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Medicare Exclusion Database (MED)

User Manual

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1. INTRODUCTION

1.1 Purpose

The purpose of this User Manual is to provide the information necessary for using the MED online application.

1.2 Scope

The user manual covers the following topics related to the usage of MED online application:

- Overview of the MED Online Application
- The minimum requirements to access the system
- Overview of the application's organization and navigation
- Explanation of user roles and access privileges
- Explanation of using the application, navigating through various screens, their functionality etc.

The following is not within the scope of this document:

- This document does not provide instructions for obtaining the IACS login ID and Password to access the MED online application.
- This document does not provide instructions for obtaining access to the GENTRAN mailbox.

2. REFERENCED DOCUMENTS

The following documents were referenced during the development of this document:

Table 1: Referenced Documents

Document Name	Document Number	Issuance Date
IACS – User Guide for CMS User Communities	IACS.UG.1.0	7/30/2010
Enterprise File Transfer (EFT) GENTRAN User's Guide	Version 2.0	4/15/2010

3. OVERVIEW

The MED online application provides the ability to download the monthly provider sanctions/reinstatements files, perform an inquiry on the excluded providers, and perform monthly matching process and administration.

3.1. Conventions

The following conventions have been used in the user manual.

- HTML Form field names are shown in maroon text.
- HTML Form buttons where user can click is shown in black text with grey background.
- Reference to Menus is shown in white text with blue background.
- Reference to Screen name is shown in yellow text with blue background.
- When a screen has data displayed in rows and column, the column titles will be shown in *blue italics*.
- In order to protect the PII and the system security, some of the details on the screen print images have been blurred. The values are in plain text and do not inhibit the application users from understanding the application.
- **Bold** is used to highlights the text.

3.2. Cautions & Warnings

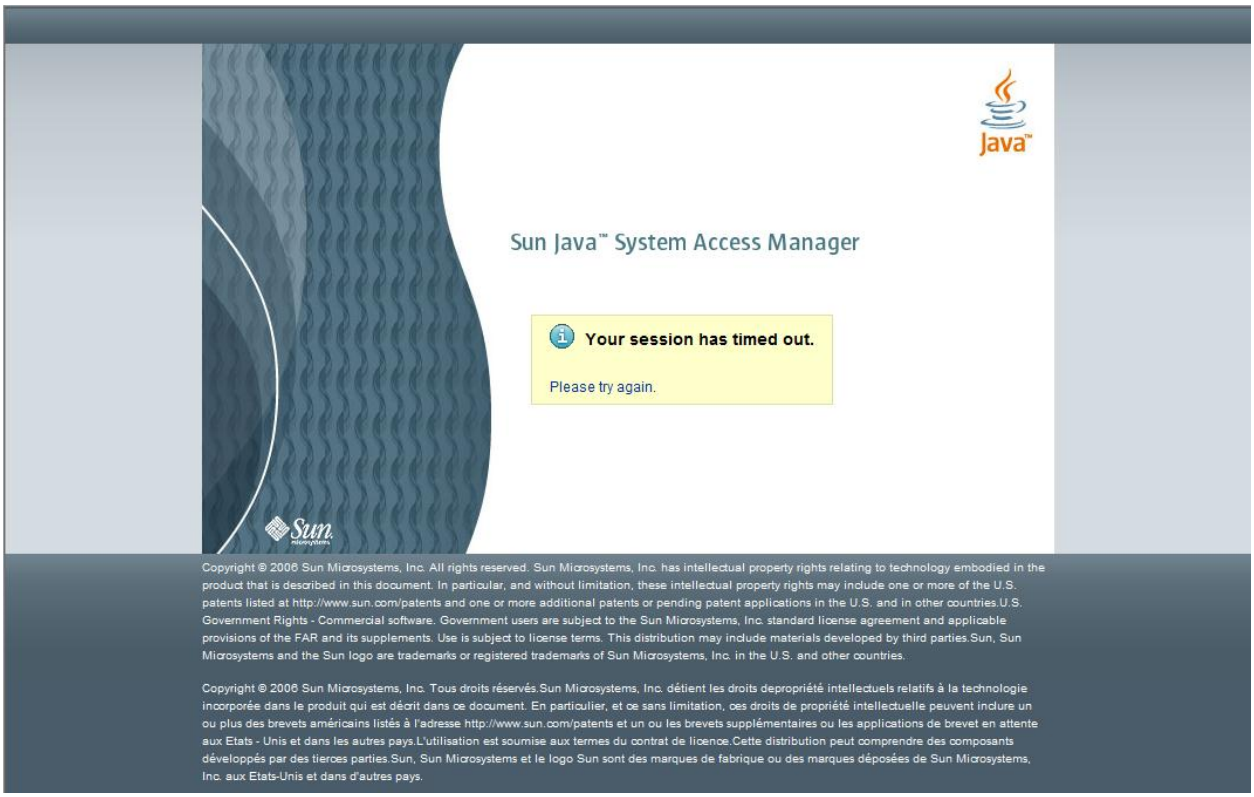
The user of the MED online application must be aware of the rules, regulations, prohibitions, and privacy limitations when accessing the US Government Systems. The user must read and agree to such notices before accessing the MED online application.

3.3. Application Access Time-out

The MED online application will close the application session if there is no application activity for more than 10 minutes by the user. Application activity includes clicking on any menus, performing record searchs, navigating through the record set etc.

The following screen will appear if any link is clicked after the session times out.

Screen Print 1: MED Online Application Session Timeout



4. GETTING STARTED

4.1 Set-Up Considerations

To the access to the MED online application, please ensure the PC has the following minimum requirements:

1. **Screen Resolution**: The MED online screens are designed to be viewed at a minimum screen resolution of 1280 x 768.
2. **Internet Browser**: Access to an internet browser (IE, Firefox, Chrome etc.) with JavaScript enabled.

4.2 Accessing the System

The MED online application can be accessed using the URL: https://med.cms.hhs.gov/ from an internet browser. In order to access the application, the user must obtain the IACS (Individuals Authorized Access to the CMS Computer Services) logic credentials.

How users register for MED IACS account?
IACS registration process to receive an IACS user ID and password is done by registering at https://applications.cms.hhs.gov. After clicking "Enter CMS Applications Portal", please select

Account Management, and then New User Registration. Select 'Medicare Exclusion Database' from the listed applications, and then proceed with your registration form.

IMPORTANT: Please be sure to select "MED User" as your role, and enter MEDUSER for the mailbox name. Failure to do so will result in your application being rejected. If you need assistance with your IACS registration, please contact the EUS Help Desk.

The user should refer to the document 'IACS User Guide for CMS User Communities' (Document # IACS.UG.1.0) to perform following activities:

1. Request new user account
2. Initial account setup
3. Change Password
4. Other account maintenance

4.3 User Roles and Access Setup

The MED online application provides role-based security to the application and information. The features and information available to a user is based on the role that has been assigned to the user by the MED CMS business owner/authorizer. The MED online application identifies the following types of user roles.

1. **MED-USER:** This user role provides basic privileges to access the MED online application. This role allows the user to search for the provider records and view the provider details but does not allow the user to update or edit any information. The user with this type of role will be referred as 'med user' or 'regular user'. This is the default role given to all users.
2. **MED-POWERUSER:** This user role allows the user to search for the provider records and edit most of the information in the MED application except modifying the administration code descriptions and viewing/editing the MED Audits and MED Users. The users with this role will be referred as 'Power users' in the user manual.
3. **MED-ADMIN:** The user with this role has the highest level of privileges when using the MED online application. In addition to the having the privileges available to other roles, the MED-ADMIN type users have access to modify the administration code descriptions, view the changes made by other users to provider records, and modifying the information of other MED online application users. The users with this role will be referred as 'Admin users' in this document.

The following table provides the information about the various sections and screen within the MED online application and the user roles with access privileges to each section/screen as it applies.

Table 2: User Access Matrix

S. No	Menu / Screen	Screen #	Regular User	Power User	Admin User
1	**Welcome**	-			
2	Welcome Screen	W001			

S. No	Menu / Screen	Screen #	Regular User	Power User	Admin User
3	**Provider Menu**	-			
4	Search Provider	P001			
5	View Provider	P002			
6	Edit Provider Record	P003			
7	**OIG Error Correction**	-			
8	Search Provider	O001			
9	View Provider	O002			
10	Edit Provider Record	O003			
11	**Possible Match**	-			
12	Possible Match Records	PM01			
13	Possible Match Record Details	PM02			
14	Validate the matched record	PMO3			
15	**Distribution**	-			
16	**Administration**	-			
17	Sanction Codes	SN01			
18	Sanction Codes (Edit)	SN02			
19	Error Codes	ER01			
20	Error Codes (Edit)	ER02			
21	State Codes	ST01			
22	State Codes (Edit)	ST02			
23	General Specialty Codes	GN01			
24	General Specialty Codes (Edit)	GN02			
25	Sub-Specialty Codes	SP01			
26	Sub-Specialty Codes (Edit)	SP02			
27	UPIN Codes	UP01			
28	UPIN Codes (Edit)	UP02			
29	MED Audits	AU01			
30	MED Users	U001			
31	**Help**	-			
32	**Print**	-			

Legend:

- Viewable / Read Only
- Some / All information Editable
- Page and Page link is not Visible and Accessible

4.4 System Organization & Navigation

4.4.1 Application Screen Setup

The MED online application screens can be divided in three sections:

i. Navigation Menu Section
ii. Session Detail Section
iii. Page Detail Section

The following is a sample screen print identifying various sections of a typical MED online application screen.

Screen Print 2: MED Online Application Screen Sections

Navigation Menu Section: The navigation menu section is the screen area where the MED online application menu is displayed. This section shows the menu based on the user's role.

Session Detail Section: The session detail section of the screen shows the following information:

- User: User's login ID with which the user is logged in.
- Role: The role assigned to the user's login ID.
- Date: Date the user logged into the application.
- Screen Name: The current screen name with the page code in the brackets (example: MED Welcome screen (W0001)) is displayed.

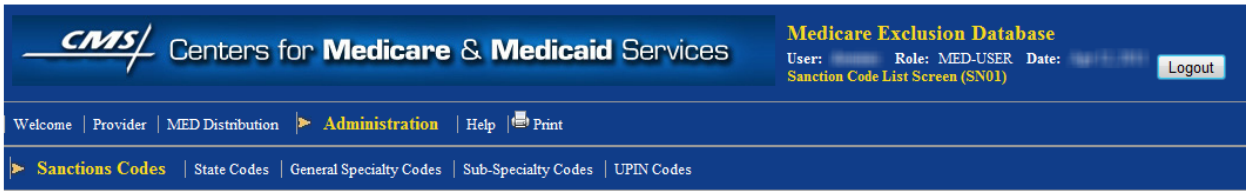
Page Detail Section: In the page detail section of the screen area, the page information is displayed. This section of the screen displays the information based on the menu selection and user activity.

4.4.2 Navigation Menu Setup

The application navigation menu provides the users with links to access various application features. The navigation menu displays different set of menu based on the user's role. The Administration menu item has an additional sub-menu that is displayed based on the user's account privileges. The following screen prints shows all the available menus available to each user role.

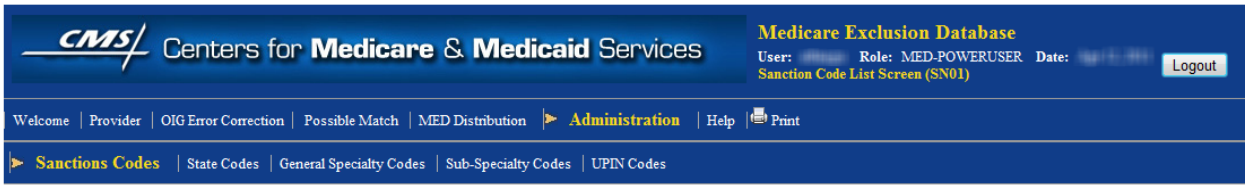
The following screen print shows the menus for the Regular User:

Screen Print 3: Navigation Menu - MED-USER



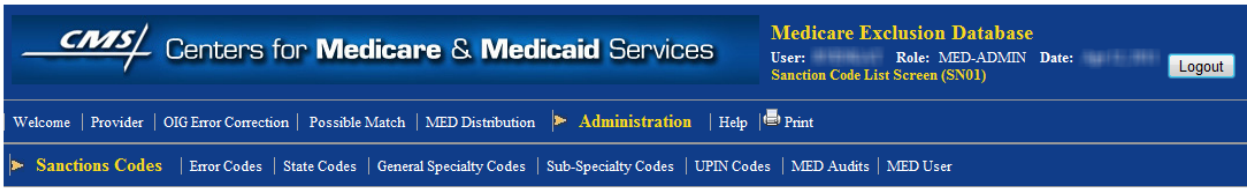
The following screen print shows the menus for the Power User:

Screen Print 4: Navigation Menu - MED-POWERUSER



The following screen print shows the menus for the Admin User:

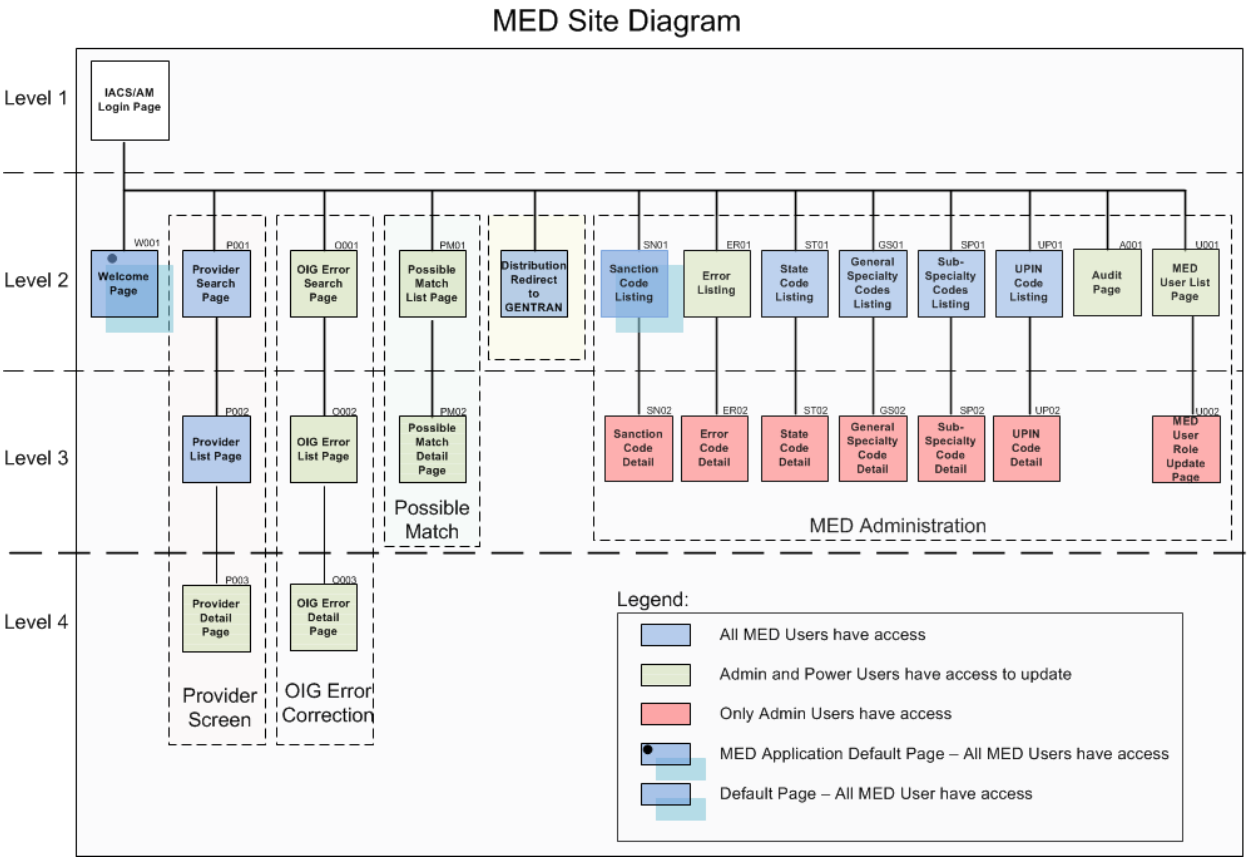
Screen Print 5: Navigation Menu - MED-ADMIN



4.4.3 Application Organization and Navigation:

The MED online application's features are functions organized by the sections and each section has server pages providing various functionalities. Based on the user role, the access to certain pages within the application section is limited or the section is totally inaccessible. The following diagram shows the application screen structure.

Figure 1: Application Layout



The above diagram shows the layout of the MED online application screen pages. The application has various sections such as 'Provider Screen', 'OIG Error Correction', 'Possible Match', etc. Within each application section, there are several pages providing different functionalities. The application sections and screens pages are accessed using navigation menu. From the above screen print, the dotted box represents the section and each solid box is a page within in the section.

4.5. Exiting the System

To exit from the MED online application, click the Logout button located at the top-right corner of the screen on every page. Though different types of users have different menus, the location of Logout button is same for all the users.

Screen Print 6: Logout Button

Once the Logout button is clicked, the user is logged out of the application and following screen is displayed:

Screen Print 7: Logout Page

As an added security measure, it is recommended to close the browser window or tab through which the MED online application was accessed, so that the application session is completely closed.

5. USING THE SYSTEM

The following sub-sections provide detailed instructions on how to use the various functions and features of the MED online application.

5.1 Login Process

The MED online application login process is explained in the following sections.

5.1.1 Login Page

To access the MED online application's Login Page, the user must first open the URL https://med.cms.hhs.gov/ using an internet browser. As mentioned previously in the section 4.2.2, the user must have an IACS login ID and Password before attempting to access the online application.

