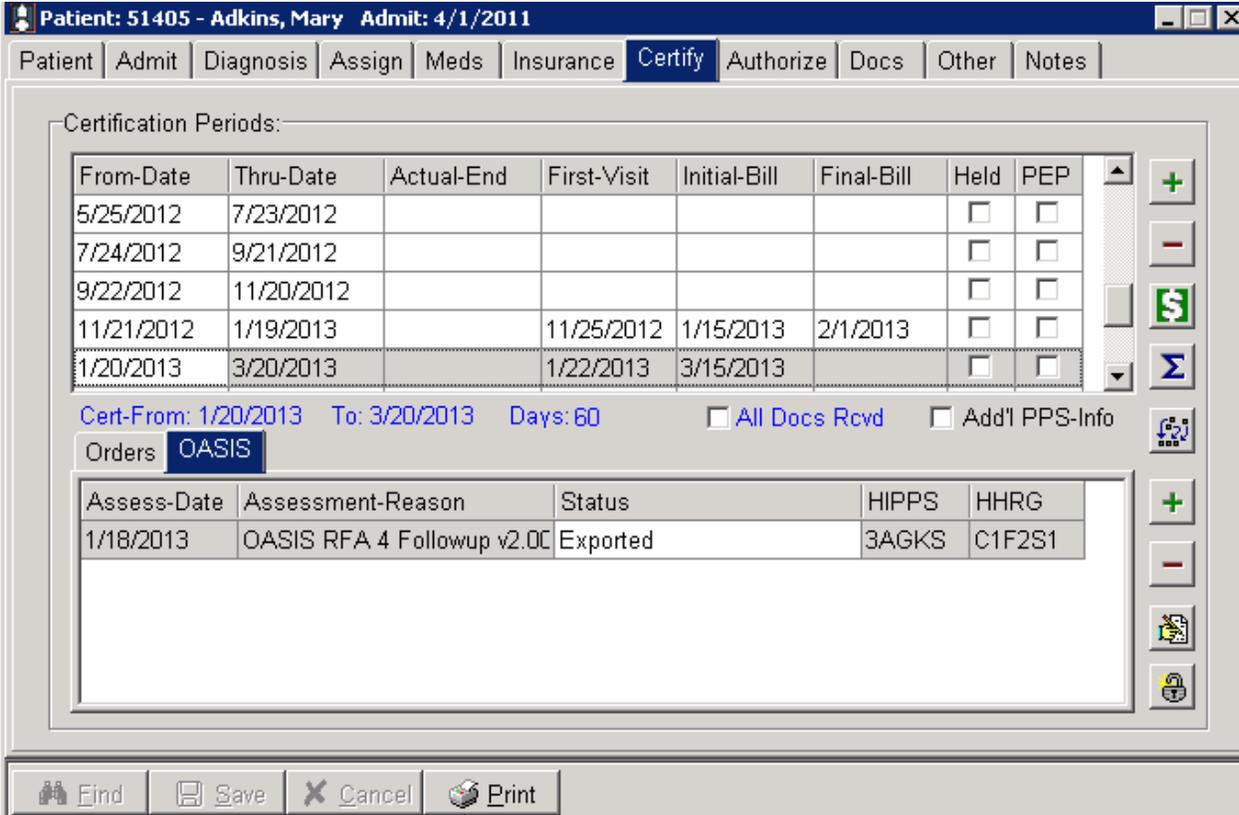


Unlocking an Exported OASIS Assessment

Note: These are step by step instructions for DeVero/HAS clients.

To unlock an exported OASIS assessment:

- Open the Patient record in HAS under Patient>Admit/Maintain
- Go to the 'Certify' tab
- Click on the specific certification period
- Click on the OASIS tab at the bottom of the screen
- Press the  Padlock Icon



Patient: 51405 - Adkins, Mary Admit: 4/1/2011

Patient | Admit | Diagnosis | Assign | Meds | Insurance | **Certify** | Authorize | Docs | Other | Notes

Certification Periods:

From-Date	Thru-Date	Actual-End	First-Visit	Initial-Bill	Final-Bill	Held	PEP
5/25/2012	7/23/2012					<input type="checkbox"/>	<input type="checkbox"/>
7/24/2012	9/21/2012					<input type="checkbox"/>	<input type="checkbox"/>
9/22/2012	11/20/2012					<input type="checkbox"/>	<input type="checkbox"/>
11/21/2012	1/19/2013		11/25/2012	1/15/2013	2/1/2013	<input type="checkbox"/>	<input type="checkbox"/>
1/20/2013	3/20/2013		1/22/2013	3/15/2013		<input type="checkbox"/>	<input type="checkbox"/>

