

CMS Clinical Data Abstraction Center

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HOSPITAL

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*Cover
Letter*

CSC York is under contract with the Centers for Medicare and Medicaid Services (CMS) and your state Quality Improvement Organization (QIO) to perform clinical data abstraction on cases from your hospital. As the Clinical Data Abstraction Center (CDAC), we will be abstracting data from medical records for CMS and your state QIO to use in quality improvement initiatives. While these are predominantly Medicare medical records, if your hospital is conducting clinical data abstraction efforts in collaboration with CMS, cases on which your hospital has submitted information to CMS will be selected for data validation. Thus, cases selected for data validation may include non-Medicare as well as Medicare medical records.

QIOs, under contracts with CMS, perform certain functions, as required by Part B of Title XI of the Social Security Act, for CMS. Covered entities that conduct certain electronic transactions and are subject to the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) cannot disclose protected health information (PHI) on patients without permission of the patients unless the rule allows disclosure. If a covered entity's disclosure is required by law, the rule allows disclosure without patient permission under 45 CFR § 164.512(a). Covered entities may also disclose PHI about non-Medicare patients without permission when the information involves the QIO's quality-related activities under its contract. When a QIO is acting as a health oversight agency, disclosures to it for health care oversight purposes are permissible without patient permission under §164.512(d). To the extent they are functioning under their QIO contract, QIOs are not Business Associates of providers or practitioners, as they do not perform functions for them. Thus QIOs are not required to establish Business Associate Agreements with individual providers or practitioners. CSC York is subject to the same rules as the QIO.

As an organization CSC York is highly committed and sensitive to the need for protecting the security of PHI and has implemented reasonable electronic, physical and technical safeguards to prevent unauthorized use or disclosure of PHI. Information regarding the CDAC abstraction process, including medical record confidentiality and security arrangements, has been provided to your Quality Improvement Organization for distribution to their hospitals.

Enclosed you will find the following:

1. A listing of the medical records selected by CMS for abstraction of clinical data by CSC York CDAC.
2. Cover sheet for each medical record selected.
3. Federal Express airbill.
4. Instructions for supplying the information.

Please submit a complete copy of the entire inpatient record related to the listed admission and discharge dates. Also, include any related documents, such as ER records and outpatient diagnostic studies that lead to the admission request, as well as the Medicare Attestation sheet/form as applicable. The cover sheet provided should be placed on the top of each medical record prior to shipment.

The cover sheet for each record contains a line for you to write total number of pages in the medical record. This is required by CMS and it is used to calculate your reimbursement for copying costs. If the total number of pages is not provided on each cover sheet, you may not be reimbursed for the copying costs.

The medical records should be sent to CSC York CDAC by the date indicated on the case listing. The shipment should include the individual medical records and a copy of the case listing. A Federal Express airbill has been provided to facilitate shipment. Requested Medicare records not received within 30 days are subject to a technical denial by the local QIO; non-Medicare records are not subject to technical denial.

If records are being requested from your facility for validation, a listing of the cases which includes all available patient identifiers can be accessed on QualityNet Exchange for any user who has the QIO Clinical Warehouse Feedback Reports role. This listing can be found at: <http://www.qnetexchange.org/public/welcome/index.jsp> under report category "Hospital Data Validation Reports".

If you have any questions regarding the medical records listing, the cover sheets, the page counts required, or the shipping instructions, please contact our Operations Department at (717) 767-7400 ext: 201. If you have any questions regarding CSC York's role in the data abstraction process, please contact your QIO. Your cooperation with this abstraction effort is greatly appreciated.

Enclosures

CSC York Clinical Data Abstraction Center



2087362

CDAC Abstraction Cover Sheet

CSC York Document ID

20873



Project Abbrev: PN7CMS0608V

-All validation records will have a "V" after the project abbreviation

Module: PN7 Pneumonia 7th SOW
Project Name: CART 3.1.1 VAL PN7 7th SOW National Validation Sample (08/06 pull)

Patient Name: UNKNOWN, UNKNOWN
Date Of Birth: 05/1 /19
Admission Date: 0 /02/2006
Discharge Date: 0 /03/2006
OTHER: 2000006

Customer Identification Number

AZ608Z000347



To be completed by Provider: 0300

Total number of pages: _____

CART Abstraction Tool Case_ID

20865