The following is the screen print of the login page:

Screen Print 8: Login Screen

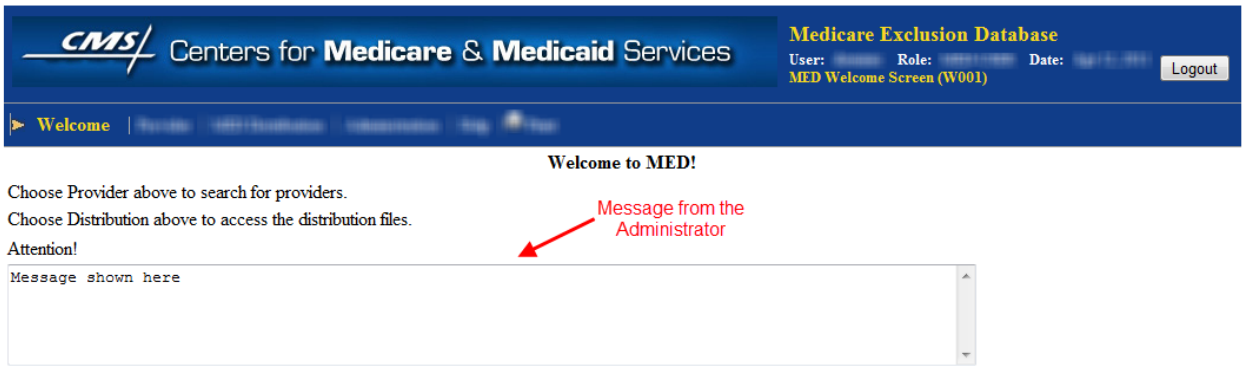
The web page has two fields User Name and Password where the user enters the IACS login ID and Password. Click the Log In button to initiate the authentication process. Upon successful authentication, the user is taken to the MED application home page.

5.2 Welcome Page (W001)

The Welcome Screen (W001) is the main home page of the MED Online application. A user is taken to this screen after successful authentication through the IACS system.

The detail section of the following screen print shows the Welcome Screen as it appears to the MED-USER and the MED-POWERUSER roles.

Screen Print 9: Welcome Page (W001) – MED-USER AND MED-POWERUSER



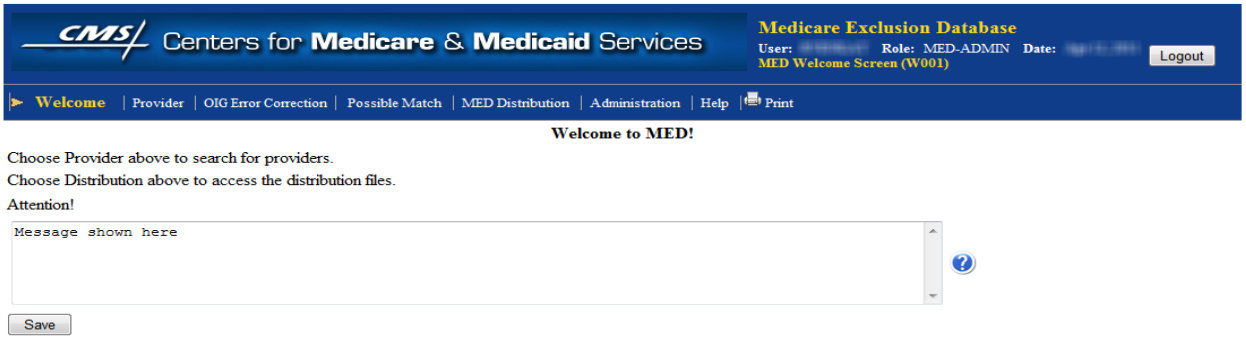
No action is necessary for the Regular and Power users except to make sure they read the text within the Welcome text box.

Welcome Screen (W001) for the Admin User:

The Welcome Screen (W001) for the Admin user is slightly different than other users because it allows the admin users to edit the message in the welcome textbox and save it. The saved message is shown to all users when they log in.

Below is the screen print of the Welcome Screen as shown to a user with MED-ADMIN role:

Screen Print 10: Welcome Page (W001) – MED-ADMIN



The admin user can type the message within the Welcome text box and click the Save button to communicate any information to rest of the user community.

5.3 MED Distribution

The MED Distribution page allows the users to download the monthly 'Distribution Files' and the 'MED File Creation Utility' (MFCU). The MED Distribution page provides both the instructions to download the utility and URL link to the GENTRAN mailbox access. The user will access the GENTRAN mailbox to download the files in ASCII/text file. To generate other file formats such as DBF, MDB (Microsoft Access) and EPD, the user will use the 'MED File Creation' utility. The user needs to download the MFCU one time.

The following is the screen print of the Distribution page:

Screen Print 11: MED Distribution Screen (D001)

The following sections explain the MED File Creation Utility and the GENTRAN mail box from the above screen.

5.3.1 MED File Creation Utility (MFCU) – One Time Download and Install

To create distribution files in a different format other than ASCII/text, the user will need to do a one-time download and installation of a small non-intrusive application called 'MED File Creation Utility'. This utility reads MED ASCII/Text Distribution files and creates other file formats.

The instructions to download and install the MED File Creation Utility are as follows:

- The MED File Creation Utility can be downloaded from MED online application, navigate to Distribution screen (D001) and download the utility by clicking on the link and saving the file `MED_FCU.zip` to local hard drive.
- Open the folder where the `MED_FCU.zip` is saved and double click on the file.

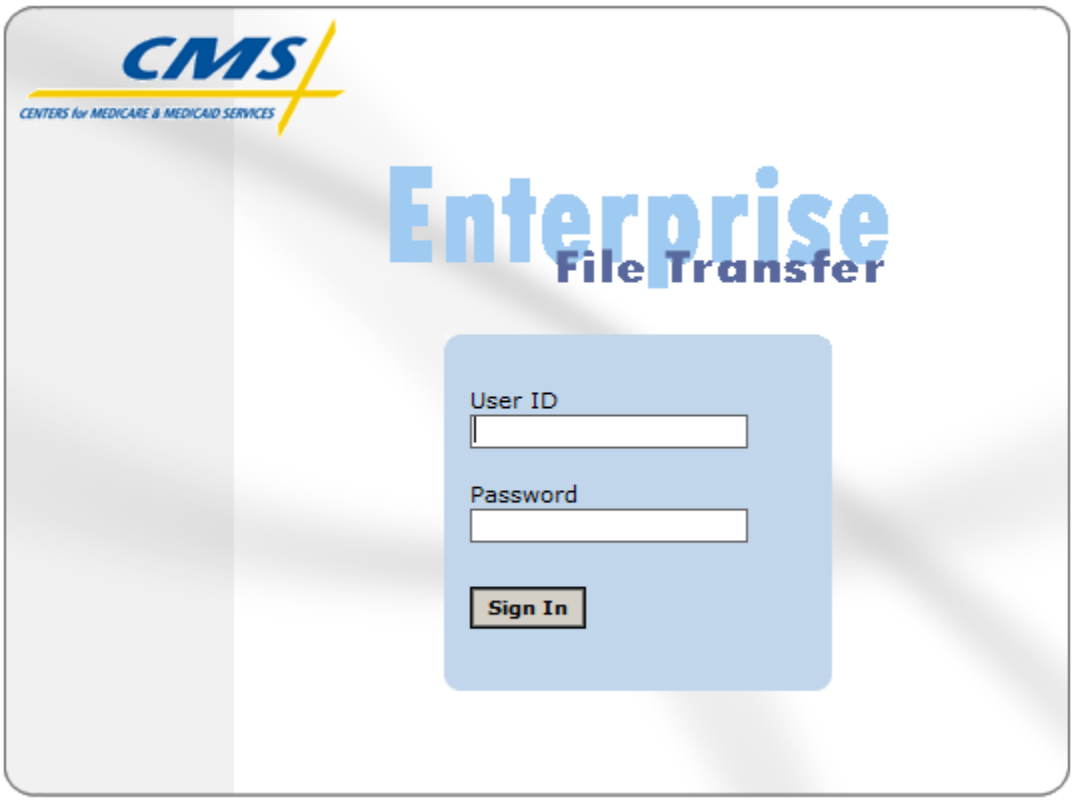
- Extract the utility to `C:\`. It will create a new folder `C:\MED-FCU` and extract the utility files into this folder.
- To configure and run the utility, please refer to the MED File Creation Utility User Manual.

5.3.2 Download MED Distribution files from GENTRAN mailbox

When the user clicks on the URL https://gis.cms.hhs.gov:3443/mailbox, the user is directed to GENTRAN mailbox where the user can download the current month distribution file

The following is the screen print of the GENTRAN mailbox login screen:

Screen Print 12: GENTRAN- Login Screen



To access GENTRAN, you must use the GENTRAN user ID (GUID) assigned to you by the IACS system. This is a 7-character user ID. End users who require access to multiple mailboxes must request access to those mailboxes through the IACS system and be approved through a specific workflow process.

The user could download current month 5 extract files into their local drive. i.e**. 'C:\MED-FCU\Extract' folder. Please note the user should use this folder structure because the MED File Creation Utility will use this folder.**

The five MED distribution files (Text/ACII) and its description are given in Table 3 below.

Table 3: MED Distribution files from GENTRAN (Text/ASCII)

MED Distribution File Name	Description
P.MEDEXC.CUMLTVSN.DYYMMDD.THHMMSST.pn	The Cumulative Sanction file contains all active excluded providers.
P.MEDEXC.CUMREIN.DYYMMDD.THHMMSST.pn	The Cumulative Reinstatements file contains all providers currently in the MED database that have been reinstated.
P.MEDEXC.NONMED.DYYMMDD.THHMMSST.pn	The Non-MED file contains records that were received from OIG but could not be processed due to errors. These are not added to the MED database.
P.MEDEXC.REINST.DYYMMDD.THHMMSST.pn	Current month Reinstatement File
P.MEDEXC.SANCT.DYYMMDD.THHMMSST.pn	Current month Sanction File
where: yymmdd = year/month/day file received hhmmsst = hour/minute/second/thousands of second pn = GENTRAN process number	

The Table 4 below shows the layout of the MED distribution files:

Table 4: MED Distribution files - Layout

Field Name	Offset	To
LASTNAME	1	20
FIRSTNAME	21	35
MIDNAME	36	50
SUFFIX	51	60
BUSNAME	61	90
GENERAL	91	110
SPECIALTY	111	130
UPIN	131	136
DOB	137	144
SSN	145	153
ADDRESS	154	183
CITY	184	203
STATE	204	205
ZIP	206	214
COUNTRY	215	235
SANCTYPE	236	244
SANCDATE	245	252
REINDATE	253	260

Field Name	Offset	To
DATEOFDEAT	261	268
OSCARNUMBE	269	278
NSCNUMBER	279	288
EINNUMBER	289	297
INTERMEDIA	298	305
CARRIERNUM	306	311
MEDASSIGNE	312	320
RECORDTYPE	321	324
NPI	325	334
FILLER	335	340

These files have a retention period of 30 days. Please send a request to MED support if prior month distribution file is required.

5.3.3 Run Med File Creation Utility (MFCU) to create other formats

To create the distribution files in a different format other than ASCII/text, the user will need to use the MFCU to create other file formats (DBF, MDB and EPD).

The following are the steps to run the MED File Creation Utility:

- Please ensure that the 5 distribution files in text format are downloaded and in your local drive as instructed in section Download MED Distribution files from GENTRAN mailbox
- Double click 'FCU.BAT' in C:\MED-FCU.
- The MED distribution files in the following formats will be created in folder 'C:\MED-FCU\Files' :
  a) DBF format
  b) Access database format (MDB)
  c) Self-contained Access application - Excluded provider database (EPD) application
  d) ASCII format

The details of the output files are given below in Table 5.

Table 5: Output of MED File Creation Utility

#	File Name	Description
1	YYYY MM MED Access - cum.mbd	Access cumulative sanction file
2	YYYY MM MED Access - nmed.mbd	Access Non-MED file
3	YYYY MM MED Access - rcum.mbd	Access cumulative reinstatement file
4	YYYY MM MED Access - rein.mbd	Access current month reinstatement file
5	YYYY MM MED Access - sanc.mbd	Access current month sanction file
6	YYYY MM MED Access Front End.mbd	MED Access Front-end EPD application
7	YYYY MM MED ASCII - cum.txt	ASCII cumulative sanction file

8	YYYY MM MED ASCII - nmed.txt	ASCII Non-MED file
9	YYYY MM MED ASCII - rcum.txt	ASCII cumulative reinstatement file
10	YYYY MM MED ASCII - rein.txt	ASCII current month reinstatement file
11	YYYY MM MED ASCII - sanc.txt	ASCII current month sanction file
12	YYYY MM MED DBF - cum.dbf	DBF cumulative sanction file
13	YYYY MM MED DBF - nmed.dbf	DBF Non-MED file
14	YYYY MM MED DBF - rcum.dbf	DBF cumulative reinstatement file
15	YYYY MM MED DBF - rein.dbf	DBF current month reinstatement file
16	YYYY MM MED DBF - sanc.dbf	DBF current month sanction file

Note: If users would like to change the default folders they could change the default folders. The details are given in Appendix B.

5.4 **Provider Information**

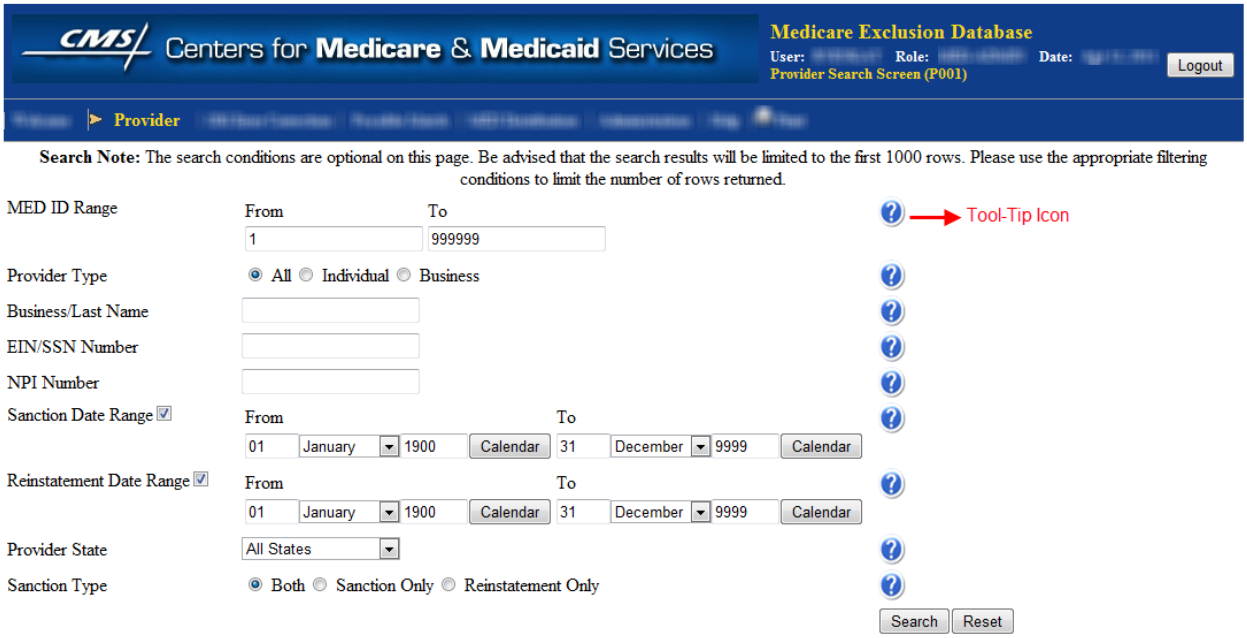
One of the main functions of the MED online application is the ability to search for the providers who have been excluded or reinstated by the OIG. The provider feature of the application also allows the users to search for providers based on the search criteria and view the details about a specific provider. The MED-POWERUSER and MED-ADMIN users are also allowed to edit and update the provider's record. The following sections provide details about the provider section.

5.4.1 Provider Search Screen (P001)

When the user clicks on the Provider menu in the navigation menu section, the Provider Search Screen (P001) page is displayed. This web page allows the user to enter various search criteria to search the providers. All the fields have a tool-tip icon to the right of the input field for users to get brief information about the field. The user should simply place the mouse pointer on top of the tool-tip icon and helpful information about the field is displayed.

The following is the screen print of the Provider Search Screen (P001). The detail section of the page is same for all types of users:

Screen Print 13: Provider Search (P001)



The flowing table describes the form fields in detail.

Table 6: Provider Search Screen - Field Values

Field	Input / Limitation	Optional / Required	Description
MED ID Range	Numeric Value, Input range 1 to 6 Digits, 6 Digits Max	Optional	Enter the MED ID Range. If you know the MED ID of the specific provider, enter it in the "From" field and leave the "To" field empty. Maximum 6 digits in length. Only numeric characters allowed
Provider Type	Radio Button Selection (Choose one value)	Optional	Provider type is either an Individual or a Business. By default the application considers 'All' types of providers.
Business/Last Name	Alpha Numeric, 20 Char Max	Optional	Enter the full or partial (initial characters) name of the Business or Individual's Last Name.