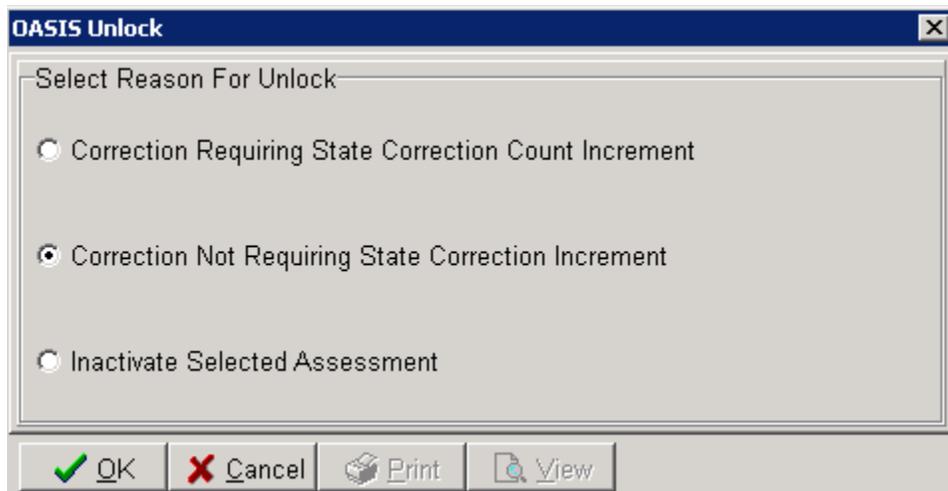
Cert-From: 1/20/2013 To: 3/20/2013 Days: 60 All Docs Rcvd Add'l PPS-Info

Orders **OASIS**

Assess-Date	Assessment-Reason	Status	HIPPS	HHRG
1/18/2013	OASIS RFA 4 Followup v2.00	Exported	3AGKS	C1F2S1

Find Save Cancel Print

The screen below appears. Choose the reason for unlock based on the changes being made.



OASIS Unlock

Select Reason For Unlock

Correction Requiring State Correction Count Increment

Correction Not Requiring State Correction Increment

Inactivate Selected Assessment

OK Cancel Print View

- Option 1: Use for non-key field changes (list of key fields listed below) if assessment has already been accepted by the State.
- Option 2: Use to correct internal mistakes prior to sending to State or if the assessment was rejected by the State.
- Option 3: Use to inactivate an assessment due to wrong RFA chosen or to remove/delete the record from the State database.

Key Fields:

(M0010) Agency ID

(M0030) Start of Care Date (This is a key field only where RFA=01.)

(M0032) Resumption of Care Date (This is a key field only where RFA=03.)

(M0040) Last Name

(M0040) First Name

(M0064) Social Security #

(M0066) Birth Date

(M0069) Gender

(M0090) Date Assessment Completed (This is a key field only where RFA=04 or 05.)

(M0906) Discharge/Transfer/Death Date (This is a key field only where RFA=06, 07, 08, and 09.)

Once you have made your choice and clicked 'OK' the assessment will be in 'Awaiting Validation status.'

Click on 'Save'

Patient: 51405 - Adkins, Mary Admit: 4/1/2011 - Edit

Patient | Admit | Diagnosis | Assign | Meds | Insurance | **Certify** | Authorize | Docs | Other | Notes

Certification Periods:

From-Date	Thru-Date	Actual-End	First-Visit	Initial-Bill	Final-Bill	Held	PEP
5/25/2012	7/23/2012					<input type="checkbox"/>	<input type="checkbox"/>
7/24/2012	9/21/2012					<input type="checkbox"/>	<input type="checkbox"/>
9/22/2012	11/20/2012					<input type="checkbox"/>	<input type="checkbox"/>
11/21/2012	1/19/2013		11/25/2012	1/15/2013	2/1/2013	<input type="checkbox"/>	<input type="checkbox"/>
1/20/2013	3/20/2013		1/22/2013	3/15/2013		<input type="checkbox"/>	<input type="checkbox"/>

Cert-From: 1/20/2013 To: 3/20/2013 Days: 60 All Docs Rcvd Add'l PPS-Info

Orders **OASIS**

Assess-Date	Assessment-Reason	Status	HIPPS	HHRG
1/18/2013	OASIS RFA 4 Followup v2.0C	Awaiting Validation	3AGKS	C1F2S1

Find Save Cancel Print

Make the necessary changes to the assessment in DeVeru, re-validate, and re-export the assessment to HAS. The assessment record comes over in 'Locked Awaiting Export' status and is ready for re-submission to the State.

Patient: 51405 - Adkins, Mary Admit: 4/1/2011 - Browse

Patient | Admit | Diagnosis | Assign | Meds | Insurance | **Certify** | Authorize | Docs | Other | Notes

Certification Periods:

From-Date	Thru-Date	Actual-End	First-Visit	Initial-Bill	Final-Bill	Held	PEP
5/25/2012	7/23/2012					<input type="checkbox"/>	<input type="checkbox"/>
7/24/2012	9/21/2012					<input type="checkbox"/>	<input type="checkbox"/>
9/22/2012	11/20/2012					<input type="checkbox"/>	<input type="checkbox"/>
11/21/2012	1/19/2013		11/25/2012	1/15/2013	2/1/2013	<input type="checkbox"/>	<input type="checkbox"/>
1/20/2013	3/20/2013		1/22/2013	3/15/2013		<input type="checkbox"/>	<input type="checkbox"/>

Cert-From: 1/20/2013 To: 3/20/2013 Days: 60 All Docs Rcvd Add'l PPS-Info

Orders **OASIS**

Assess-Date	Assessment-Reason	Status	HIPPS	HHRG
1/18/2013	OASIS RFA 4 Followup v2.0C	Locked Awaiting Export	3AGKS	C1F2S1

Find Save Cancel Print