



2 MINUTE PEARLS

CHCS File and Tables: Provider Specialty Profile Maintenance



- MTF loses RVUs and MONEY when the Provider Specialty Profile is not maintained
- AHLTA speed can be negatively impacted by lack of maintenance of CHCS file and tables. This is because the system is looking for and retrieving unnecessary information.
- CHCS file and table maintenance impacts MTF data quality, workload, and financial reimbursement.

Notes:

- **Every facility should have an active and continual process to keep the CHCS file and tables maintained.**
- **CHCS maintenance is a combined clinical, administrative and technical responsibility. Clinical staff ensures that changes are reported and administrative/technical staff must ensure that appropriate processes and actions are in place for maintenance to occur.**

The following slides illustrate proper maintenance of Provider specialty profiles



Upkeep of Provider Specialty Profiles



- The purpose of this Pearl is to outline the process for modifying the Provider file to align the Provider Specialty, Primary HIPAA Taxonomy, as well as the Provider Class fields in the Composite Health Care System (CHCS).

NOTE: If any PROVIDER identified as part of the Provider File Error Report is currently a Primary Care Manager (PCM), the PCM file must be cleared BEFORE you make changes within the Provider file. If you skip this step you will either not be able to realign Provider specialties or you will orphan enrollees to that PCM and create enrollment issues for your MTF. Please contact the Managed Care Program Manager at the Local MTF before proceeding.

- Access Provider File Enter/Edit option in CHCS.
Menu options may vary, however, the core menu path is:
CA-DAA-CFT-CFM-PRO
- Enter Provider Name to be edited. The following screen will appear:

```

PFALPCLU.r2w - Reflection for UNIX and OpenVMS
File Edit Connection Setup Macro Window Help
PROVIDER: TEST                                DA PROVIDER EDIT
                                                EDI_PN:
Name: TEST
Provider Flag: PROVIDER
Provider ID: TST
NPI Type/ID: /
Provider Class: ADVANCE ALLIED
Person Identifier: 123-12-1234
Person ID Type Code: SOCIAL SECURITY NUMBER (SSN)
Select PROVIDER SPECIALTY:
  GENERAL SURGEON
Primary Provider Taxonomy: 207P00000X
  CMAC Provider Class: 01 - MEDICAL DOCTOR/DOCTOR OSTEOPATHY
Select PROVIDER TAXONOMY:
  207P00000X
Location: FPC
HCP SIDR-ID: 001955
Branch of Service:
Rank: CIVILIAN
Help = HELP      Exit = F10      File/Exit = DO      INSERT OFF
1002, 2 | VT500-7 -- pfalpclu.htgp.saic.com via SECURE SHELL | 01:38:54 | Caps
start | PFALPCLU.r2w - Refl... | Inbox - Microsoft Out... | 3 Reminders | RE: Provider cleanup... | Document4 - Microsof... | How To Change Provi... | untitled - Paint | 10:29 AM

```

- The Provider Class is determined by the site based on proper Quality Management Processes. There are reports to suggest mismatches, but a local determination must be made. Any corrections should be made using the list of existing classes.
- Verify the Provider Class for this provider is accurate. For example, a provider class of Advance Allied should not reflect a specialty indicating General Surgeon.

```
PFALPCLU.r2w - Reflection for UNIX and OpenVMS
File Edit Connection Setup Macro Window Help

PROVIDER: TEST                                DA PROVIDER EDIT
                                                EDI_PN:

Name: TEST
Provider Flag: PROVIDER
Provider ID: TST
NPI Type/ID: /
Provider Class: ADVANCE ALLIED
Person Identifier: 123-12-1234
Person ID Type Code: SOCIAL SECURITY NUMBER (SSN)

Select PROVIDER SPECIALTY:
  GENERAL SURGEON

Primary Provider Taxonomy: 207P00000X
CMAC Provider Class: 01 - MEDICAL DOCTOR/DOCTOR OSTEOPTHY
Select PROVIDER TAXONOMY:
  207P00000X

Location: FPC
HCP SIDR-ID: 001955
Branch of Service:
Rank: CIVILIAN

Help = HELP      Exit = F10      File/Exit = DO      INSERT OFF

1002, 2 | VT500-7 -- pfalpcu.htg.seic.com via SECURE SHELL | 01:28:54 | Caps
start | PFALPCLU.r2w - Ref... | Inbox - Microsoft Out... | 3 Reminders | RE: Provider cleanup ... | Document4 - Microsof... | How To Change Provi... | untitled - Paint | 10:29 AM
```