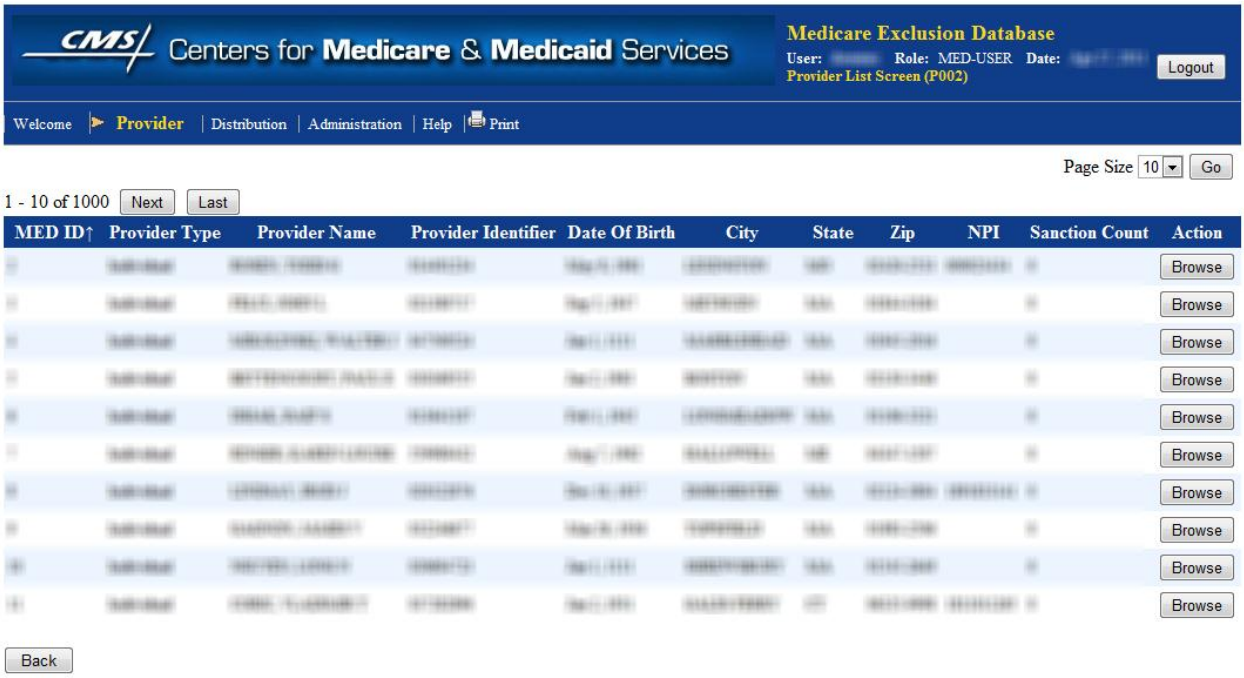
Field	Input / Limitation	Optional / Required	Description
EIN/SSN Number	Numeric, 9 digits max	Optional	Enter the full or partial business EIN or individual's SSN for the search criteria. Entering first few digits displays all the records that has the matching initial digits
NPI Number	Numeric, 10 digits max	Optional	Enter the full or partial (initial characters) NPI number of the provider
Sanction Date Range	Checkbox, Date Range	Optional	Select the Check Box AND date range for the range of dates when the sanction is placed on the provider
Reinstatement Date Range	Checkbox, Date Range	Optional	Select the Check Box AND date range for the range of dates when the provider was reinstated
Provider State	Drop Down Selection	Optional	Select the State of the provider
Sanction Type	Radio Button Selection (Choose one value)	Optional	Select the Sanction type to include in the search criteria. Select either all, or only Sanctions or only reinstatement.

5.4.2 Provider List Screen – (P002)

After the user has entered the search criteria and searched for the provider, the records matching the search criteria are shown on the Provider List Screen (P002) page.

Below is the screen print of the sample search result as shown to a regular user:

Screen Print 14: Provider List Screen (P002) – MED-USER



The Power users and the Admin users have an additonal Edit button to edit the provider record (details explained in section 5.3.4).

Screen Print 15: Provider List Screen (P002) – MED-POWERUSER / MED-ADMIN

The search results are shown in a tabular format such that each provider record forms a row and the provider details are shown in columns. The provider details are shown in the columns labled

MED ID, Provider Type, Provider Name, Provider Identifier, Date of Birth, City, State, Zip, NPI, and Sanction Count.
The application is configured to show a maximum of 1000 records that match the search crietria. If the search result count is over 1000 records, then the records over the 1000 limit are not displayed. The user needs to expand the search crieteria to narrow the search. The number of records that are displayed by default on this web page is 10. This can be changed by selecting the desired number of rows to be display from the drop down list of Page Size values and clicking the Go button. The page size limit is saved for the session and applies to all other searches.
The provider search result records are displayed by default in the ascending order of MED ID values. The users can change the sort by the column labels - MED ID, Provider Name, City, and State either in ascending or descending order. A small arrow to the right of the column name indicates the column the sort order is based on and the direction of arrow indicates wither it is in the ascending ( ) or descending ( ) order. Click on the column label to switch between ascending or descending order.

Clicking the Browse button will display the full details of the provider record.

5.4.3 Record Details – (P003)

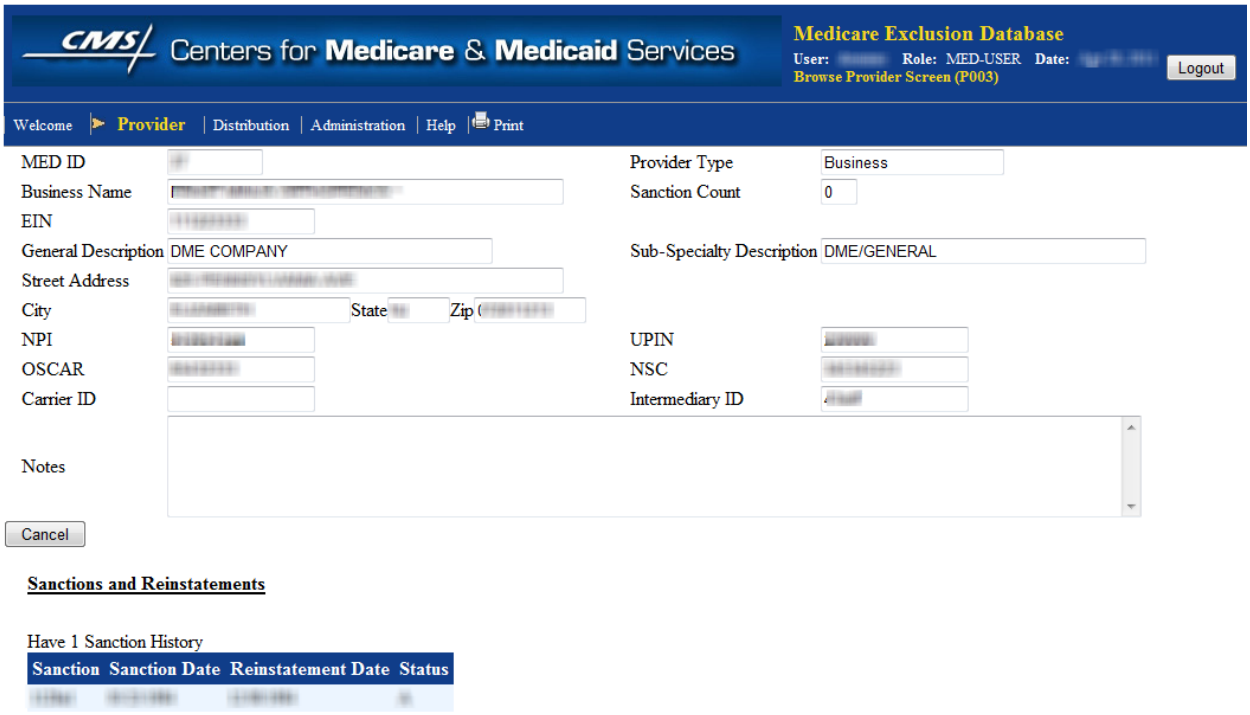
Once the user clicks the Browse button on the Provider List Screen (P002), the Browser Provider Screen (P003), the full details of the provider record, is show in a 'read-only' view. The information presented is slightly different based on the provider type.

The following is the screen print of the 'Individual' provider record detail:

Screen Print 16: Browse Provider Screen (P003) – Individual Provider

The following is the sample screen print if the provider type is a 'Business'. Notice there is no 'Date of Birth' field and some of the field names are different.

Screen Print 17: Browse Provider Screen (P003) – Business Provider



The provider detail page shows the additional information about the provider. This information includes the following:

- MED ID
- Provider type
- Name (if provider is of 'Individual' type)
- Business Name (if provider is of 'Business' type)
- SSN (if provider is of 'Individual' type)
- EIN (if provider is of 'Business' type)
- Date of Birth (if provider is of 'Individual' type)
- General Description (General Specialty Description)
- Sub-Specialty Description
- Street Address, City, State, and Zip
- NPI
- UPIN
- OSCAR
- NSC
- Carrier ID
- Intermediary ID

- Notes.

The user can click the Cancel button to return to the previous screen.

Provider's Record History:

The values displayed in the fields are the current active information for the provider. If there has been any change to the provider's information, the history of changes is shown below the Cancel button. The following are various sections that provide the information about changes made to the record:

- Sanctions and Reinstatements: Displays information about all the sanctions and reinstatements that were applied to the provider.
- Name History: This section displays the history of name changes with old and new names.
- SSN History / EIN History: This section displays the history of changes made to the SSN / EIN number. The title of the history section will be 'SSN History' or 'EIN History' if the provider is either 'Individual' or 'Business' respectively.
- DOB History: This section displays the history of changes made to the date of birth.
- Address History: This section displays the history of changes made to the address of the provider.
- NPI History: This section displays the history of changes made to the NPI number.
- UPIN History: This section displays the history of changes made to the UPIN History.
- Oscar History: This section displays the history of changes made to the Oscar value.
- NSC History: This section displays the history of changes made to the NSC value.

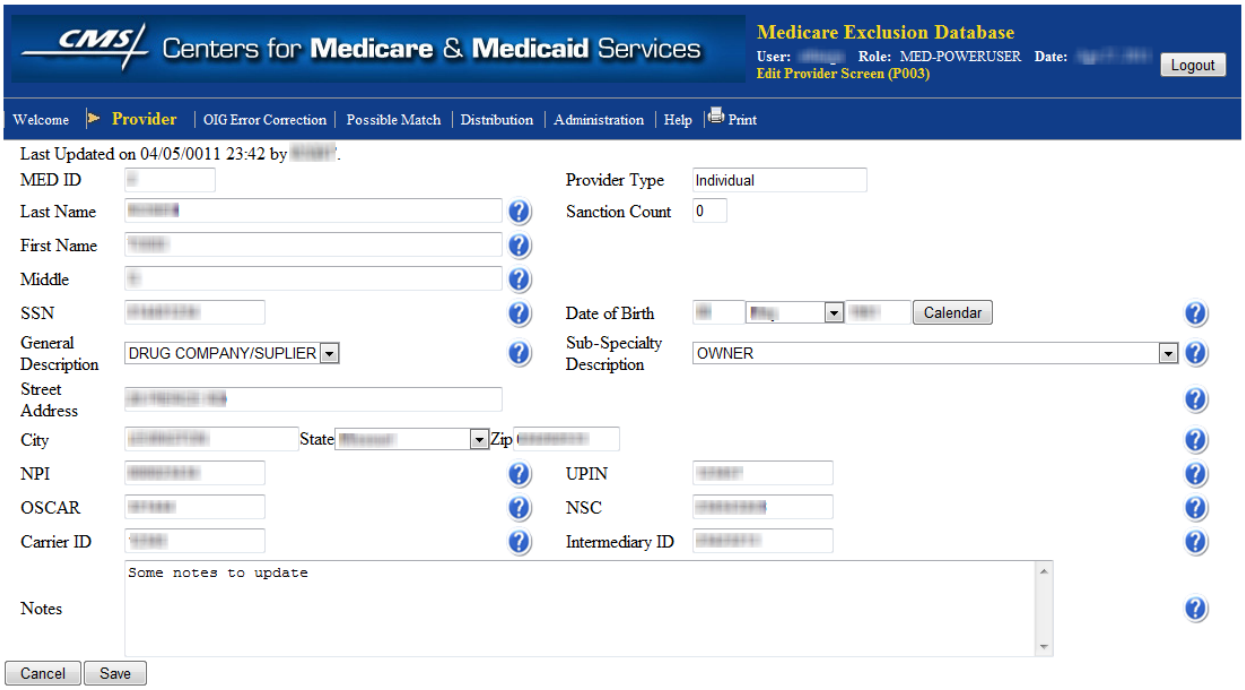
At the complete bottom of the screen, it shows the message '*You have reached bottom of the page. Press Cancel button at the top*'. Click the Cancel button to return to the previous page.

5.4.4 Edit Provider Record – (P003)

The Edit Provider Screen (P003) screen is accessed by clicking the EDIT button found on the right side of each Provider record row in the search result page (P002). The EDIT button is only accessible to the Power users and Admin Users.

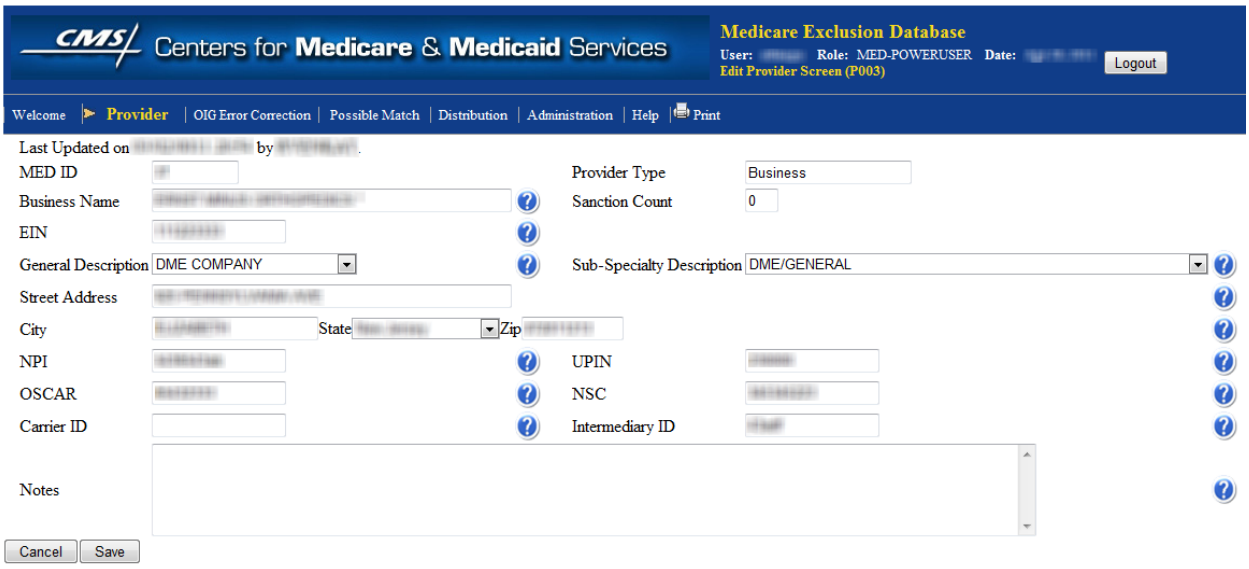
The following is the screen print of the edit provider screen (P003) if the provider type is 'Individual':

Screen Print 18: Edit Provider Screen (P003) – Individual Provider



The following is the screen print of the edit provider screen (P003) if the provider type is 'Business':

Screen Print 19: Edit Provider Screen (P003) - Business Provider



The details of each of the field are explained in the following table:

Table 7: Provider Record - Field Values

Field	Editable / Non-Editable	Input Value	Comments
MED ID	Non-Editable	N/A	MED ID is system generated and not editable.
Provider Type	Non-Editable	N/A	Values are either Individual or Business.
Sanction Count	Non-Editable	N/A	Displays a numeric value for number of sanctions.
Business Name	Editable	Alphanumeric, 20 characters maximum	Enter the Business name of the provider. Maximum 20 characters in length. This field is available only if the provider type is 'Business'.
Last Name	Editable	Alphanumeric, 20 characters maximum	Enter the last name of the provider. Maximum 20 characters in length. This field is available only if the provider type is 'Individual'.
First Name	Editable	Alphanumeric, 15 characters maximum	Enter the first name of the provider. Maximum 15 characters in length. This field is available only if the provider type is 'Individual'.
Middle	Editable	Alphanumeric, 15 character maximum	Enter the middle name of the provider. Maximum 15 characters in length. This field is available only if the provider type is 'Individual'.
SSN	Editable	Numeric Only, 9 digits	Enter 9-digit number for SSN. Enter the number in the "nnnnnnnnn" format without any special character or spaces. This field is available only if the provider type is 'Individual'.

Field	Editable / Non-Editable	Input Value	Comments
EIN	Editable	Numeric Only, 9 digits	Enter 9-digit number for EIN. Enter the number in the “nnnnnnnnn” format without any special character or spaces. This field is available only if the provider type is ‘Business’.
Date of Birth	Editable	Day – 2 digit numeric Month – Drop down Year – 4 digit numeric Additionally Calendar button can be clicked to select the date.	Enter date of birth of the provider. Click on the calendar button for popup calendar. This field is available only if the provider type is ‘Individual’.
Specialty Description	Editable	Drop down selection menu	Select the "General Description" of the provider's service from the drop down list.
Sub-Specialty Description	Editable	Drop down selection menu	Select the "Sub-Specialties Description" of the provider's service from the drop down list.
Address	Editable	Alphanumeric, 150 characters maximum	Enter the building number and street name. Also provide the unit number if applicable.
City	Editable	Alphanumeric, 20 characters maximum	Enter City.
State	Editable	Drop down selection	Select State from drop down menu.
Zip	Editable	Numeric, 9 digits maximum	Enter the 5 or 9 digit zip code.
NPI	Editable	Numeric, 10 digit maximum, no special chars allowed	Enter 10-digit number for NPI. Please enter the number in the "nnnnnnnnnn" format without any special character or spaces.
UPIN	Editable	Alphanumeric, 6 characters maximum	Enter the "UPIN" value for the provider. Enter alpha-numeric characters, maximum of 6 characters.
OSCAR	Editable	Alphanumeric, 10 characters maximum	Enter the "OSCAR" value for the provider if available. Enter alpha-numeric characters, maximum of 10 characters.

Field	Editable / Non-Editable	Input Value	Comments
NSC	Editable	Numeric, 10 digits, no spaces	Enter 10-digit number for NSC value if available. Please enter the number without any special character or spaces.
Carrier ID	Editable	Alphanumeric, 6 characters, maximum	Enter the "Carrier ID" value for the provider if available. Enter alpha-numeric characters, maximum of 6 characters.
Intermediary ID	Editable	Alphanumeric, 8 characters maximum	Enter the "Intermediary ID" value for the provider if available. Enter alphanumeric characters, maximum of 8 characters.
Notes	Editable	Alphanumeric, 200 characters maximum	Enter any notes about the provider.

After updating the fields, click on the Save button to save the changed values or Cancel button to return to the previous screen without making any changes.

