HIS SUBMISSION
QUICK REFERENCE GUIDE
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This manual is for training purposes only and should not be used for official purposes as the Axxess solutions are continuously subject to updates, improvements and enhancements.

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HIS EXPORT MANAGER
Home/HIS Export Manager

Users can manage the exporting of HIS documents from the **Pending Approval**, **Export Ready** and **Export History** tabs. Search for documents in each tab by patient name, date range or HIS export type or branch (if more than one).

PENDING APPROVAL - Where the reviewer can make changes to the HIS as needed. Reviewers can sign in Z0400 for any changes made and approve the HIS and sign in Z0500 that the HIS is completed.

The dots next to each line represents the timing of when HIS is due.

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Green = More than five days remaining
Orange = Five to one days remaining
Red = Zero days remaining or overdue

Review HIS
If a file contains inconsistencies, a blue badge will appear displaying the number of inconsistencies in the document.

1. Select **Edit.**
2. The banner at the top of the screen shows inconsistencies, errors and/or warnings. Use the arrows to review each section that has been flagged.
3. Update documentation.
4. Select **Check Again** to re-run the HIS scrubber.
5. Select **Save** to keep changes.

Approving HIS
- Select **Approve** hyperlink to individual HIS. If any changes were made, HIS scrubber runs automatically and cannot be approved with errors.
  - Enter the signature date.
  - Select the electronic signature check box.
  - Select **Complete**.
- A HIS document can be approved with inconsistencies.
  - Select **Approve**.
  - Select the electronic signature check box.
  - Select **Complete Without Updating**.
- Approve multiple HIS documents.
  - Select the check boxes.

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     o   Select **Approve Selected**.

After the HIS is approved, it will move to the **Export Ready** tab.

EXPORT READY - Where all HIS awaiting export are located. Users can create export files of individual files or perform a bulk submission. Selecting the patient's name goes to patient chart.

1. Select **Generate HIS File** to download files on the user's computer.
2. Submit the HIS per organization guidelines.
3. Return to this page and select **Mark as Exported**.
   a. Generate multiple HIS files or mark multiple as exported by selecting the check boxes on the left side of the page.
   b. Select **Selected as Exported** or **Generate HIS File**.

Update Status
1. Select **Update Status.**
2. Choose from pending approval, export ready, exported, accepted or rejected.
3. Select **Update**.
   a. Change multiple HIS status by selecting the check boxes on the left side of the page.
   b. Select **Update Status**.

NOTE: The countdown for submission is 30 days after the admission or discharge date.

EXPORT HISTORY - Where users can mark if a HIS was rejected, accepted, and be able to create modifications or inactivate a HIS.

1. Select **Generate Cancel, Make a Correction** or **Update Status** hyperlinks to make updates to individual HIS.
2. Update multiple by selecting check boxes on the left side of the page, then select one of the **Generate Cancel, Make a Correction** or **Update Status** buttons.

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HELP CENTER

A great resource that is available 24/7 is our Help Center. It is a place to get answers to frequently asked questions or watch videos on all our Axxess products. Our Help Center can be accessed by selecting *Help/Help Center* or https://www.axxess.com/help/

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