

Medisolv Process – Data Submission to Vizient CDB

Data for Medisolv On-Prem clients who have a CDB subscription require data to be sent to Vizient for CDB usage. These are instructions to submit the data.

- 1. Login into Bomgar to the facility.
- 2. Go to ENCOR-a>Administration>Medisolv Admin>Export Vizient Information to ensure a start quarter has been entered for the facility.
- 3. Go to ENCOR-a>Administration>Medisolv Admin>Vizient Exports
 - a. Select Quarter to export
 - b. Select ALL to generate the files. NOTE: You can select either Inpatient or Outpatient for CMS and/or TJC only.
 - c. Select Run Vizient Exports
- The file will generate. It may contain CMS IPPS (Inpatient), CMS OPPS (Outpatient), and TJC IPPS (Inpatient), and/or TJC OPPS (Outpatient). This will depend upon the facility's reporting requirements.
- 5. Place the zipped file in the Local (C:) Drive folder called 'To Be Sent to Vizient CDB' and select correct quarter.



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- 6. Extract the files in the correct quarter. Check the files to ensure the correct CCN is listed and there is data. This is a CSV file and no issues with formatting should occur. Just close and check after review.
- Log into the Vizient Web Transfer Client SFTP secure login from the facility server. The URL is transfer.vizientinc.com. The username and password can be found in Thycotic. Under search, type in Vizient. You will need to select SFTP Login-2020Q1 + Forward. Username and Password provided. There is nothing to do with Port 22.

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8. Enter the CCN in the Search Box. You must provide the data for each individual CCN. If there are several facilities submitting data to Vizient at the same client, separate their files into separate folders after extracting from the .zip and THEN do the upload to Vizient based on CCN.

For example, for a client with two facilities, CCN110007 and CCN110044, move the files into a subdirectory of the quarter so that when uploading you do not accidentally grab files from the wrong CCN.

To Be Sent To Vizient CBD -> Q2 2020 -> 110007 -> *all 110007 files go here To Be Sent To Vizient CBD -> Q2 2020 -> 110044 -> *all 110044 files go here

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 010024 010024 	010024	4/13/2021 22:53:51	 Completed (0)
 010087 	010033	2/5/2021 1950:11	In Progress (0) No uploads in progress
013301	010087	2/5/2021 19:50:11	 Pending (0)
 030006 030037 	013301	2/5/2021 1950:11	No pending uploads
030103	030006	2/5/2021 1950:11	
 030121 074017 	030037	2/5/2021 1950:11	
 040004 	030103	2/5/2021 19:50:11	
040014	030121	2/5/2021 19:50:11	
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040153	040004	2/5/2021 1950:11	
 050025 050028 	040014	4/13/2021 22:53:50	
 050040 	040016	2/5/2021 1950:11	
050112	40016	2/5/2021 19:50:22	
 050169 050228 	040153	2/5/2021 19:50:11	
050262	050025	2/5/2021 1950:11	

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9. Once you have searched for the correct CCN, a folder will appear. Click the folder labeled with the CCN.

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010024		110044		2/2	4/2021 15:16:55	 Completed (0) 	
010033		C Name 110044		-,-		 In Progress (0) 	
010087						No uploads in progress	
013301						 Pending (0) 	
030006						No pending uploads	
030037							

10. Remove the CCN from the search box. You will now see two folders labeled Inbound and Outbound. If you do not remove the CCN from the search box after the clicking the CCN folder you want, you will be taken back to My Folders.

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010033		4-4-4-4-4	 In Progress (0)
010087	outbound	2/24/2021 15:16:33	No uploads in progress
013301			✓ Pending (0)
030006			No pending uploads
030037			
030103			
030121			

11. Click the Inbound folder. There is nothing you need to do with the outbound folder. The ability to browse and/or drop items to upload will appear. Use the browse option. Browse to the local C: Drive folder 'To Be Sent to Vizient CDB' and import the specific CCN you want to load.

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12. The files will load. You should receive a message that shows all files have been completed.

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• 010033				✓ In Progress (0)
• 010087	MCAT_CMS_OPPS_140114Q22020.csv	60.92 KB	4/16/2021	No uploads in progress
• 013301	MCAT_TJC_IPPS_140114Q22020.csv	427.75 KB	4/16/2021	✓ Pending (0)
030006	—			No pending uploads
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• 030103				
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- 13. Capture a screenshot of the Completed upload and place the screen capture in the appropriate file.
- 14. Delete the extracted files leaving only the original zipped file. This is to save space.

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