5.5 OIG Error Correction

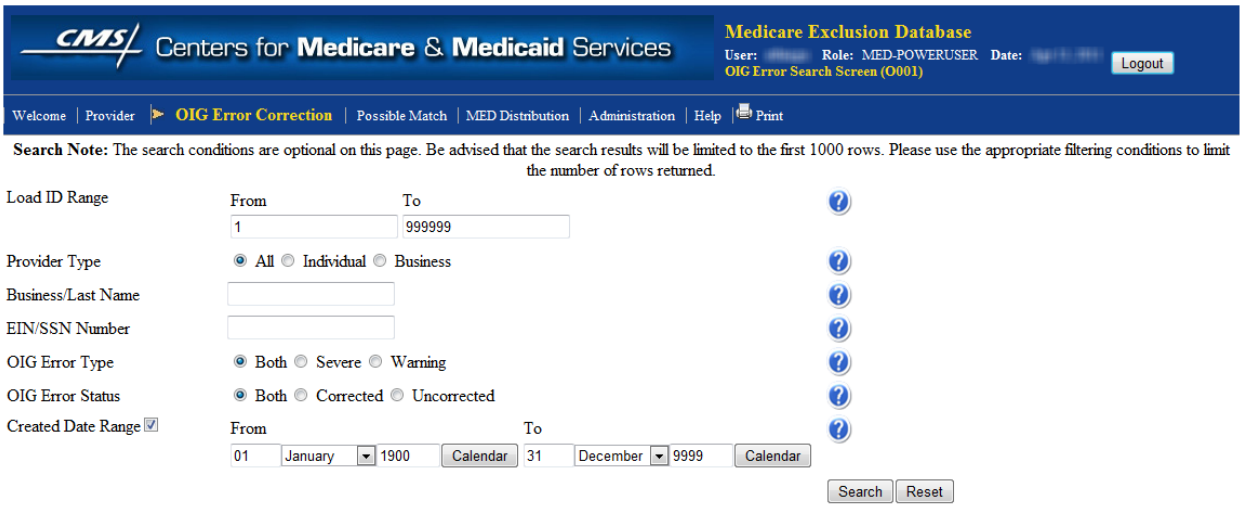
The OIG Error Correction functionality allows the MED Power users and Admin users to search for the list of providers that had some error in the details, in the information received from the OIG. The application allows the privileged users to search for the provider record with errors; view full details of the provider record and make edits/updates to the providers' records. The following sections explain how to search, view and edit provider records:

5.5.1 OIG Error - Provider Search Form – (O001)

The Power and Admin users can search for the provider error records by using the search form displayed when clicked on the menu OIG Error Correction. The form allows the authorized users to search for the provider records and fix any errors that may have occurred when downloading information from OIG.

The following is the screen print of the OIG Error Search Screen (O001):

Screen Print 20: OIG Error Correction Provider Search Screen (O001)



The details of the fields are shown below:

Table 8: OIG Error Correction Screen - Field Values

Field	Input / Limitation	Optional / Required	Description
Load ID Range	Numeric Value, Input range 1 to 6 Digits, 6 Digits Max	Optional	Enter the Load ID Range. If you know the Load ID of the specific provider, enter it in the "From" field and leave the "To" field empty. Maximum 6 digits in length. Only numeric characters allowed.
Provider Type	Radio Button Selection (Choose one value)	Optional	Provider Type is either an Individual or a Business. The default value is 'All'.
Business/Last Name	Alpha Numeric, 20 Char Max	Optional	Enter the full or partial (initial characters) name of the Business or Individual's Last Name.
EIN/SSN Number	Numeric, 9 digits max	Optional	Enter the full or partial business EIN or individual's SSN for the search criteria. Entering first few digits displays all the records that have the matching initial digits.

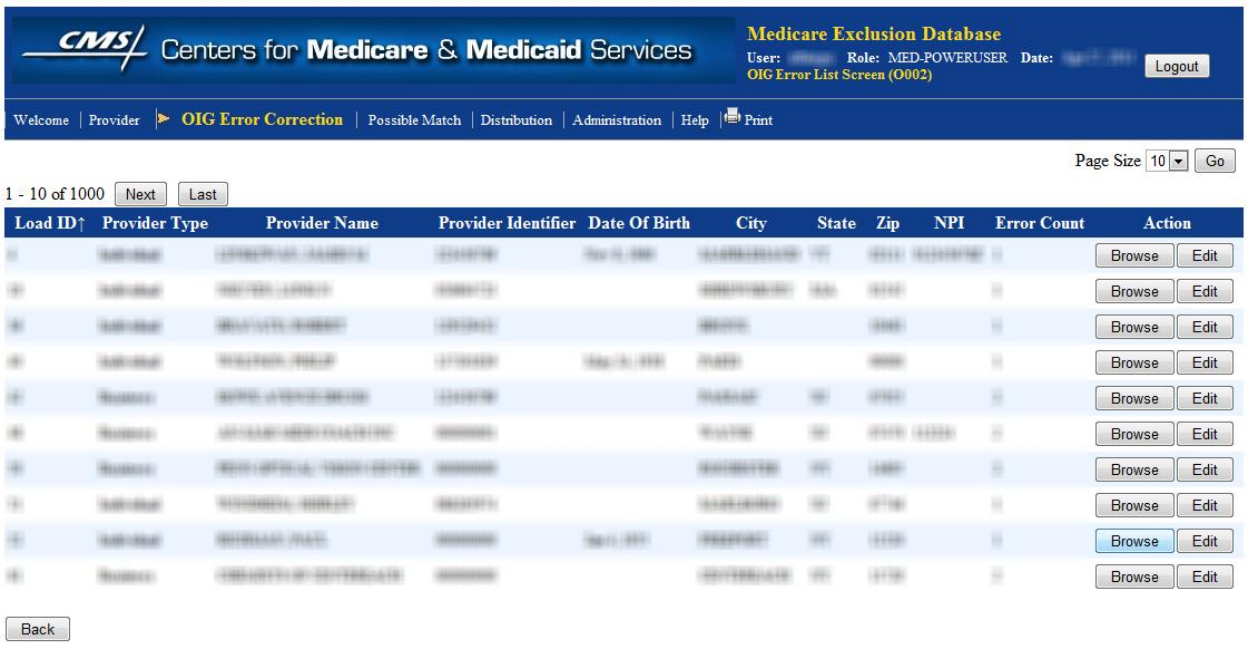
Field	Input / Limitation	Optional / Required	Description
OIG Error Type	Radio Button Selection (Choose one value)	Optional	Select the OIG Error type to include in the search criteria. Choose the error type between Severe and Warning. 'Both' is selected by default.
OIG Error Status	Radio Button Selection (Choose one value)	Optional	Select one of the radio buttons for the OIG Error Status to include in the search criteria. Select either Corrected or Uncorrected. 'Both' is selected by default and includes all types of Error Status.
Created Date Range	Checkbox, Date Range	Optional	Select the Check Box AND choose the date range during which the provider record was created.

5.5.2 OIG Error - Provider Search Results (O002)

After the user has entered the search criteria and searched for the provider, the records matching the search criteria are shown on the OIG Error List Screen (O002).

Below is the screen print of the sample search result for the Regular user:

Screen Print 21: OIG Error List Screen (O002)



The search results are shown in a tabular format such that each provider record forms a row and the provider details are shown in columns. The provider details are shown in the columns labled *Load ID, Provider Type, Provider Name, Provider Identifier, Date of Birth, City, State, Zip, NPI, and Error Count.*

The application is configured to show a maximum of 1000 records that match the search crietria. If the search result count is more than 1000 records, then the records over the 1000 limit are not displayed. The user needs to expand the search crieteria to narrow the search results.

The number of records that are displayed by default on this web page is 10. This can be changed by selecting the desired number of rows to display from the drop down list of Page Size values and clicking on the Go button. The page size limit is saved for the session and applies to all other searches.

The provider search result records are displayed by default in the ascending order of MED ID values. The users can change the sort by the column labels - MED ID, Provider Name, City, and State either in ascending or descending order. A small arrow to the right of the column name indicates the sort order based on that column and the direction of arrow indicates wither it is in the ascending ( ) or descending ( ) order. Click on the column label to switch between ascending or descending order.

Clicking the Browse button will display full details of the provider record.

5.5.3 OIG Error - View Record Details – (O003)

Once the user clicks Browse button in the OIG Error - result screen (O002), the full details of the record are show in a 'read-only' view.

Below is the screen print of the provider record detail if the provider is an 'Individual':

Screen Print 22: OIG Error - Provider Detail Screen (O003) – Individual Provider

The following is the screen print of the provider record detail if the provider is a 'Business':

Screen Print 23: OIG Error - Provider Detail Screen (O003) – Business Provider

The detail page shows the additional information about the provider. This information shown on in the page includes the following:

- Load ID
- Provider type
- SSN / EIN
- Date of Birth
- General Description (General Specialty Description)
- Sub-Specialty Description
- Street Address, City, State, and Zip
- NPI
- UPIN
- Sanction Type
- Sanction Date
- Reinstatement Date

The user can click Cancel button to return to the previous screen.

Provider's OIG Error History and Audit History:

In addition to the provider's record details, the detail page also shows information about history of errors that the record encountered when loading the information from the OIG and history of all the changes that were applied to the Provider's record. The 'Audit Trial' section provides

information about the *fields that were modified, the old and the new value, the user ID of the updater, and the date/time when the update was performed*.

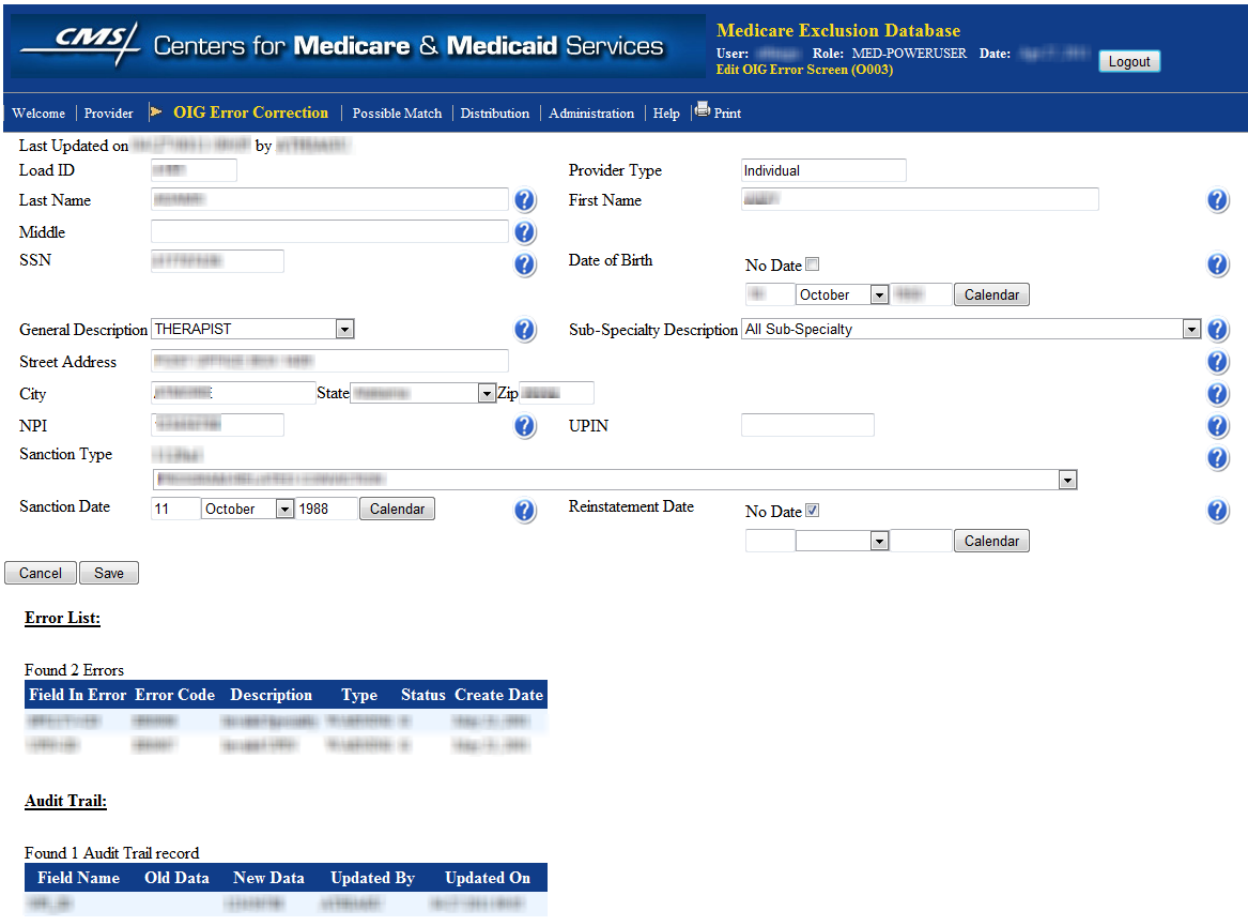
At the complete bottom of the screen, it shows the message '*You have reached bottom of the page. Press Cancel button at the top*'. Click the Cancel button to return to the previous page.

5.5.4 OIG Error - Edit Record – (O003)

The Edit OIG Error Screen (O003) is accessed by clicking the EDIT button found in the right side of each 'Provider' record row in the search result page (O002).

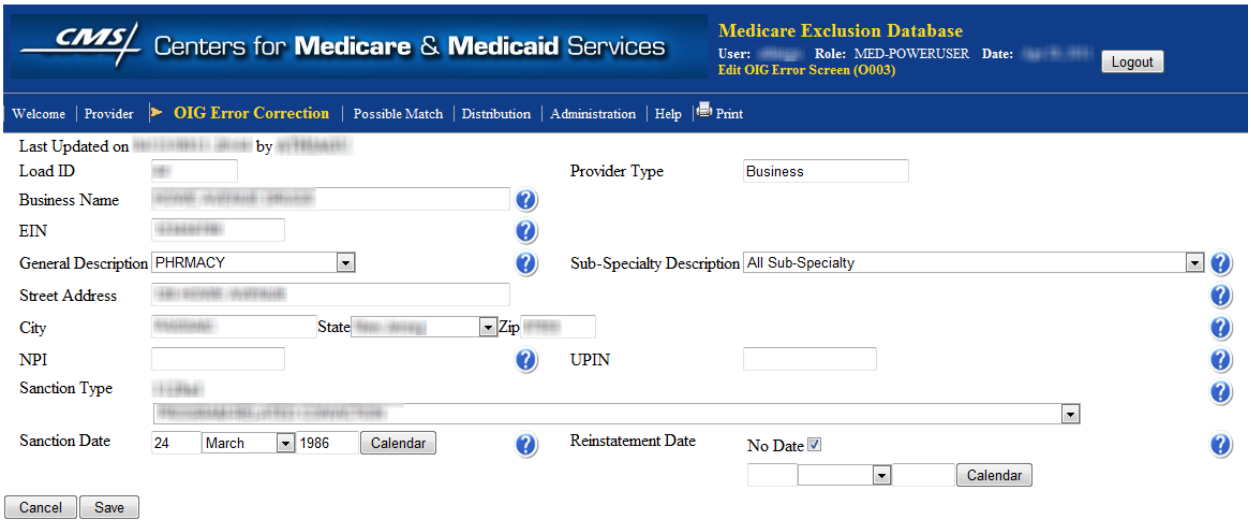
The following is the screen print of the Edit OIG Error Screen if the provider type is an 'Individual':

Screen Print 24: OIG Error Correction Edit Record (O003) – Individual Provider



The following is the screen print of the Edit OIG Error Screen if the provider type is a 'Business':

Screen Print 25: OIG Error Correction Edit Record (O003) – Business Provider



The details of all the fields are explained in the following table:

Table 9: OIG Error Correction Edit Provider Record - Field Values

Field	Editable / Non-Editable	Input Value	Comments
Load ID	Non-Editable	N/A	Load ID is system generated and not editable.
Provider Type	Non-Editable	N/A	Internal ID used to identify OIG providers.
Business Name	Editable	Alphanumeric, 20 characters maximum	Enter the Business name of the provider. Maximum 20 characters in length. This field is available only if the provider type is 'Business'.
Last Name	Editable	Alphanumeric, 20 characters maximum	Enter the last name of the provider. Maximum 20 characters in length. This field is available only if the provider type is 'Individual'.

Field	Editable / Non-Editable	Input Value	Comments
First Name	Editable	Alphanumeric, 15 characters maximum	Enter the first name of the provider. Maximum 15 characters in length. This field is available only if the provider type is 'Individual'.
Middle	Editable	Alphanumeric, 15 character maximum	Enter the middle name of the provider. Maximum 15 characters in length. This field is available only if the provider type is 'Individual'.
SSN	Editable	Numeric Only, 9 digits	Enter 9-digit number for SSN. Enter the number in the "nnnnnnnnn" format without any special character or spaces. This field is available only if the provider type is 'Individual'.
EIN	Editable	Numeric Only, 9 digits	Enter 9-digit number for EIN. Enter the number in the "nnnnnnnnn" format without any special character or spaces. This field is available only if the provider type is 'Business'.
Date of Birth	Editable	Day – 2 digit numeric Month – Drop down list Year – 4 digit numeric Additionally, the Calendar button can be clicked to select the date.	Enter date of birth of the provider. Click on the calendar button for popup calendar. This field is available only if the provider type is 'Individual'.
Specialty Description	Editable	Drop down menu	Select the "General Description" of the provider's service from the drop down list.
Sub-Specialty Description	Editable	Drop down menu	Select the "Sub-Specialties Description" of the provider's service from the drop down list.

Field	Editable / Non-Editable	Input Value	Comments
Address	Editable	Alphanumeric, 150 characters maximum	Enter the building number and street name. Also provide the unit number if applicable.
City	Editable	Alphanumeric, 20 characters maximum	Enter City.
State	Editable	Drop down selection	Select state from drop down menu.
Zip	Editable	Numeric, 9 digits maximum	Enter the 5 or 9 digit zip code.
NPI	Editable	Numeric, 10 digit maximum, no special chars allowed	Enter 10-digit number for NPI. Please enter the number in the "nnnnnnnnnn" format without any special character or spaces.
UPIN	Editable	Alphanumeric, 6 characters maximum	Enter the "UPIN" value for the provider. Enter alpha-numeric characters, maximum of 6 characters.
Sanction Type	Editable	Drop down menu	Select the Sanction Type from the drop down menu.
Sanction Date	Editable	Day – 2 digit numeric Month – Drop down list Year – 4 digit numeric Additionally, the Calendar button can be clicked to select the date.	Enter/Edit the Sanction date of the provider. Click on the calendar button for popup calendar.
Reinstatement Date	Editable	Day – 2 digit numeric Month – Drop down list Year – 4 digit numeric Additionally, the Calendar button can be clicked to select the date.	Enter/Edit the Reinstatement date of the provider. Click on the calendar button for popup calendar.