Upkeep of Provider Specialty Profiles: Primary HIPAA Taxonomy



1. <Enter> down through the fields until you come to the Provider Taxonomy field, as illustrated below:

```
Select PROVIDER SPECIALTY:  
GENERAL SURGEON  
  
Primary Provider Taxonomy: 207P00000X  
CMAC Provider Class: 01 - MEDICAL DOCTOR/DOCTOR OSTEOPTHY  
Select PROVIDER TAXONOMY:  
207P00000X
```

2. Type the “@” sign in the Primary Provider Taxonomy field and press <ENTER>. The code will disappear.
3. Use the “Up Arrow” Key to back up to the Provider Specialty field. The cursor will automatically go to the blank spot beneath the specialty.
4. Press <ENTER> to step through the fields and the new, correct Primary Provider Taxonomy Code will automatically populate.
5. File to save the changes.



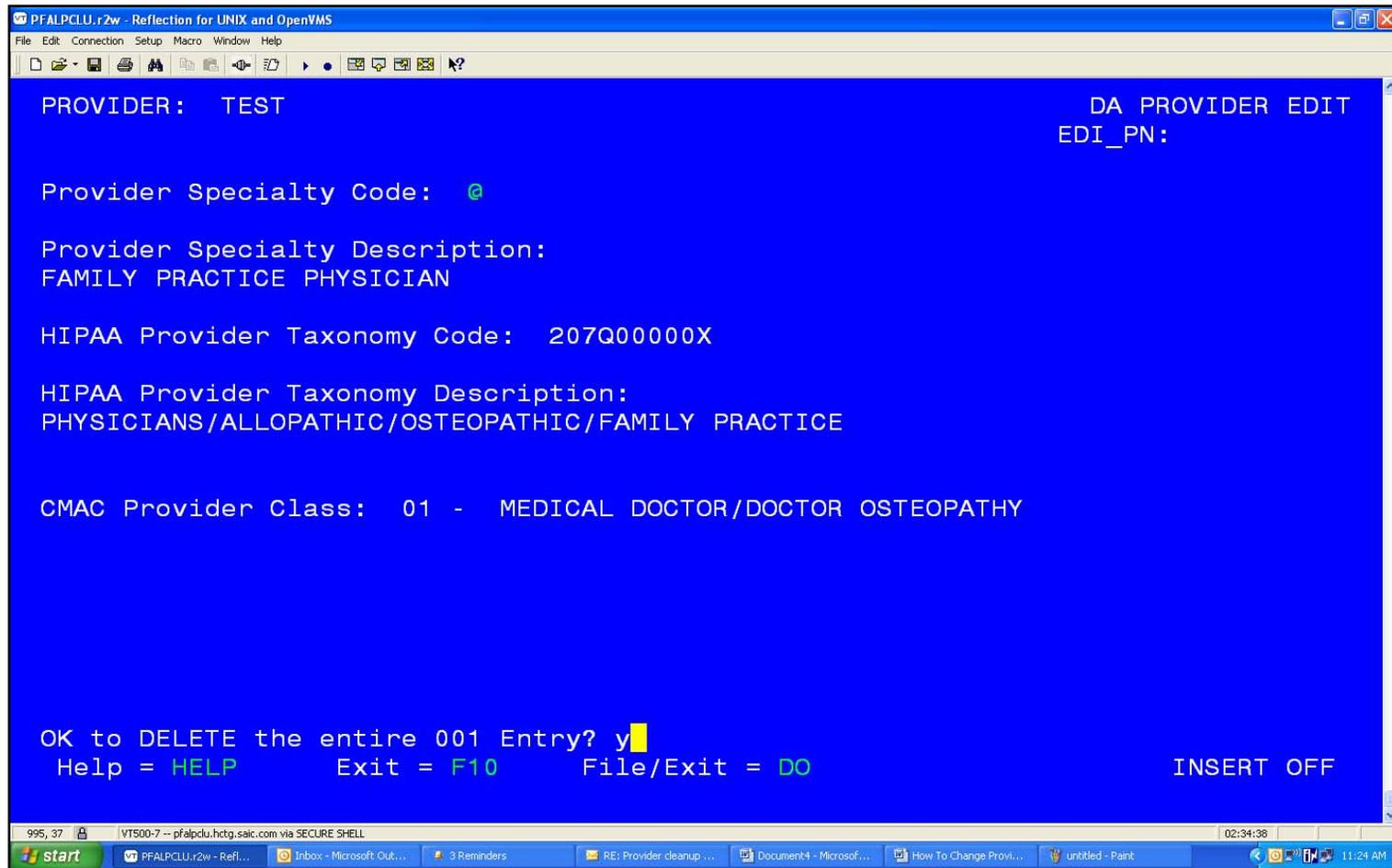
Upkeep of Provider Specialty Profiles: Specialty



