

MIRCal Video Training

3 – Entering and Submitting Manual Records

Welcome to MIRCal Video Training. This video is designed for facilities that do not have the capability of extracting a data file and therefore must manually input their records into MIRCal.

In this video we will discuss how to enter individual records directly in MIRCal, view a list of your saved records, and submit those records to OSHPD.

Let's log in to MIRCal. We will be entering Inpatient records. Make sure you choose the correct data type and report period from the drop-down lists.

After logging on, the Submission Status page is displayed. It will show the report period, the due date, and summary information for the previous submission made for the report period. Since we have not submitted data for the report period yet, most fields are blank.

Under Web Entry on the Main Menu, click Manual Record Entry.

The Record Entry screen is now displayed. Here you can enter a new record or view a list of records that have already been entered. Click on Enter New Record.

The Inpatient Data Record Entry Form now appears. This form contains the same fields as the Manual Abstract Reporting Form which is available on our website and in the Reporting Manuals. Let's take a closer look at this form.

The first column displays the Data Element field; the next column, Help, provides a list of valid values for each field; the Data Entry column is where you enter the data values; edit flags are displayed in the Error Flags column after a record is saved.

Some fields will have a drop-down box listing the valid values. Click on the arrow to view the list and select the appropriate option.

In the case of Preferred Language, if the option you need is not in the drop down list, you can use the free text field.

For assistance in completing any field, refer to the corresponding Reporting Manual and other reporting tools available on the OSHPD website.

While entering records, keep in mind MIRCal has a 15-minute time-out security feature. MIRCal will log you out of the system if it remains idle for 15 minutes and will require you to log in again.

Once information for a record has been entered, you have the option of saving it with or without data validation. Clicking Save With Validation will check your data for blank and invalid fields. Errors are listed at the top of the Record Correction form with error flag in red. If using Save With Validation, you must first correct the error to proceed with saving your record. Clicking Save Without Validation, saves the record to the database without displaying errors.

After you have saved a record, the Record Entry screen is displayed with the Current Count of Records Saved but Not Yet Submitted displayed in red. This is a reminder that the records need to be submitted for processing. This number will also be used when submitting your records.

If entering more records, Click Enter New Record and repeat the process.

Once you have entered and saved all your records, you are now ready to submit them.

On the Main Menu, under Web Entry, click Submit Records.

A pop-up will appear asking to verify the data type is correct. Click OK, if correct.

Your facility information is now displayed. Verify the information is correct. If not, contact your Facility User Account Administrator. Click Continue

The next step is to select the submission type. The bottom of the screen provides a brief description of the difference of each. Let's take a moment to talk about them.

A test submission is the primary tool for your data review and correction process. Your facility can make an unlimited number of test submissions which are meant to help you identify and correct errors in your data before formal submission.

Be advised that a test submission will not be considered an official receipt of data.

Formal submission should only be selected once your facility has finished correcting the data and it is at or below MIRCal's error tolerance levels.

Both types of submissions run the data through the MIRCal edit programs in the same way. However, if data is rejected after a formal submission, rejection notices are emailed to the Primary Contact and Administrator. This does not occur with a rejected test submission.

Since this is our first submission, we will select *Test*.

The Transmittal for Web Entry Records page is now displayed. This page shows how many records are saved and will be submitted. Compare the expected number of records with the number displayed. If correct, click the check box and then Submit.

If the information in the pop-up window is correct, click OK.

A confirmation page will appear that provides basic information about the submission. OSHPD recommends printing a copy of this page after every submission. Click Continue.

The Submission Status page appears after submitting records. It provides the Report Status of your submission. Check this page periodically to see if the data has been processed. Processing may take up to 24 hours.

You can add more records by clicking Manual Record Entry and repeating the process for entering records.

If more records are entered after a test submission, the new records will be saved but will not go through the edit validation program until you submit records again.

Please note, manual record entry is not appropriate if you intend to submit a file at some point. Submitting a file overwrites all records in MIRCal.

Now we will discuss how to see a listing of records that have been entered. When you are on the Record Entry page, you also have the option to View Record List. This displays records that are saved but have not been submitted. Let's take a closer look at this page.

Blank or Invalid Errors are found in the first column of this list. If any of the records contain validation errors, "Yes" is displayed as a reminder to correct blank or invalid errors before submitting the records.

The Sequence Number column is the number MIRCal assigns to the record when it's saved. MIRCal numbers your records sequentially to reflect the order in which they were entered.

The Abstract Record Number is the number you enter to identify the record. It is not required but strongly recommended.

Date of Discharge, Date of Birth and Type of Care are also identified in these columns. The Last User Login ID column displays the ID of the user who most recently entered or changed the record.

The Total Pages column displays the number of pages in the records list. Clicking a page number takes you to the list of records on that page. To re-sort the list, click any column heading. To view a record, click any entry in the record row.

Delete Selected Record allows you to select records for deletion. To delete a record, check the box next to the record and then click Delete Selected Records. Once deleted, the record cannot be recovered; so be sure to review OSHPD definitions and regulations before using this option.

This concludes Manual Record Entry training.

You are ready to view the next videos which discuss the MIRCAl Edit Programs and how to make corrections to your data.