After updating the fields, click on the Save button to save the changed values or Cancel button to return to the previous screen without making any changes.

5.6 **Possible Match**

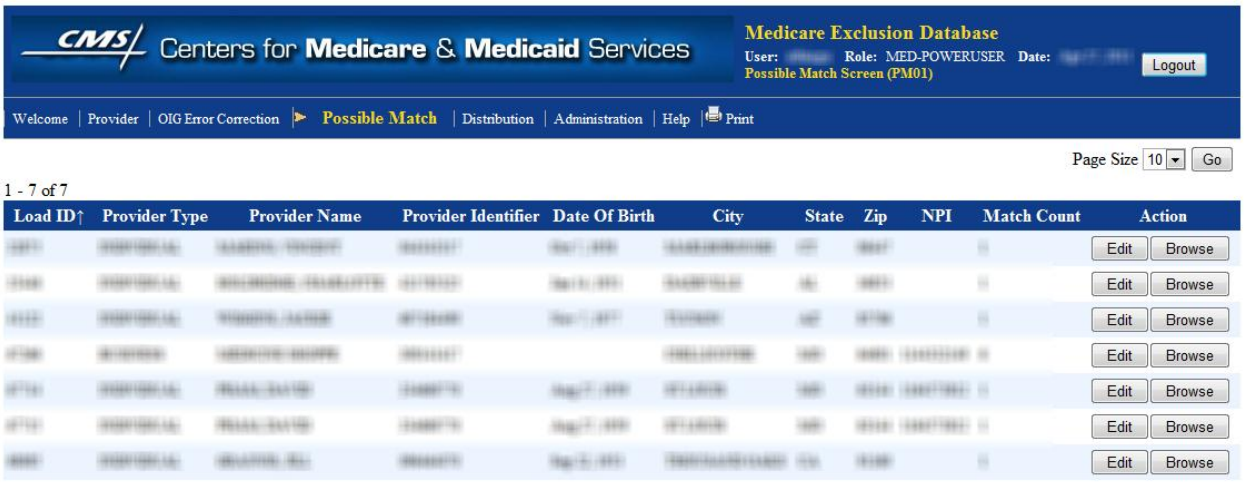
The Possible Match functionality provides the MED Power users and Admin users with a list of OIG records that do not match directly with any of the existing provider records. The MED application uses a fuzzy logic to identify a possible match between the new record and the existing records. The lists of possible match records are presented to the user to view and/or validate the match. The following sections explain various functions of the 'Possible Match'.

5.6.1 Possible Match List – (PM01)

The Possible Match Screen (PM01) is the default page displayed when the user clicks on the menu Possible Match. The page displays list of records not loaded into the database and have a possible match with one of the existing records.

The following is the screen print for the possible match screen print:

Screen Print 26 - Possible Match Record List Screen (PM01)



The provider records are displayed in the tabular format. Each possible match represents a row in the table and various details of the provider record are shown as columns. The details of provider shown in the columns are *Load ID, Provider Type, Provider Identifier, Date of Birth, City, State, Zip, NPI, Match Count and Action*.

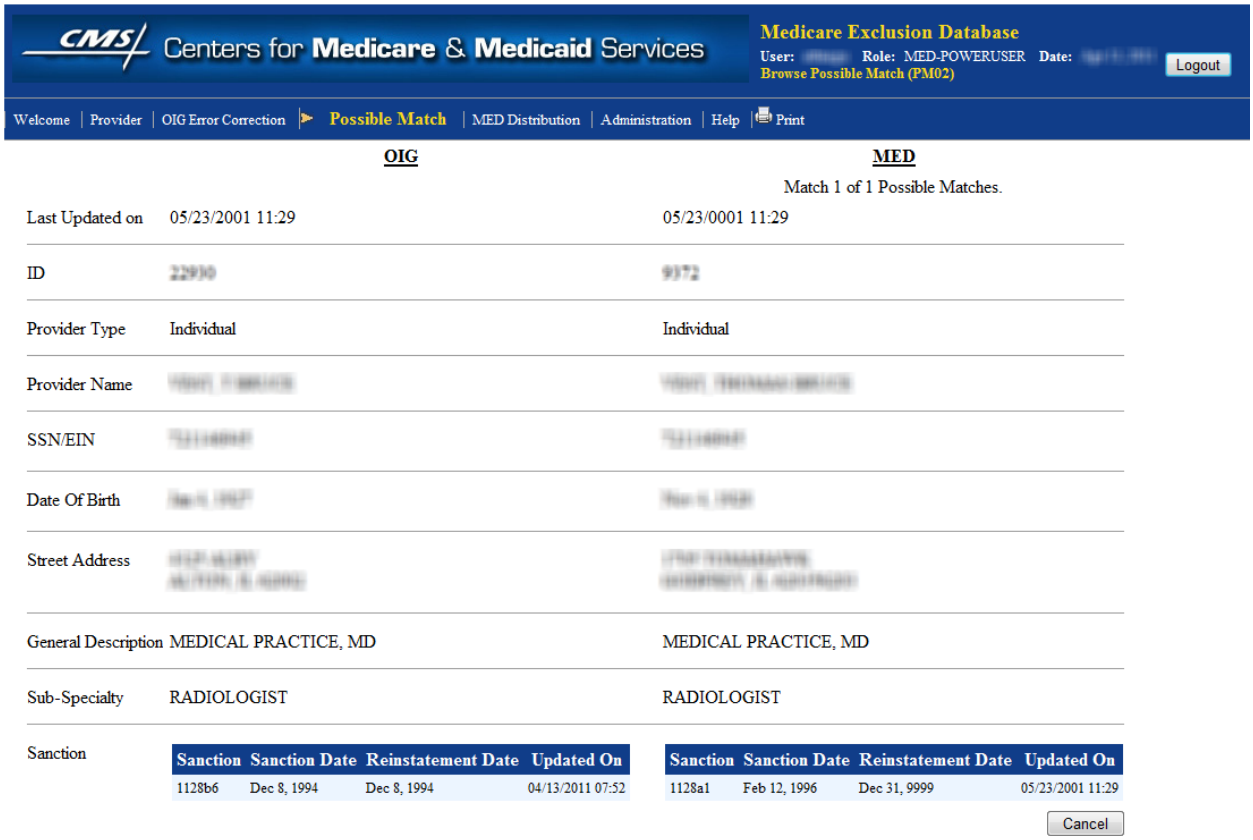
The user can click on Browse button to view the comparison of the possible match records or can click on Edit button to view the possible match comparison and confirm that there is a match.

5.6.2 Browse Record – (PM02)

When a user clicks on the Browse button on the Possible Match Screen (PM01), the Provider details of the match between OIG and MED database are shown for comparison.

The following is the screen print of a Browse Possible Match record.

Screen Print 27 - Possible Match - View only screen (PM02)



The following information for the Provider's record from the OIG and MED database is shown in a side-by-side view so that the users can verify if there indeed is a match.

- Last updated date
- Provider Type
- Provider Name
- SSN / EIN
- Date of Birth
- Street Address
- General Description
- Sub-Specialty
- Sanctions applied to the provider

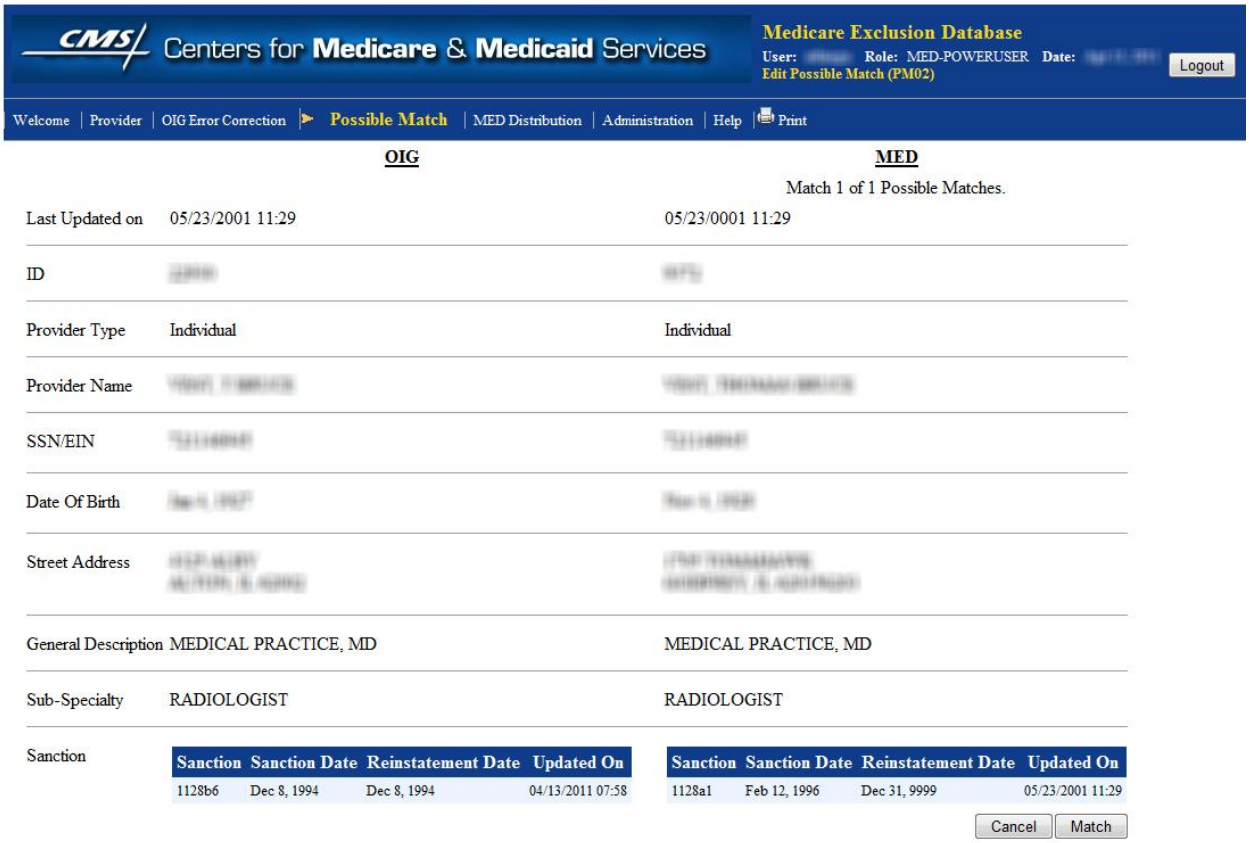
After reviewing the matching records the user can click on the Cancel button to return to the possible match list page.

5.6.3 Confirm the Match – (PM02)

When a user clicks on the Edit button on the Possible Match Screen (PM01), the details of the match between OIG and MED database are shown for comparison along with the option to confirm the match by providing the Match button.

The following is the screen print of an Edit Possible Match record.

Screen Print 28: Possible Match - Edit Screen (PM02)



The following information from the OIG and MED database is shown in a side-by-side comparison view so that the users can verify and confirm the match.

- Last updated date
- Provider Type
- Provider Name
- SSN / EIN
- Date of Birth
- Street Address
- General Description
- Sub-Specialty
- Sanctions applied to the provider

The user can click on the Cancel button to return to the possible match list page or click on Match button to confirm the match between the two databases.

5.7 Administration

The Administration menu provides the users with various MED online application administration options. The Regular and Power users can view various types of codes. The Admin users can view, edit or add various codes. The administration section also allows the Admin users to view all the audit activity on MED records

5.7.1 Sanctions Codes

The Sanctions Codes page displays list of Sanction codes and descriptions that correspond to various sanctions. Each sanction description relates to a possible sanction that can be applied to a provider.

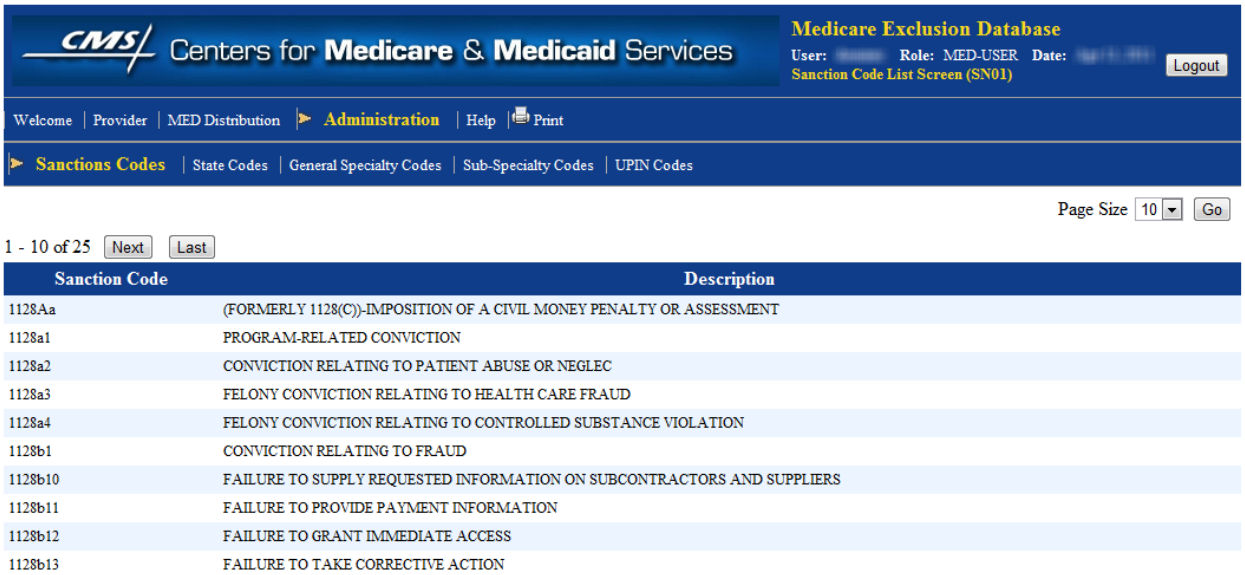
The MED online application allows the Admin users to view or edit 'Sanction Description' or add a new 'Sanction Code' and 'Sanction Description'.

5.7.1.1 View Sanction Codes (SN01)

When a user clicks on Administration menu, the Sanction Code List Screen (SN01) is displayed by default.

The following is the screen print of Sanction codes as displayed to the Regular and Power users. These users are only allowed to view the sanction codes and description.

Screen Print 29: Sanction Code List Screen (SN01)

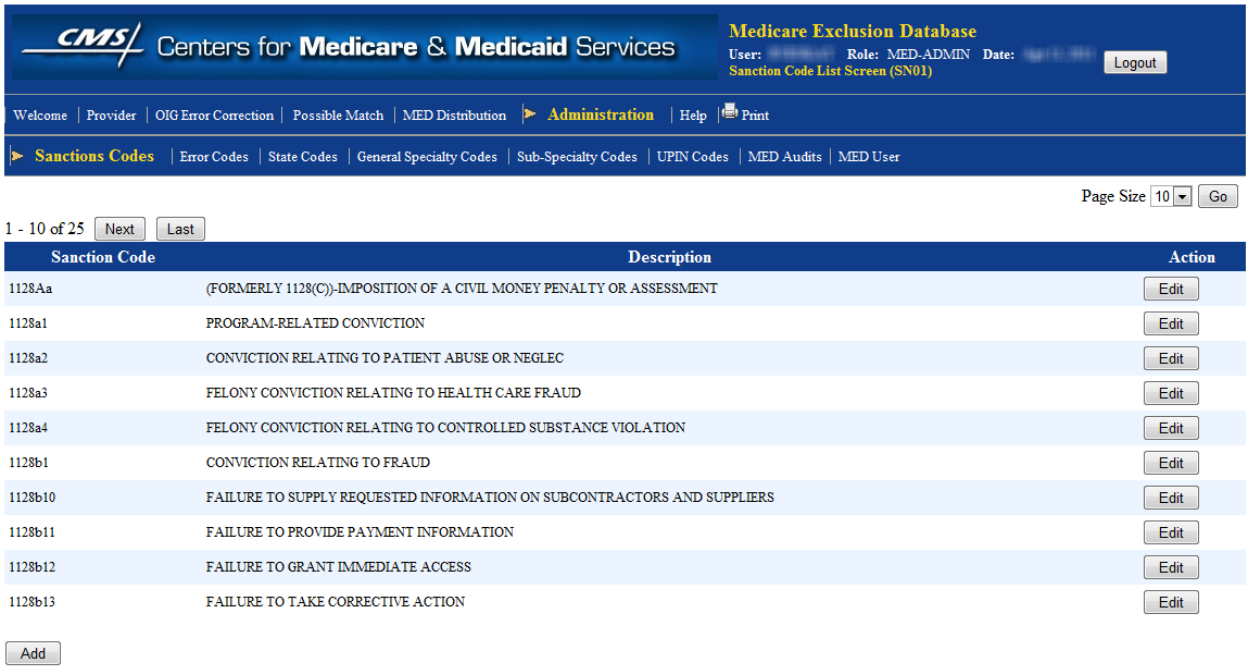


Sanction Code	Description
1128Aa	(FORMERLY 1128(C))-IMPOSITION OF A CIVIL MONEY PENALTY OR ASSESSMENT
1128a1	PROGRAM-RELATED CONVICTION
1128a2	CONVICTION RELATING TO PATIENT ABUSE OR NEGLEC
1128a3	FELONY CONVICTION RELATING TO HEALTH CARE FRAUD
1128a4	FELONY CONVICTION RELATING TO CONTROLLED SUBSTANCE VIOLATION
1128b1	CONVICTION RELATING TO FRAUD
1128b10	FAILURE TO SUPPLY REQUESTED INFORMATION ON SUBCONTRACTORS AND SUPPLIERS
1128b11	FAILURE TO PROVIDE PAYMENT INFORMATION
1128b12	FAILURE TO GRANT IMMEDIATE ACCESS
1128b13	FAILURE TO TAKE CORRECTIVE ACTION

The MED application allows the Admin user to edit the existing sanction entry or add a new sanction code.