1. <Enter> down through the fields until you come to the Provider Specialty. The cursor will automatically go to the blank spot beneath the last specialty.
2. Use the “Up” arrow to access the first multiple. Place cursor on the Provider Specialty field, as illustrated below:

```
PFALPCLU.r2w - Reflection for UNIX and OpenVMS
File Edit Connection Setup Macro Window Help
PROVIDER: TEST                                DA PROVIDER EDIT
                                                EDI_PN:
Name: TEST
Provider Flag: PROVIDER
Provider ID: TST
NPI Type/ID: /
Provider Class: HCP
Person Identifier: 123-12-1234
Person ID Type Code: SOCIAL SECURITY NUMBER (SSN)
Select PROVIDER SPECIALTY:
█ GENERAL SURGEON
Primary Provider Taxonomy: 208600000X
CMAC Provider Class: 01 - MEDICAL DOCTOR/DOCTOR OSTEOPATHY
Select PROVIDER TAXONOMY:
208600000X
Location: FPC
HCP SIDR-ID: 100308
Branch of Service:
Rank: CIVILIAN
Help = HELP      Exit = F10      File/Exit = DO      INSERT OFF
```

3. While the cursor is on the specialty, press <ENTER>.
4. The screen below will open.



5. Enter the “@” to remove the Provider Specialty Code. Press Return.
6. A prompt will appear asking if you want to delete the entry. Respond “Yes”.



```
PFALPCLU.r2w - Reflection for UNIX and OpenVMS
File Edit Connection Setup Macro Window Help
PROVIDER: TEST DA PROVIDER EDIT
EDI_PN:

Provider Specialty Code: @

Provider Specialty Description:
FAMILY PRACTICE PHYSICIAN

HIPAA Provider Taxonomy Code: 207Q00000X

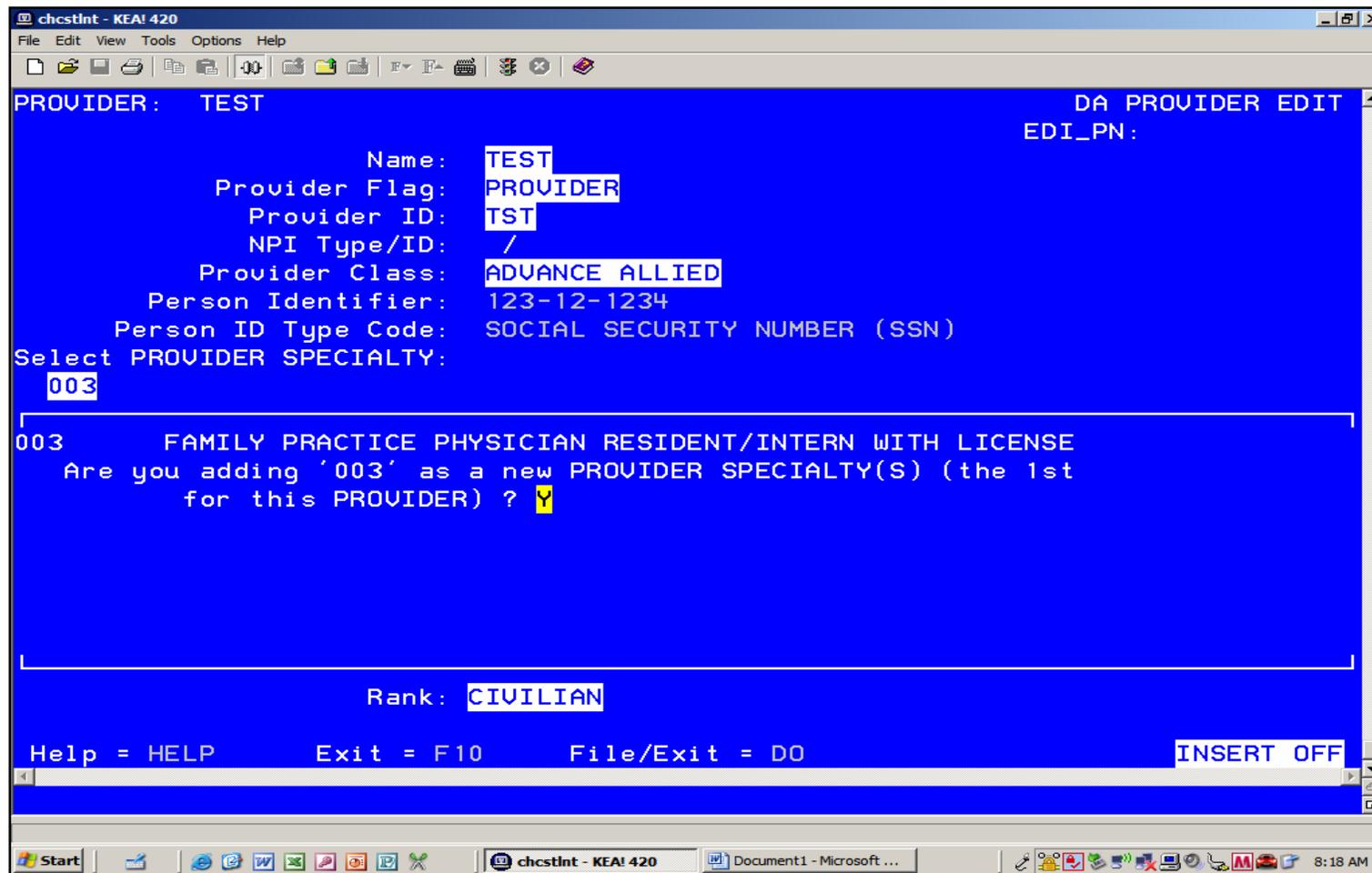
HIPAA Provider Taxonomy Description:
PHYSICIANS/ALLOPATHIC/OSTEOPATHIC/FAMILY PRACTICE

CMAC Provider Class: 01 - MEDICAL DOCTOR/DOCTOR OSTEOPATHY

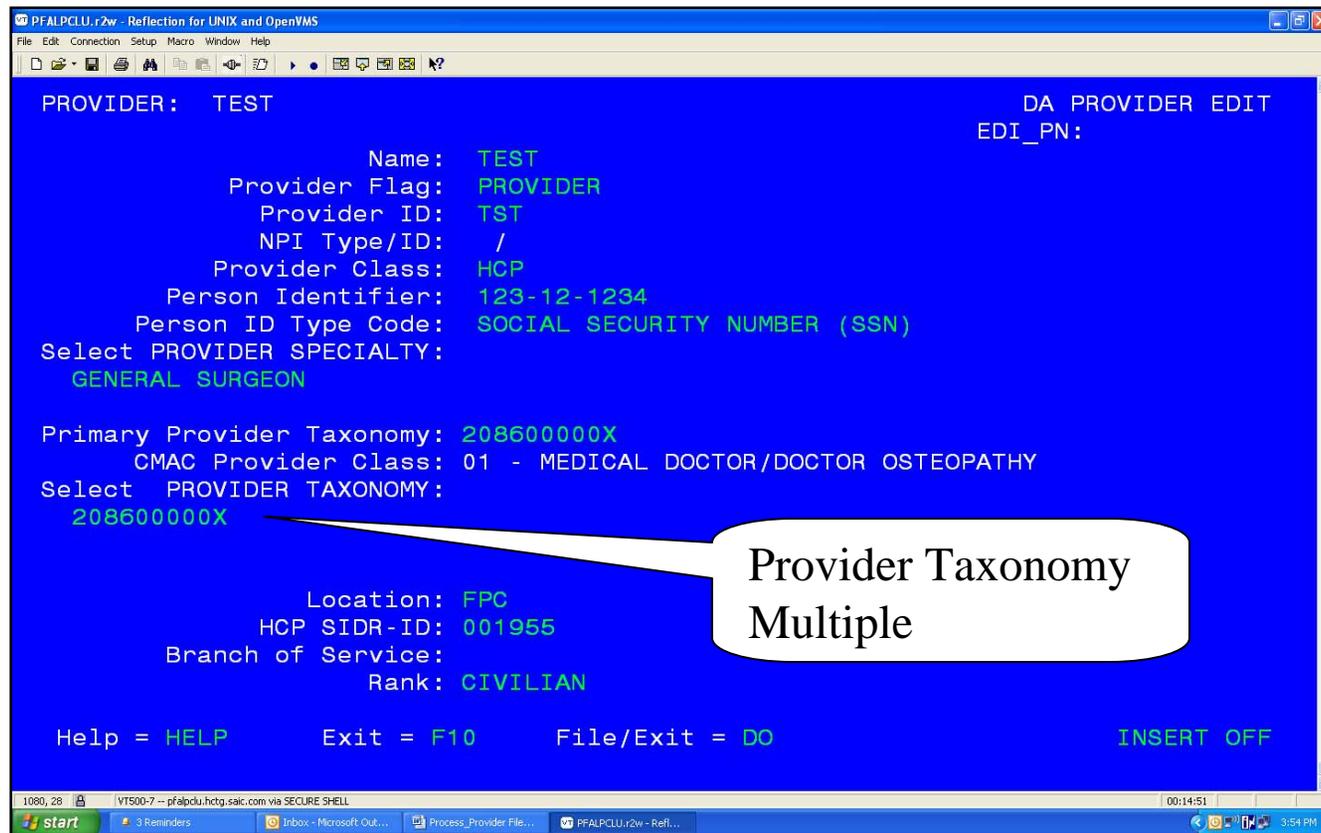
OK to DELETE the entire 001 Entry? y
Help = HELP Exit = F10 File/Exit = DO INSERT OFF

995, 37 VTS00-7 -- pfalpclu.htg.saic.com via SECURE SHELL
start PFALPCLU.r2w - Ref... Inbox - Microsoft Out... 3 Reminders RE: Provider cleanup ... Document4 - Microsof... How To Change Provi... unbled - Paint 02:34:38 11:24 AM
```

