

## How to Create an OASIS Submission File

### Background:

The Healthcare Assistant application has the ability for the user to be able to create an OASIS submission file to submit to the Department of Health (DHS) for the agency's state. The application will scan the database for all OASIS that has been entered into the system and is currently in Locked status.

Note: The Healthcare Assistant application does not dial-up directly to DHS, it only creates the OASIS Submission File needed to submit Oasis. To dial-up to the state, the use of the AT&T Global Dialer program is still required.

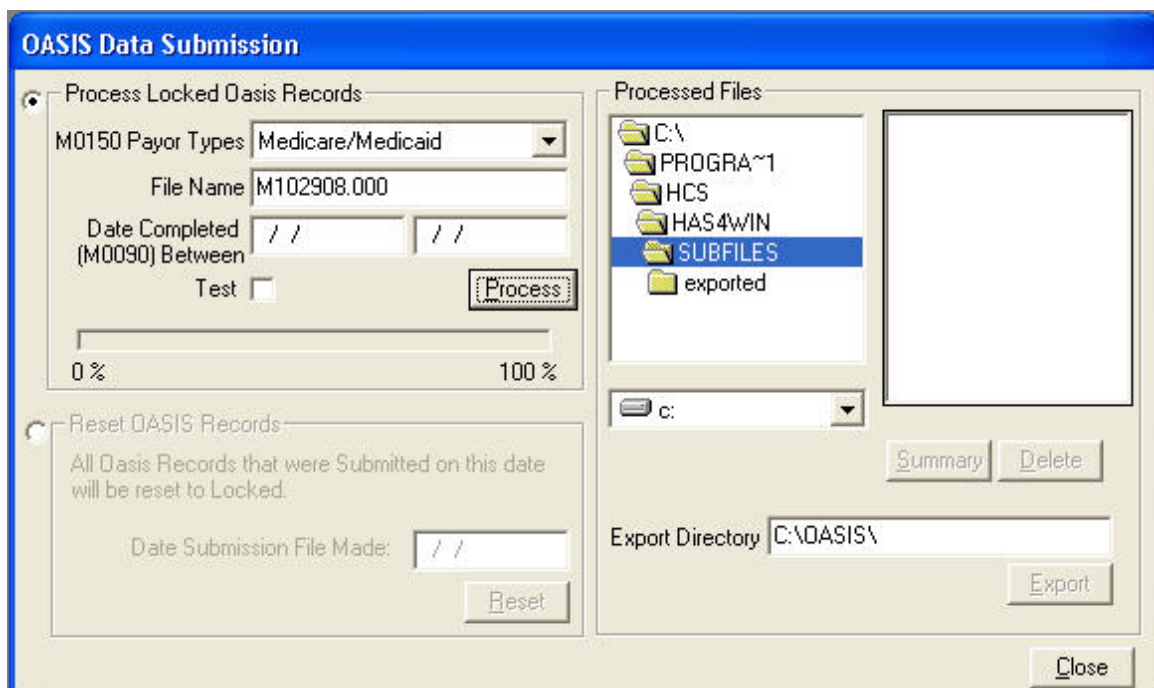
### To create an OASIS submission file:

(Please note that a patient's OASIS needs to be entered to the patient's record and in Locked status for the OASIS to be seen during the time the submission file is created.)

1. Click on OASIS & Assessments -> OASIS Electronic Submission.



2. A screen will appear that is broken into four (4) parts. Start at the upper left of the window and work clock-wise to complete the Oasis Submission File Creation process.



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3. To process your locked OASIS records, start on the upper-left and make sure the dot next to "Processed Locked Oasis Records". Choose the different payor types (M0150) you would like to submit for (default is Medicare/Medicaid) and enter in the date range you would like to submit for in the **Date Completed** fields.
4. Click on the button labeled **Process** for the program to scan the database to find all *Locked OASIS* records whose M0090 date falls in-between the date range entered.
5. A list will populate that will show all of the patients the program found that is ready to submit. To exclude a patient, just remove the check mark next to their box. After you are ready, click on the **Process** button and you will be back at the OASIS submission screen but on the right side where it says **Processed Files** you will see a file that is labeled by the date the file was created (ex: M0120105.000)
6. After creating the processed file, you will need to verify the export directory, or the location outside of the Healthcare Assistant application that is easy for you to access that will store the OASIS submission file you are attempting to send. Typically, the export directory is c:\oasis, although this can be changed to any other folder you prefer.
7. To export the file out of the Healthcare Assistant, click on the file that was just processed and click on the button below that says **Export**. This will move the submission file out of the Healthcare Assistant and into the export folder chosen.

#### Note

To complete OASIS submission, the user is to dial up using the AT&T Global Dialer and accessing the OASIS submission home page designated for the state that the agency is in. For more assistance with this, please contact your state's OASIS Help Desk or refer to our [online on demand training](#) that will show the complete process.

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