Below is the screen print of the Sanction Code List Screen (SN01) as visible to the Admin users.

Screen Print 30: Sanction Codes List Screen (SN01) – MED-ADMIN



Notice that the Admin users have Edit and Add buttons.

5.7.1.2 Edit Sanction Codes (SN02)

The Sanction Code Edit Screen (SN02) is displayed when the Admin user clicks on the Edit button on the sanction code list screen.

The following is the screen print of sanction code edit screen.

Screen Print 31: Edit Sanction Code (SN02)

The fields values displayed on the screen are explained in the following table:

Table 10: Edit Sanction Code - Field Values

Field Name	Editable / Not-Editable	Input Value
Sanction Code	Not-Editable	N/A
Sanction Description	Editable	Accepts alphanumeric characters, 150 characters maximum

After updating the Sanction Description, click the Save button to save the updated sanction description or click the Cancel button to discard the changes and return to the previous screen.

5.7.1.3 Add Sanction Code (SN02)

The Sanction Code Edit Screen (SN02) to add new sanction entry is displayed when the Admin user clicks on the Add button on the sanction code list screen.

The following is the screen print of sanction code edit screen to add new entry.

Screen Print 32 - Add Sanction Code (SN02)

The fields values displayed on the screen are explained in the following table:

Table 11: Add Sanction Code – Field Values

Field Name	Editable / Not-Editable	Input Value
Sanction Code	Editable	Alphanumeric characters, 20 characters maximum
Sanction Description	Editable	Alphanumeric characters, 30 characters maximum

After updating the Sanction Code and Sanction Description, click the Save button to save to add new sanction entry to the database or click the Cancel button to discard the changes and return to the previous screen.

5.7.2 Error Codes

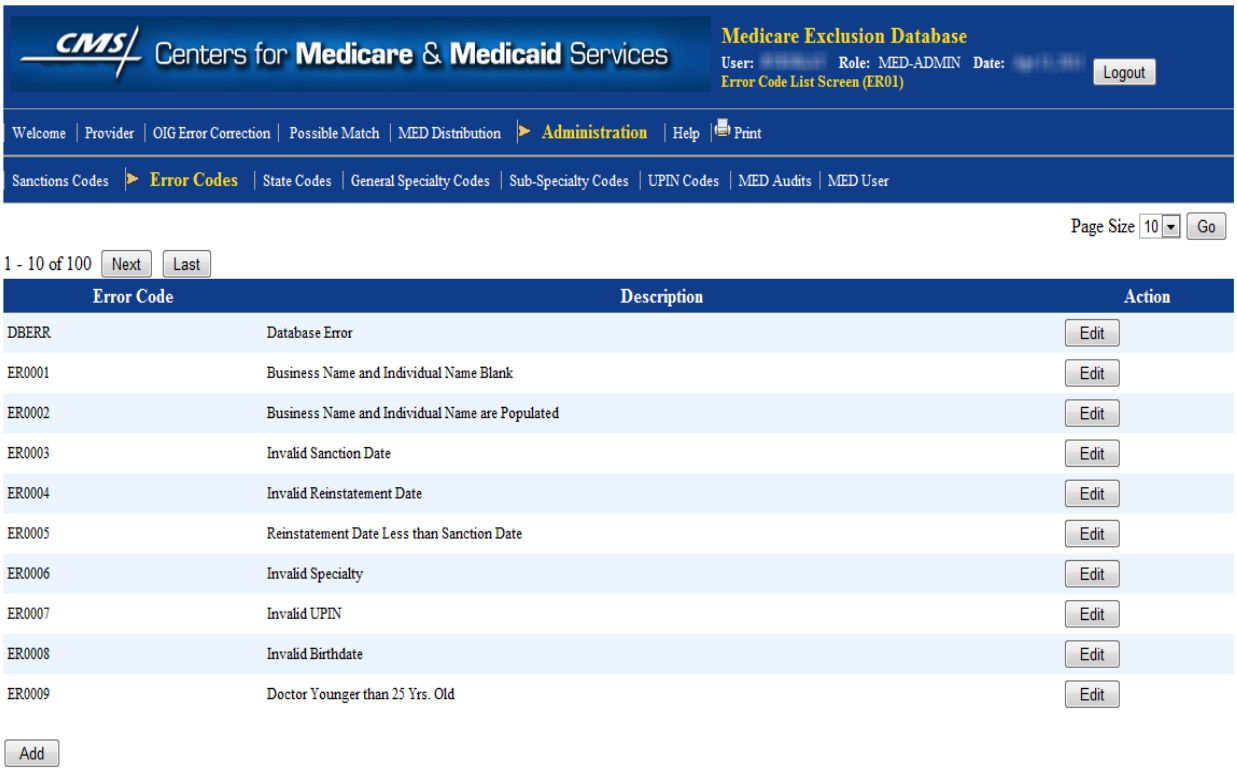
The Error Codes uniquely identifies the error description for the errors that may occur when loading the OIG data.
The MED online application provides the user to view, edit or add error codes and error codes descriptions and codes.

5.7.2.1 View Error Codes (ER01) – MED-ADMIN Only

When an Admin user clicks on Error Codes menu, the Error Code List Screen (ER01) is displayed. This menu and access to the page is available only to the Admin users and not available to Regular or Power users.

The following is the screen print of Error codes as displayed.

Screen Print 33: Error Code List Screen (ER01)



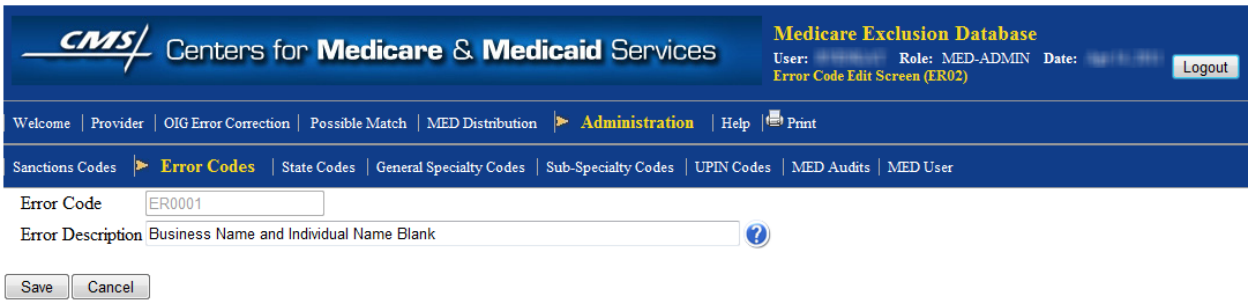
When on this screen, Admin user can click on the Edit button to edit the Error Code description or click on the Add button to add a new Error code description.

5.7.2.2 Edit Error Codes – (ER02)

The Error Code Edit Screen (ER02) is displayed when the Admin user clicks on the Edit button on the error codes list screen.

The following is the screen print of sanction code edit screen.

Screen Print 34: Edit Error Code



The fields values displayed on the screen are explained in the following table:

Table 12: Edit Error Code - Field Values

Field Name	Editable / Not-Editable	Input Value
Error Code	Not-Editable	N/A
Error Description	Editable	Accepts alphanumeric characters, 150 characters maximum

After updating the Error Description, click the Save button to save the updated Error Description or click the Cancel button to discard the changes and return to the previous screen.

5.7.2.3 Add Error Codes – (ER02)

The Error Code Edit Screen (ER02) to add new sanction entry is displayed when the Admin user clicks on the Add button on the sanction code list screen.

The following is the screen print of sanction code edit screen to add new entry.

Screen Print 35: Add Error Code (ER02)

The fields values displayed on the screen are explained in the following table:

Table 13: Add Error Code – Field Values

Field Name	Editable / Not-Editable	Input Value
Error Code	Editable	Alphanumeric characters, 20 characters maximum
Error Description	Editable	Alphanumeric characters, 150 characters maximum

After updating the Sanction Code and Sanction Description, click the Save button to save to add new sanction entry to the database or click the Cancel button to discard the changes and return to the previous screen.

5.7.3 State Codes

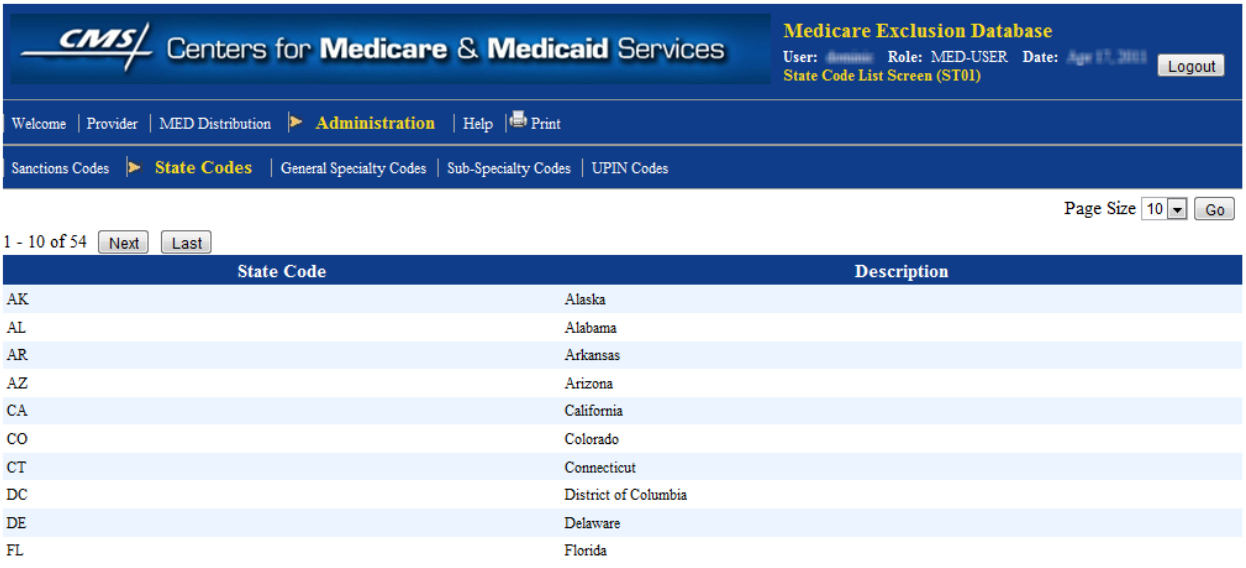
The State Codes uniquely identifies the states in the USA and is used to identify the state where the provider operates.
The MED online application allowsthe user to view, edit or add State codes and descriptions.

5.7.3.1 View State Code (ST01)

When a user clicks on State Codes menu, the State Code List Screen (ST01) is displayed by default.

The following is the screen print of State codes as displayed to the Regular and Power users. These users are only allowed to view the sanction codes.

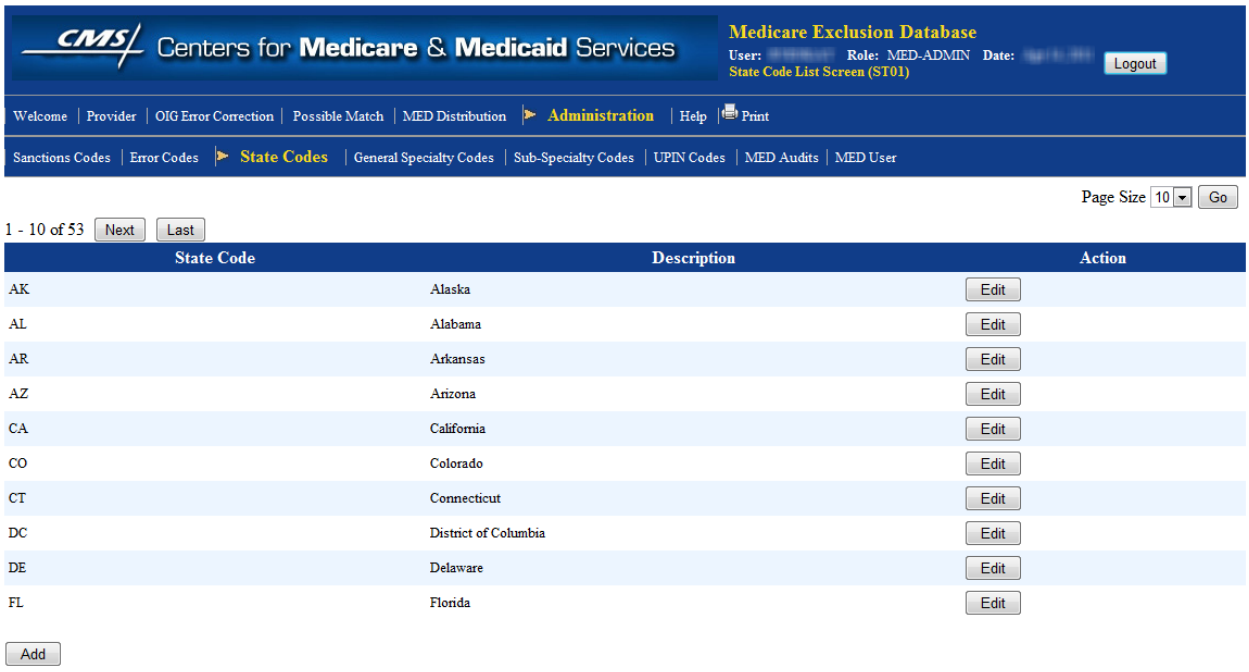
Screen Print 36: State Codes List Screen (ST01) – MED-USER and MED-POWERUSER



The MED application provides the Admin user to edit the existing State entry or add a new State code.

Below is the screen print of the State Code List Screen (SN01) as visible to the Admin users.

Screen Print 37: State Code List Screen



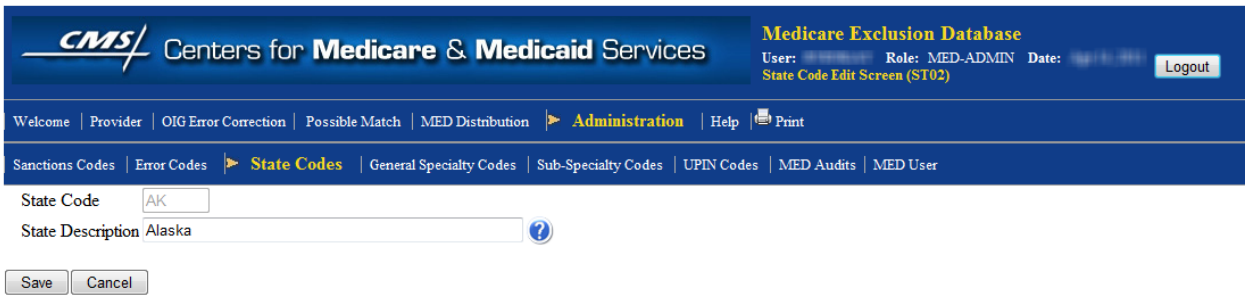
Please note that the Admin users have Edit and Add buttons to edit an existing record or add a new record.

5.7.3.2 Edit State Codes (ST02)

The State Code Edit Screen (ST02) is displayed when the Admin user clicks on the Edit button on the State code list screen.

The following is the screen print of State code edit screen.

Screen Print 38: State Code Edit Screen (ST02)



The fields values displayed on the screen are explained in the following table:

Table 14: State Code Edit Screen – Field Values

Field Name	Editable / Not-Editable	Input Value
State Code	Not-Editable	N/A
State Description	Editable	Accepts alphanumeric characters, 150 characters maximum

After updating the State Description, click the Save button to save the updated State Description or click the Cancel button to discard the changes and return to the previous screen.

5.7.3.3 Add State Code (ST02)

The State Edit Screen (ST02) to add new State entry is displayed when the Admin user clicks on the Add button on the State code list screen.

The following is the screen print of State code edit screen to add new entry.

Screen Print 39: Add State Code (ST02)

The fields values displayed on the screen are explained in the following table:

Table 15: Add State Codes - Field Values

Field Name	Editable / Not-Editable	Input Value
State Code	Editable	Alphanumeric characters, 20 characters maximum
State Description	Editable	Alphanumeric characters, 30 characters maximum

After updating the State Code and State Description, click the Save button to save to add new State entry to the database or click the Cancel button to discard the changes and return to the previous screen.

5.7.4 General Specialty Codes (GN01)

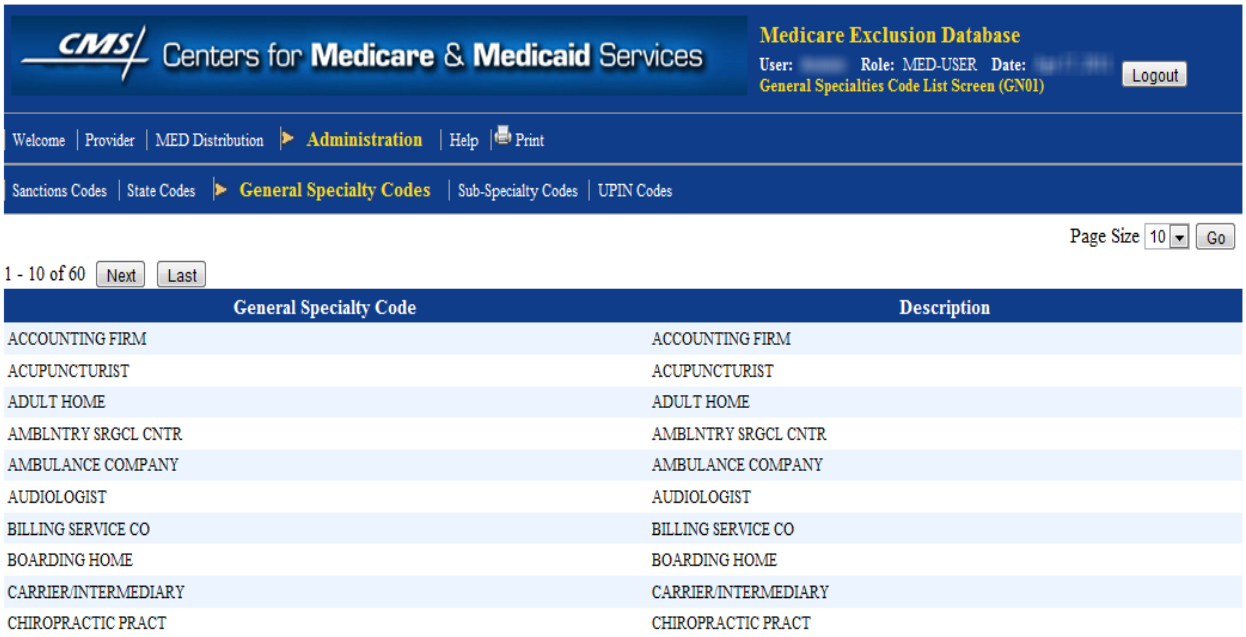
The General Specialty Codes uniquely identifies the Specialty of the provider. The MED online application provides the facility to view, edit or add the general specialty descriptions and codes to identify them.

