



He Kaupare. He Manaaki.
He Whakaora.
prevention. care. recovery.

Admission Data submission Guide

Non-Acute Rehabilitation Pathways

April 2022

Overview

The purpose of this guide is to show users how to submit the monthly 'Admission' data in the 'NARP Casemix Spreadsheet' and to submit information for a reporting month to ACC.

The spreadsheet has 6 tabs; Instructions, a 'Master' tab, an 'Admission' CSV, a 'Discharge' CSV, Changes (captures version changes) and Long Stay tab which will populate with records from the 'Master' tab where Inpatient, Community and/or Avoidance records have a start date but no end date and it has been 76, 84, 84 days respectively since the start date.

All data is to be collated into the 'Master'; the monthly 'Admission' and 'Discharge' data can then be auto populated into the appropriate CSV in the format and media required by ACC.

The tools are SendInvoice for 'Admission' data, and IDE for 'Discharge' data. Both are secure, regularly used channels

Requirements

Before you can start using this guide you will need to make sure you have access to the following:

- Setup the 'NARP Casemix Spreadsheet' - This is where the claim data is captured for each patient together with entry and exit dates from Acute Episode, Inpatient Rehabilitation and Community Rehabilitation.
- Data has been entered into the 'Master' tab of the 'NARP Casemix Spreadsheet'

Key Steps

1. [Get Connected](#) to use SendInvoice to send us data
2. Start Sending! Populating data into the 'Admission' and 'Discharge' CSV tabs
3. Clear the 'Admission' and 'Discharge' CSV tabs – after use.

Start Sending! Populating data into 'Admission' tab

After adding all necessary data for the month in the 'NARP Casemix Spreadsheet', you then create the 'Admission' CSV. The CSV data is extracted from the 'Master' tab. Once extracted the 'Admission' CSV can then be copied into your set-up to upload via SendInvoice .`

Note 'Admission' data from the previous month has to be uploaded by the **10th of the month.**

1. Choose the 'Instructions' tab and select the 'Populate Admission CSV tab' button. This populates the Admission CSV page with client data of the previous month admissions.



2. Choose the 'Admission CSV' tab.



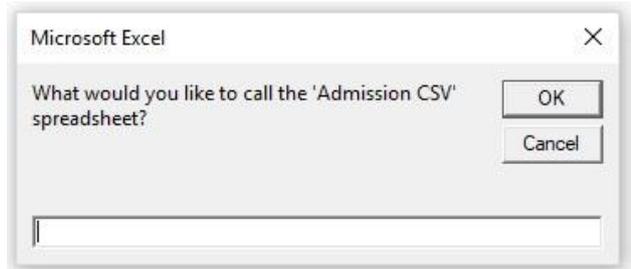
You should see all the columns with values placed in them all. If there are any missing or blank fields then some mandatory information has been missed in the 'Master' tab.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ProviderID	ClaimNumber	FirstName	FamilyName	ServiceDate	ClaimAmount	ServiceCode1	LineComment	HoursClaimed	MinutesClaimed	DistanceClaimed	UnitsClaimed	InvoiceID
2													
3													
4													
5													
6													
7													
8													

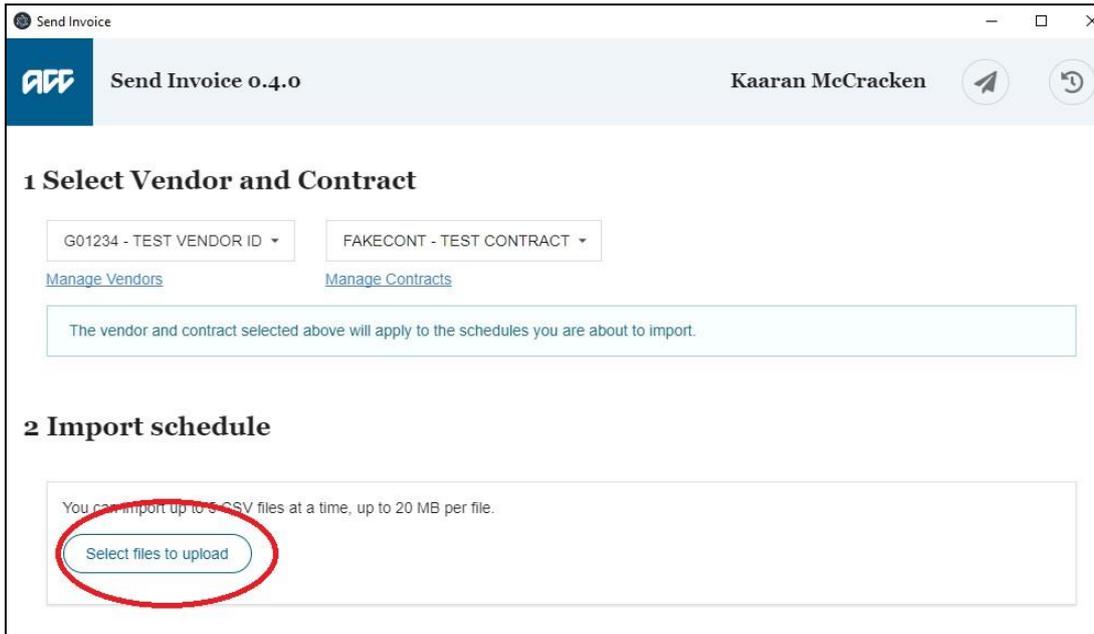
3. Click on the light blue button on the 'Instructions tab.



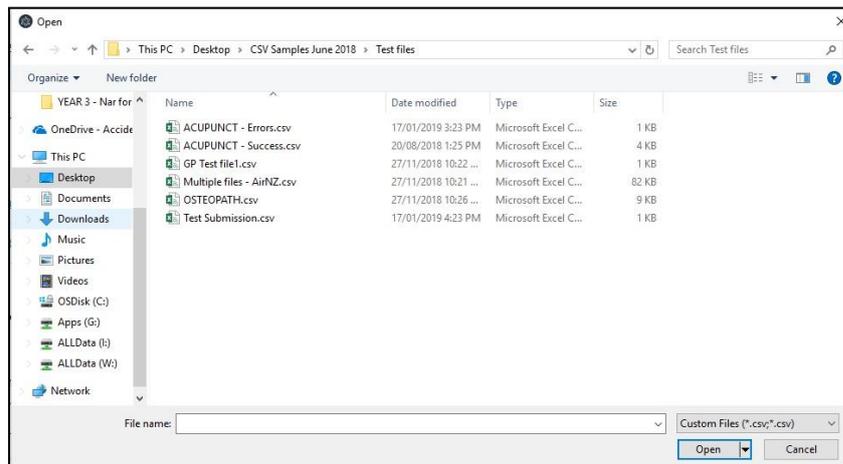
4. Enter what you would like to name the spreadsheet into the pop-up box.



5. There will then be a second pop-up asking where you want to save the file. Enter a location where relevant to you.
6. Upload the CSV extract file to ACC under the Casemix profile via SendInvoice.
7. Open the SendInvoice app and make sure the settings are set to the correct Vendor and Contract IDs for your submissions.



Click on the **“Select files to upload”** button (circled in red above) and then select the csv spreadsheet that you have created.



Click on the **send to ACC** button to submit the spreadsheet through to ACC and you are finished.

