipment to scan reports into level-4.TIF images

Filename layout for Unstructured CE Report data

1. **The filename must be formatted correctly. The filename must be :**
 - **9 or 11 characters in length.**
 - **I020xxxAB.tif** **Order and voucher number (7char.) plus provider site (2 char.)**
 - **The provider site code will be assigned by DDD.**
 - **I020xxxAB00.tif** **Order and voucher number, provider site code and series number.**
2. **The digit series number will be ‘00’ for most reports, but can be a number up to ‘99’.**
This number will be maintained by the provider to all for multiple files for the same O&V.

Filename layout for additional unstructured CE-10 data

2. **The filename must be formatted correctly. The filename must be :**
[O&V]_Notes_[Sequence#].tif
 - **I020xxxAB.tif** **Order and voucher number (7char.) plus provider site (2 char.)**
 - **The provider site code will be assigned by DDD.**
 - The literal “_Notes_”
 - **I020xxxAB00.tif** **Order and voucher number, provider site code and series number.**
3. **The digit series number will be ‘01’ for most reports, but can be a number up to ‘99’.**
This number will be maintained by the provider to all for multiple files for the same O&V.

Structured data

Structured data will be in text or XML format

Physician signature

An “electronic signature” may be used, but must be consistent with prevailing DDD guidelines.

Hardcopy of report

No additional hardcopy of the report is used.

System failure:

In the event of system failure the CE reports may still be returned via overnight mail or courier. This alternative will be available until the implementation of a digitized case record in ACP.

Backup System:

A backup of the .TIF image should be kept with the provider for a minimum of 2 months.

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