5.7.4.1 View General Specialty Codes (GN01)

When a user clicks on General Specialty Codes menu, the General Specialties Code List Screen (GN01) is displayed.

The following is the screen print of general specialty codes as displayed to the Regular and Power users. These users are only allowed to view the general specialty codes and description.

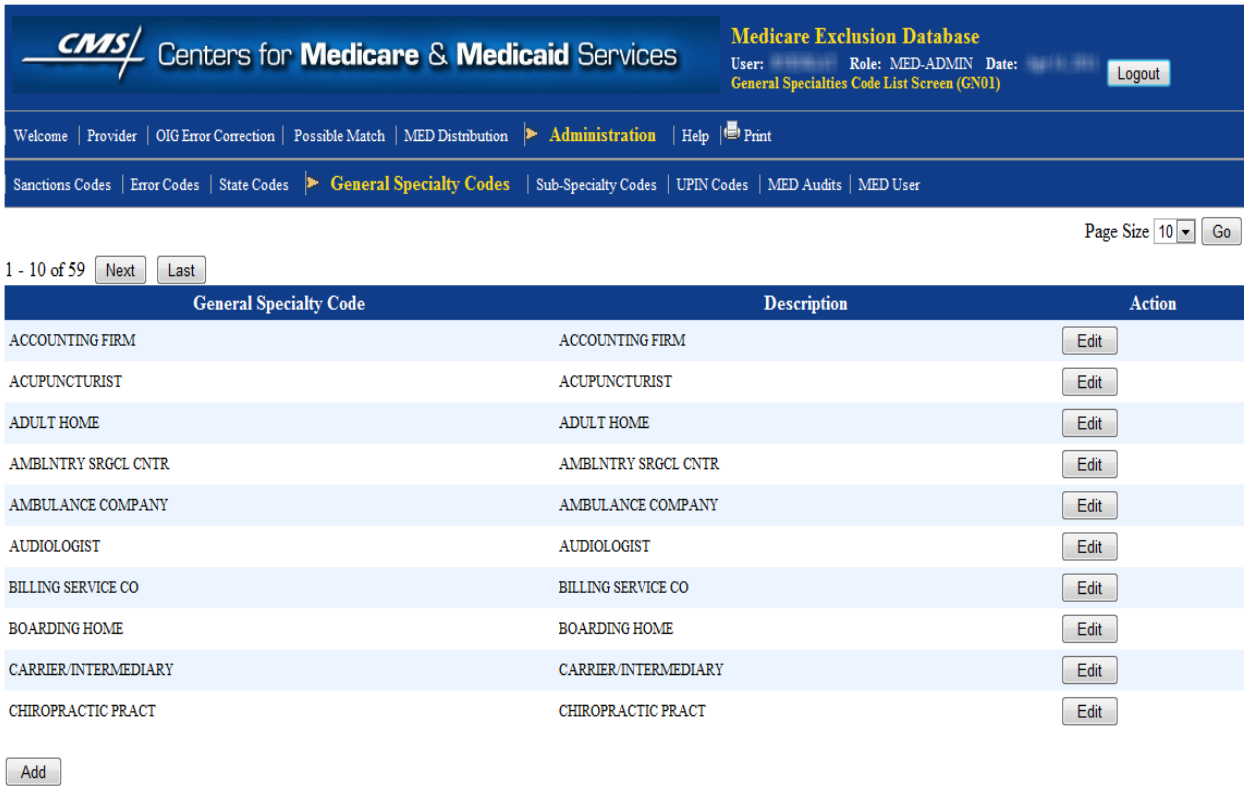
Screen Print 40: General Specialty List Screen (GN01)



The MED application provides the Admin user to edit the existing general specialty code entry or add a new general specialty code.

Below is the screen print of the General Specialties Code List Screen (SN01) as visible to the Admin users.

Screen Print 41: General Specialty List Screen (GN01) - MED-ADMIN



Please note that the Admin users have Edit and Add buttons to edit an existing record or add a new record.

5.7.4.2 Edit General Specialty Codes (GN02)

The General Specialty Code Edit Screen (GN02) is displayed when the Admin user clicks on the Edit button on the general specialties code list screen.

The following is the screen print of general specialty code edit screen.

Screen Print 42: General Specialty Edit Screen (GN02)

The field values displayed on the screen are explained in the following table:

Table 16: General Specialty Codes - Field Values

Field Name	Editable / Not-Editable	Input Value
General Specialty Code	Not-Editable	N/A
General Specialty Description	Editable	Accepts alphanumeric characters, 150 characters maximum

5.7.4.3 Add General Specialty Code (GN02)

The General Specialty Code Edit Screen (GN02) to add new general specialty entry is displayed when the admin user clicks on the Add button on the general specialties code list screen.

The following is the screen print of general specialties code edit screen to add new entry.

Screen Print 43: General Specialty Code Edit Screen (GN02)

The fields values displayed on the screen are explained in the following table:

Table 17: Add General Specialty Codes - Field Values

Field Name	Editable / Not-Editable	Input Value
General Specialty Code	Editable	Alphanumeric characters, 20 characters maximum
General Specialty Description	Editable	Alphanumeric characters, 150 characters maximum

After updating the General Specialty Code and General Specialty Description, click the Save button to save to add new General Specialty entry to the database or click the Cancel button to discard the changes and return to the previous screen.

5.7.5 Sub Specialty Codes

The Sub-Specialty Codes uniquely identifies the description of the Sub-Specialty of the provider. Each Sub-Specialty description relates to the Sub-Specialty code of the provider.

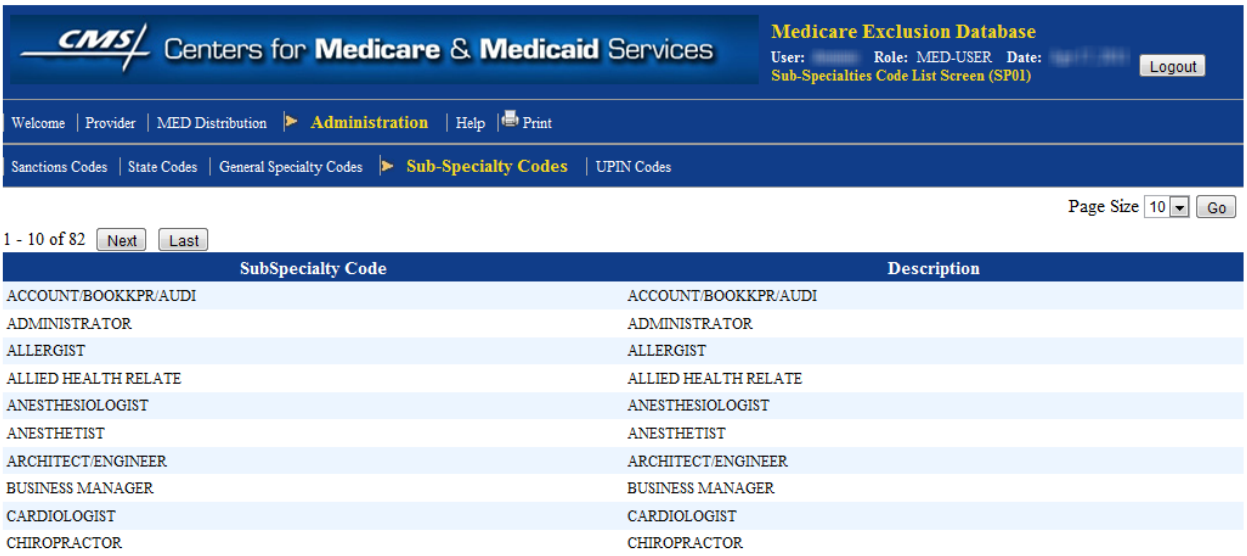
The MED online application provides the user to view, edit or add the Sub-Specialty descriptions and codes to identify them.

5.7.5.1 View Sub Specialty Codes (SP01)

When a user clicks on Sub-Specialty Codes menu, the Sub-Specialties Code List Screen (SP01) is displayed.

The following is the screen print of Sub-Specialty codes as displayed to the Regular and Power users. These users are only allowed to view the sub-specialty codes and description.

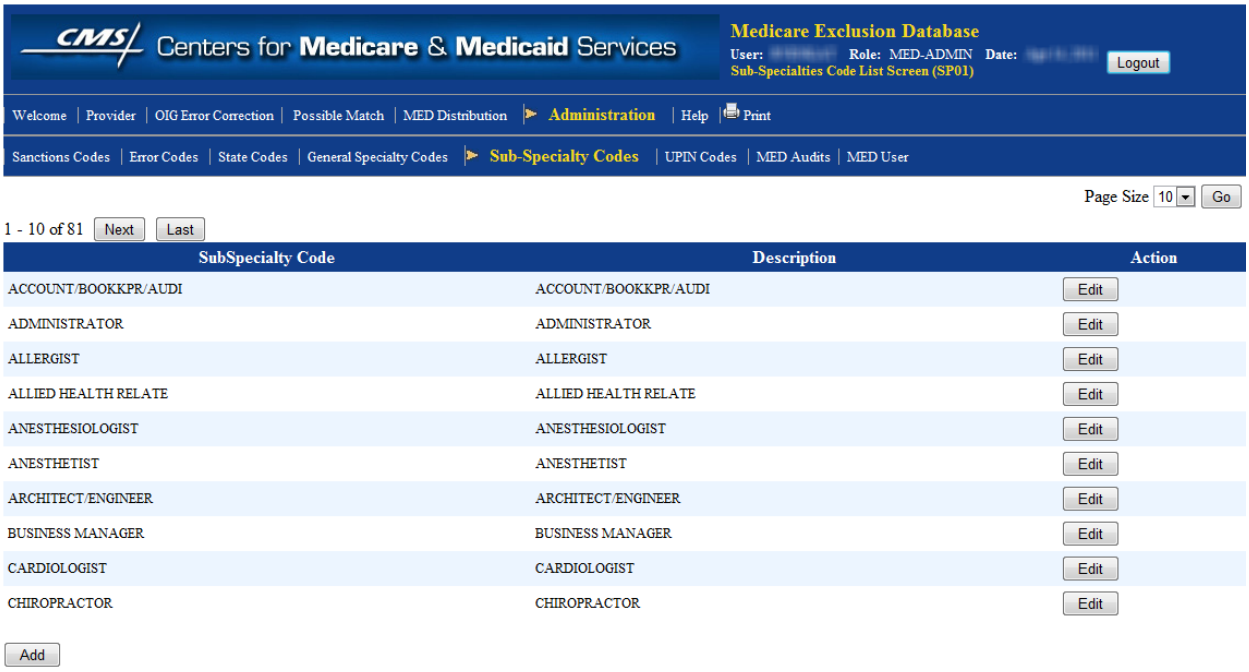
Screen Print 44: Sub Specialty Code List Screen (SP01)



The MED application allows the Admin user to edit the existing sub-specialty code entry or add a new sub-specialty code.

Below is the screen print of the Sub-Specialties Code List Screen (SN01) as visible to the Admin users.

Screen Print 45: Sub Specialty Code List Screen (SP01) - MED-ADMIN



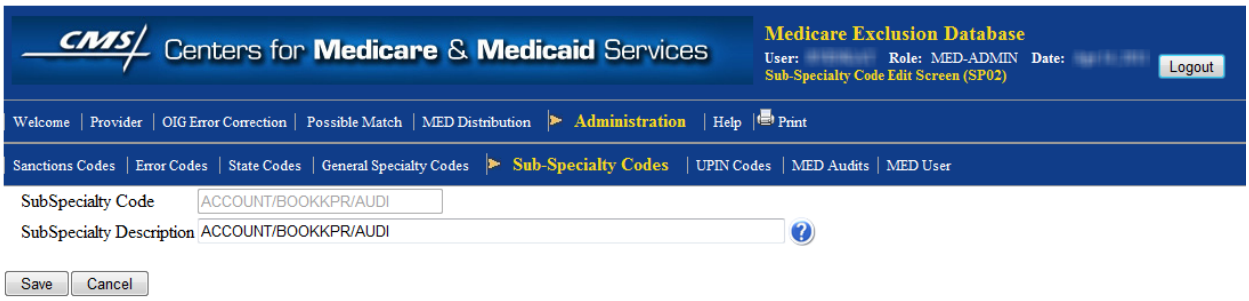
It can be noticed that the Admin users have Edit and Add buttons to edit an existing record or add a new record.

5.7.5.2 Edit Sub Specialty Codes (SP02)

The Sub-Specialty Code Edit Screen (SP02) is displayed when the Admin user clicks on the Edit button on the Sub-Specialty code list screen.

The following is the screen print of sub-Specialty code edit screen.

Screen Print 46: Sub-Specialty Edit Screen (SP02)



The fields values displayed on the screen are explained in the following table:

Table 18: Sub-Specialty Edit - Field Values

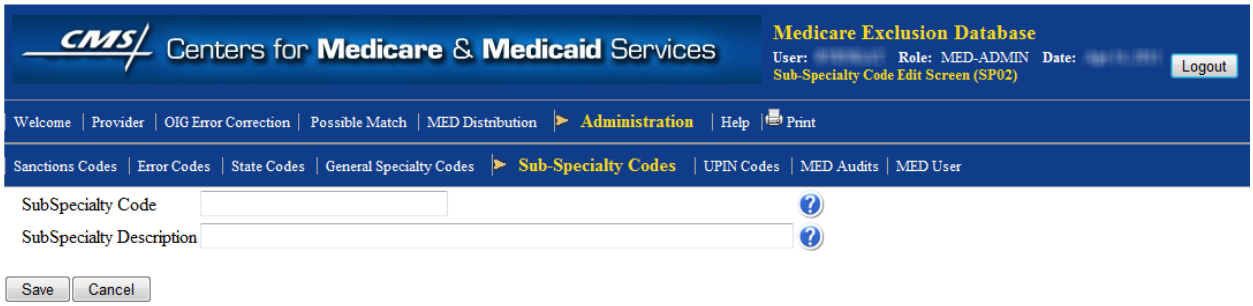
Field Name	Editable / Not-Editable	Input Value
Sub Specialty Code	Not-Editable	N/A
Sub Specialty Description	Editable	Accepts alphanumeric characters, 150 characters maximum

5.7.5.3 Add Sub Specialty Codes (SP01)

The Sub-Specialty Code Edit Screen (GN02) to add new sub-specialty entry is displayed when the Admin user clicks on the Add button on the Sub-Specialties code list screen.

The following is the screen print of Sub-Specialties code edit screen to add new entry.

Screen Print 47: Add Sub-Specialty Code (SP02)



The fields values displayed on the screen are explained in the following table:

Table 19: Add Sub-Specialty Codes - Field Values

Field Name	Editable / Not-Editable	Input Value
Sub Specialty Code	Editable	Alphanumeric characters, 20 characters maximum
Sub Specialty Description	Editable	Alphanumeric characters, 150 characters maximum

After updating the Sub Specialty Code and Sub Specialty Description, click the Save button to save to add new Sub-Specialty entry to the database or click the Cancel button to discard the changes and return to the previous screen.

5.7.6 UPIN Codes

The UPIN Codes uniquely identifies the description of the UPIN of the provider. Each Sub-Specialty description relates to the Sub-Specialty of the provider.

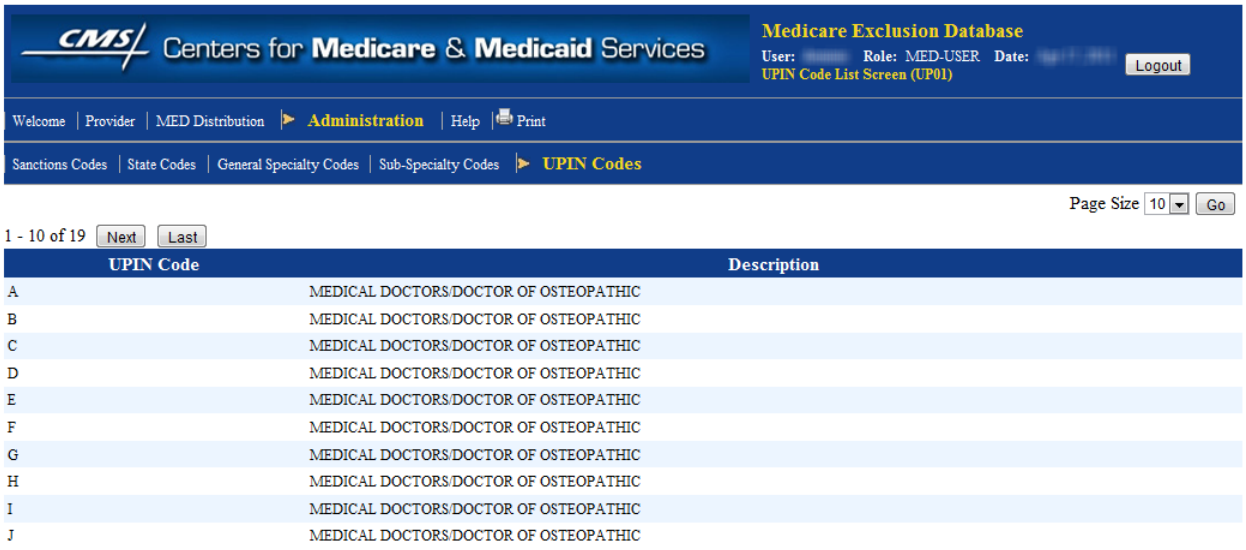
The MED online application allows the user to view, edit or add the Sub-Specialty descriptions and codes to identify them.