7. You will return to the first screen. Enter the new Provider Specialty Code. You will be prompted to add the new specialty. Respond "Yes".



8. As you <ENTER> through the fields, the correct Primary Provider Taxonomy will be populated.



9. Be sure to verify that only the correct Taxonomy codes appear in the Provider Taxonomy multiple. Use the “@” sign as described above to delete unwanted entries.



WAIT!

CHCS won't delete the specialty code!



- This is an indication that CHCS believes this provider is still active as a PCM in this specialty or that there are patients assigned to this specialty in the NED Patient file.
- This situation is caused only by what CHCS sees within its own files. There may or may not be active enrollments to this specialty on DEERS.
- Contact your MTF's Managed Care Program Manager so the PCM assignments can be cleared before proceeding.

NOTE: CHCS systems are not uniform in how they treat this situation, so it is very important that you clear any Provider changes with the Managed Care Program Manager before making Provider specialty or taxonomy changes.



For More Information...



- AMEDD AHLTA Homepage
 - <https://www.us.army.mil/suite/page/406> (AKO password required)
- AHLTA Video Tutorials
 - Currently: <https://www.us.army.mil/suite/page/406> (AKO password required)
 - Web based training for Build 3.3:
<http://www-nmcp.mar.med.navy.mil/AHLTA/AHLTA%20Training%20Tools/index.html>
 - I would appreciate any feedback or suggestions you have for future **AHLTA 2 Minute Pearls**. Please contact me at the following:
 - **LTC Ron Moody, MD (AHLTA Program Office)**
Email: Ron.Moody@us.army.mil