



## ENCOR Hospital Abstracted Measures Facility Admin Webinar Agenda January 24, 2023

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Users who are not authorized to view the **Administration** section will see an error message stating that they do not have access to this section.

Cloud user: **Data Administrator** – has access to the following categories under Facility Admin: Clinical File Rejections, Generate Patient Population, Import ENCOR Summary, Invalid Import Results, Manage Abstracted Data Elements Report, Manage SFTP Reports, Cases Not Qualified for any IPP and Provider NPI Update.

A. [Abstraction Count Report](#)

The report displays the number of abstractions saved during a specified time.

B. [Abtractor Productivity Report](#)

The report provides statistics concerning abstraction time by abtractor. This includes Total minutes and Average Minutes for Completed and In Progress worksheets.

C. [Audit Trail](#)

The report displays the activities of all ENCOR Hospital Abstracted Measures users for a selected timeframe.

D. [Case Lock Lookup Report](#) (Cloud Application Only)

This report allows a facility admin to look up the lock history of a case.

E. [Cases Not Qualified for Any IPP](#) (Cloud Application Only)

This report will display a list of cases uploaded through the file import process and did not qualify for any enabled measure set.

F. [Clinical File Rejections Report](#) (Cloud Application Only)

The Clinical File Rejections Report should be run to review rejections from the Optional Clinical Data file(s) to determine why the cases were rejected.

- o File Processing Rejections: [Glossary of Terms](#)

G. [Delete Visits](#)

The delete visits routine will remove a case from ENCOR.

H. [Generate Patient Population](#) (Cloud Application Only)

The Generate Patient Population Report will display a list of the cases in abstraction. This can be helpful when selecting cases to generate optional clinical files.

I. [Hospital Information: Always check with your Clinical Advisor prior to making any changes to this page.](#)

The Hospital Information page will display the Hospital Name, CCN, HCID, if applicable, as well as other facility information.

J. [Import ENCOR Summary](#) (Cloud Application Only)

This report displays the number of records received, rejected, and uploaded.

K. [Invalid Import Results](#) (Cloud Application Only)

The Invalid Import Results Report should be run to review rejections from the Base Demographic file(s) to determine why the cases were rejected.

L. [Joint Commission DDSP Data Entry](#)

This report will provide data to be entered into The Joint Commission's (TJC) Direct Data Submission Platform (DDSP).

M. [Manage Abstracted Data Elements Report](#)

The [Abstracted Data Elements Export](#) can be managed from this page. Fields can be renamed (for display) and reordered, depending on your needs.

IMPORTANT: All changes made on this report are for the entire organization.

N. [Manage sFTP Reports](#)

The Event Rate Results, Case History, Cases By Category Assignment, SEP Bundle and SEP Bundle Breakdown can be managed from this page. Columns can be included/excluded, rearranged, and renamed.

O. [Mark Period Ready for Abstraction](#)

The process prepares ENCOR Hospital Abstracted Measures to place cases in abstraction based on the sampling type selected.

P. [Provider NPI Update](#) (Cloud Application Only)

This is a one-time process used for the facility to convert the Provider ID to NPI Number if the facility is sending a Provider Dictionary.

Q. [Save All Cases](#)

The Save All Cases routine saves all cases in the selected measure set.

R. [Save All Cases Updated After Last Save](#) (Cloud Application Only)

This routine, located on the Facility Admin menu, identifies any case that has changed (by importing base or clinical files) since the last save from the worksheet or the resave routine.

S. [TJC Submission Selections](#)

The TJC Submission Selections will display the facilities Measures that are enabled for submission to TJC.

T. [User Access](#)

User Access is the second step for Meditech Systems. Cloud Application User Access will be discussed in the next section.

U. [User Access Audit Trail](#)

The report displays the access changes for all ENCOR Hospital Abstracted Measures users for a selected timeframe.

V. [Workflow Audit](#)

The report displays the sampling workflow trail for each Measure Set. The report shows where each measure set is in the sampling process (Selected, Marked for Abstraction, Sampled, etc.) and what actions were taken prior to the current step.

W. [Ethnicity Mapping- Non-Cloud only](#)

Ethnicity Mapping is used in MEDITECH Systems to map from Dictionary Ethnicity Name in MEDITECH to the Corresponding Core Measures Race per the CMS/TJC Specifications.

X. [Payment Source Mapping- Non-Cloud only](#)

Payment Source Mapping is used in Meditech Systems to map from Dictionary Insurance Group in Meditech to the Corresponding Payment Source per the CMS/TJC Specifications. It is not available in the Cloud Application. These mappings carry over to the worksheets.

Y. [Race Mapping- Non-Cloud only](#)

Race Mapping is used in Meditech Systems to map from Dictionary Race Name in Meditech to the Corresponding Core Measures Race per the CMS/TJC Specifications. It is not available in the Cloud Application. These mappings carry over to the worksheets.

Z. [User Administration- Non-Cloud only](#)

The User Administration page is available for Meditech Systems only (it is not available in Cloud Application).