5.7.6.1 View UPIN Codes (UP01)

When a user clicks on UPIN Codes menu, the UPIN Code List Screen (UP01) is displayed.

The following is the screen print of UPIN codes as displayed to the Regular and Power users. These users are only allowed to view the general specialty codes and description.

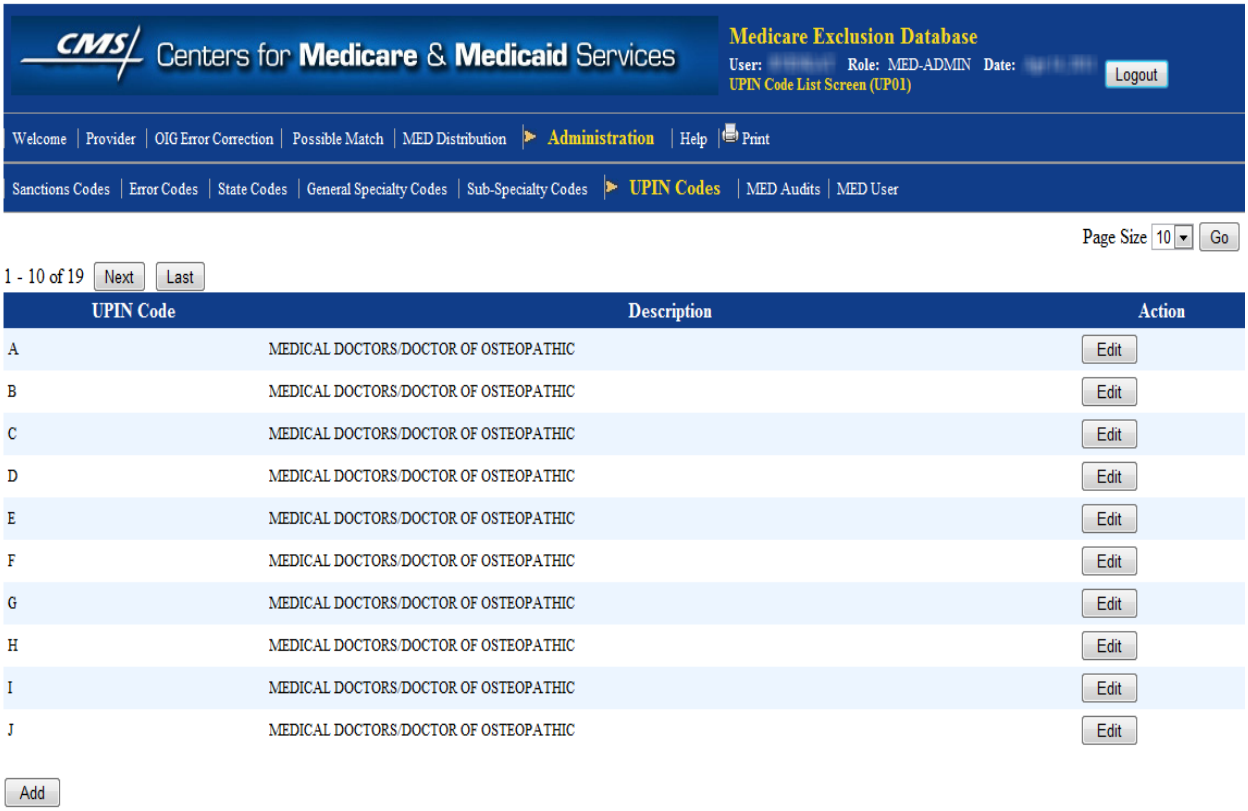
Screen Print 48: UPIN Code List Screen (UP01)



The MED application allows the Admin user to edit the existing UPIN code entry or add a new UPIN code.

Below is the screen print of the UPIN Code List Screen (UP01) as visible to the Admin users.

Screen Print 49: UPIN Code List Screen (UP01) - MED-ADMIN



Notice that the Admin users have Edit and Add buttons.

5.7.6.2 Edit UPIN Codes (UP02)

The UPIN Code Edit Screen (UP02) is displayed when the Admin user clicks on the Edit button on the Sub-Specialty code list screen.

The following is the screen print of UPIN code edit screen.

Screen Print 50: UPIN Code Edit Screen (UP02)

The fields values displayed on the screen are explained in the following table:

Table 20: UPIN Code Edit Screen - Field Values

Field Name	Editable / Not-Editable	Input Value

UPIN Code	Not-Editable	N/A
UPIN Description	Editable	Accepts alphanumeric characters, 150 characters maximum

5.7.6.3 Add UPIN Codes (UP02)

The UPIN Code Edit Screen (GN02) to add new UPIN entry is displayed when the Admin user clicks on the Add button on the Sub-Specialties code list screen.

The following is the screen print of UPIN code edit screen to add new entry.

Screen Print 51: Add UPIN Codes Screen (UP02)

The fields values displayed on the screen are explained in the following table:

Table 21: Add UPIN Codes - Field Values

Field Name	Editable / Not-Editable	Input Value
UPIN Code	Editable	Alphanumeric characters, 20 characters maximum
UPIN Description	Editable	Alphanumeric characters, 150 characters maximum

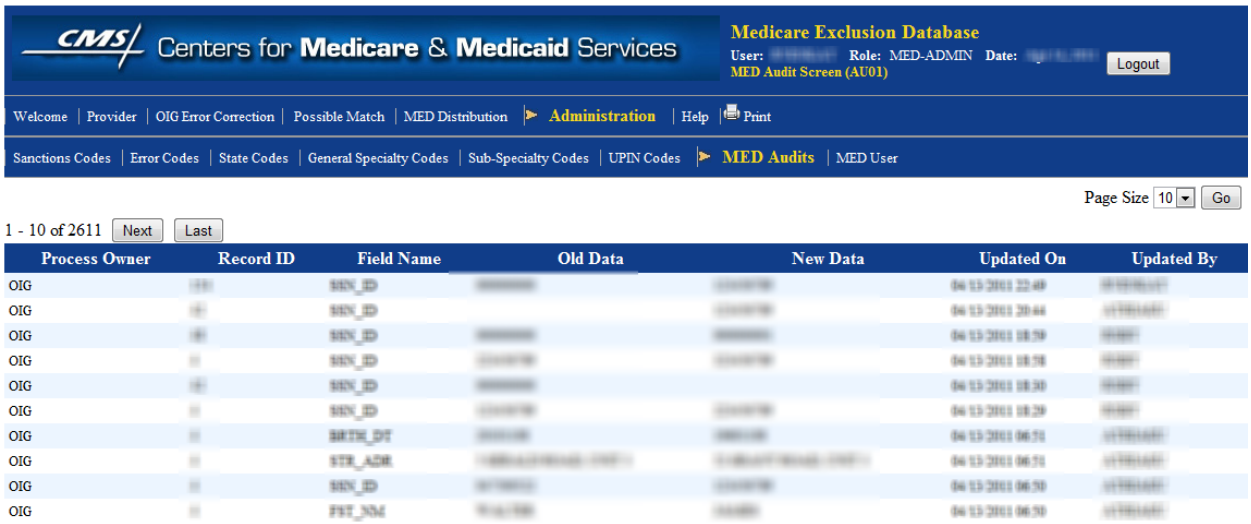
After updating the UPIN Code and UPIN Description, click the Save button to save to add new UPIN entry to the database or click the Cancel button to discard the changes and return to the previous screen.

5.7.7 MED Audits

The MED Audits section of the application allows the Admin users to view all the changes performed on the Provider's record by any user. The MED Audits screen (AU01) is displayed when the Admin user clicks on the link Administration → MED Audits

The following is the screen print of MED Audits.

Screen Print 52: MED Audits Screen (AU01)



The following information is displayed about each audit record:

- *Process Owner*: Owner of the process
- *Record ID*: Unique ID number that identifies the provider whose record is being changed
- *Field Name*: ID of the field that has been changed
- *Old Data*: Old value of the field
- *New Data*: New value of the field
- *Updated On*: Date when the record was updated
- *Updated by*: User ID of the person who made the change

The MED Audits section does not allow any action other than to view the history of changes that were performed on the provider's record.

5.7.8 MED Users

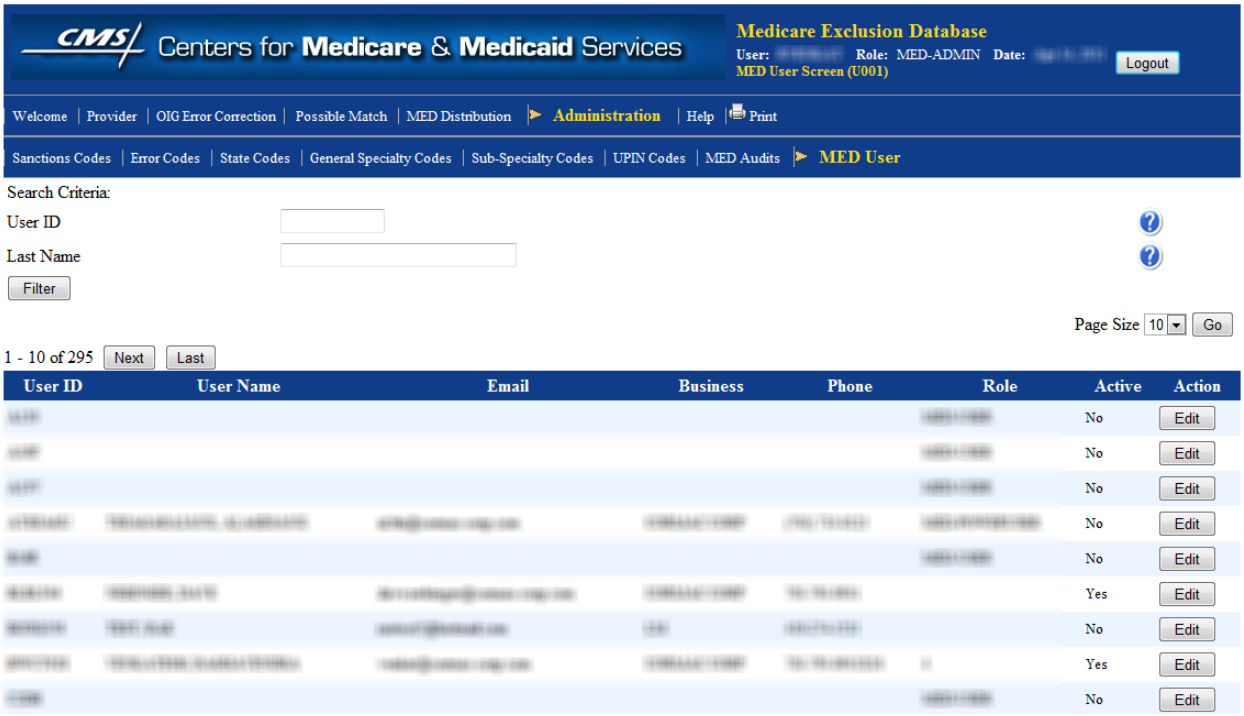
The MED Users section of the MED online application allows the Admin users to maintain certain information about the users of the application. The actual user accounts are created in the IACS system but this function as part of the MED application allows the Admin User to assign additional details.

5.7.8.1 View MED Users (U001)

When a user clicks on MED Users menu, the MED User Screen (U001) is displayed. The MED user screen displays all the system users by default along with a search form to quickly search for specific users.

The following is the screen print of MED users list screen.

Screen Print 53: MED User List Screen (U001)



The following table provides the details about the search fields:

Table 22: MED User Search – Field Values

Field	Input / Limitation	Optional / Required	Description
User ID	Alphanumeric value	Optional	Enter the full or partial (initial characters) User ID of the MED online user.
Last Name	Alphanumeric value	Optional	Enter the full or partial (initial characters) name of the user's Last Name

After entering the search criteria, clicking the Filter button will display the user records that match the search criteria.

The MED User Screen (U001) by default displays all the user records in a tabular format where rows represent a unique user record and columns provide the details of the record. The following are the columns are shown on this screen.

- *User ID*: User login ID of the MED online application users
- *User Name*: Full name of the user (Last name, First name)
- *Email*: Email ID of the user
- *Business*: Name of the company to which the user belongs
- *Phone*: Phone number of the user
- *Role*: Role assigned to the user

- *Active*: Indicates whether user is active or not

The last column called *Action* in each row provides an Edit button to modify certain user information as described in the following section.

5.7.8.2 Edit MED Users (U002)

The MED User Edit Screen (U002) is displayed when the admin user clicks on the Edit button on the MED users screen. The application page allows the Admin users to modify certain information about the MED online users.

The following is the screen print of the MED user edit.

Screen Print 54: Edit MED User (U002)

The fields values displayed on the screen are explained in the following table:

Table 23: Edit MED Users - Field Values

Field Name	Editable / Not-Editable	Input Value
User ID	Non-Editable Field	N/A
Active	Non-Editable Field	N/A
Role	Non-Editable MED Online Application	N/A
First Name	Editable	Alpha numeric, 35 characters maximum
Last Name	Editable	35 characters maximum
Business	Editable	Alpha numeric, 50 characters maximum
Email	Editable	50 characters maximum
Phone	Editable	Numeric with special characters, 20 character maximum

After updating the user information, click the Save button to save the updated user information or click the Cancel button to discard the changes and return to the previous screen.

6. TROUBLESHOOTING & SUPPORT

6.1. Error Messages

If during the usage of MED online application, a user sees following error message:

"An application error has been detected"

Please contact the system administrators with the following information:

- User ID of the user
- Date and time when the error message was displayed
- Application screen name if possible
- Comments: Any additional information to explain the scenario and how the user was using the system.

6.2. Support

MED first level user support and problem reporting is handled by EUS. The website and FAQ can be found in EUS website http://www.eushelpdesk.com/. They handle issues like:

- IACS Registration Issues
- Username Issues
- Password Resets
- System latency issues

For all MED online application/data related issues, please contact the MED Support Staff.

Table 21: Points of Contact

Contact	Organization	Phone	Email
EUS Help desk	CGI	(866) 484-8049 TTY/TDD# (866) 523-4759 Hours: Monday-Friday, 7am-7pm EST	EUSSupport@cgi.com
MED Support Staff	CORMAC Corp	Not Available	med@cormac-corp.com

7. GLOSSARY

Application

Application refers to MED Online Application. Occasionally it is also referred as MED application or online application.

Error Count

Number of errors that are associated with the OIG provider in case of errors/warnings

General Description

General specialty of the provider

LOAD ID

Unique ID used to identify OIG providers

Match Count

When there is a 'Possible Match', the count identifies how many possible MED providers match with records in OIG provider

MED ID

Unique ID used in MED to identify providers

OIG Error Type

Error type associated with the provider records in the OIG error section

OIG Error Status

The error status of the provider record with possible values of being either corrected or uncorrected

Provider Type

This is the type of provider who provides the service. It is either an Individual or a Business

Provider Identifier

Provider Identifier refers to is either Employee Identification Number (EIN) or Social Security Number (SSN).

Reinstatement Date

Date on which a reinstatement has been applied to the provider

Sanction Type

Sanction type for a provider means if there is an active sanction or if there are any reinstatements applied to the provider. 'Active' sanction type for a provider will have at least one sanction that has no reinstatement.

Sanction Date

Date on which a sanction has been applied to the provider

Sub-Specialty

Sub- Specialty of the provider

User

The term 'user' refers to any person who has access to the MED online application and has privileges to access the specific functionality. If the function is limited to a specific type of user, then it is explicitly mentioned.

8. ACRONYMS

EIN	Employee Identification Number
IACS	Individuals Authorized Access to the CMS Computer Services
MED	Medicare Exclusion Database
NPI	National Provider Identifier
NSC	National Supplier Clearinghouse
OIG	Office of Inspector General
OSCAR	Online Survey Certification and Reporting System
SSN	Social Security Number
UPIN	Unique Physician Identification Number

APPENDICES

Appendix A – MED Online Application – Common buttons

The following are common buttons that are used in throughout the MED application. Whenever any of these buttons appear on any screen, their functionality remains the same. The function of the buttons is explained in the following table.

Table 24: Common Buttons on Web Pages

Button	Description
Search	Clicking this button will cause the application to search for the records based on the search criteria.
Reset	Clicking this button will reset the search criteria by making the field values to their original default value.
Back	Clicking this button will take to the original search screen. (This button is not same as the 'Back' button available on the web browser).
Cancel	Clicking this button will cancel any action on the webpage and displays the previous screen.
Browse	Clicking this button will show additional details of the record in 'Read-Only' mode
Edit	This button is visible only to the Power Users and the Admin Users. By clicking on the button, the Power/Admin user will be able to various values associated with the record.
Go	This button is generally displayed on the top-right corner on the search result page. The user can
First	The button will take the user screen to first page of the search results. (Note: This button is only visible if the user is viewing records on page 2 or more within the search result).
Previous	The button will take the user screen to previous results page of the search result. (Note: This button is only visible if the user is viewing records on page 2 or more within the search result).
Next	This button will display the next page of search result. (Applicable when there are more number of records than the off-set limit)
Last	This button will display the last page of the search result (Applicable when there are more number of records than the off-set limit)
	This is a 'Tool-Tip' icon. Its primary purpose is to provide information about the form field, input value and any limitations). This icon is displayed only for those fields that are editable. Therefore, if there is no icon next to the field, then that particular field is not editable even though other fields within the form may be editable.

Appendix B – MED File Creation Utility (MFCU) – Configuration parameters

MED_FCU.ini file contains the configuration information for the MED File Creation utility. Listed below is the content.

---- 5 module prefixes (index 0 to 4) **<- Please do not change this session**
Cum
RCum
Rein
Sanc
NMed
---- Input Files
C:\MED-FCU\Extract\ <- Change the folder if the distribution files from GENTRAN is downloaded into another folder. The default folder is C:\MED-FCU\Extract\
P.MEDEXC.CUMLTVSN
P.MEDEXC.CUMREIN
P.MEDEXC.REINST
P.MEDEXC.SANCT
P.MEDEXC.NONMED
---- Template Files
C:\MED-FCU\Template\ <- Change this folder if the utility is unzipped in another folder
---- Output Files (Distribution Files)
C:\MED-FCU\Files\<- Change this folder if the utility is unzipped in another folder