How to Create a Quarterly Submission File

Go to: e-Assessments > Submission > Submission

- Select Submission Type; i.e. CCRS, NRS, OMHRS, etc.
- Select the Submission Period to be created

| Home e- | ADT e- | Assessments | e-Plan | e-Notes | e-Financials | e-Reports | Settings | My Accour |
|---------------|------------------------------------|-----------------------------|-----------|------------|--------------|-------------|------------|-----------|
| Assessme | ent Tools | Submission | Asses | sment Calc | ulator | | | |
| Submissio | n Subr | mission History | IAR Submi | ission IAI | R History | | | |
| | | | | | | | | |
| Op 2 Click | erational the 'Sul | l Statistics bmit' check | box to ir | nclude as | sessments | in the subi | nission fi | ile. |
| 2 Click | erational the 'Sul arch Clie | Statistics bmit' check | box to ir | nclude as | ssessments | in the subi | mission fi | le. |

| Search Client | |
|---------------|-----------------------------|
| | Submission Period 2013-Q1 💌 |
| | Name |
| | |

• Click the 'Select All' button to mark all the assessments for the selected submission period.

| Submit | Chart Number | Client Name | Description | Event Date | Completed On | Signature Date | Submission Period | Episode ID | Identifier |
|--|--------------|----------------|-------------|------------|--------------|----------------|-------------------|------------------|----------------|
| | MED-100377 | date, Adt | Admission | 2013-05-01 | 2013-05-01 | 2013-06-10 | 2013-Q1 | 4535 | 599982013050 |
| | MED-100367 | Jordan, Alex | Initial | 2013-06-10 | 2013-06-12 | 2013-06-12 | 2013-Q1 | 4519 | 544462010090 |
| | 123123123 | Farm I, Andrew | Admission | 2013-06-24 | 2013-07-02 | 2013-07-02 | 2013-Q1 | 4540 | 599982013062 |
| | MED-100380 | Health, test | Admission | 2013-06-28 | 2013-07-02 | 2013-07-02 | 2013-Q1 | 4538 | 599982013062 |
| | | | | | | | | | |
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| | | | | | | | | | |
| * A B | CDFGHJ | KMNPRSTW | | | | | Show | 10 💌 🖛 Page 1 | of 1 (4 recor |
| Number of records marked for submission: 4 | | | | | | | Sele | t All Deselect A | ll Invert Sele |

• Click on 'Review' and then 'Continue'

| | 3 Click 'Review' to review your choices Review This is a vendor test submission | |
|-------|--|--------|
| 3 Cli | ck 'Continue' to submit the selected assessments, or click 'Edit' to edit your c | choice |
| Edit | Continue This is a vendor test submission | |

• If there are no validation errors, click '**Save'**. If there are any errors at this point, the system will preview the errors message on the screen with an option to print a hard copy. You may need to review your coding at this time.

| The following submission files will be created: | | | | | | | | |
|---|--------------|--------------------------------|--------------------------|--------------|----------|---------------|--|--|
| Period | Seq. | File Name | Total Records | Submitted | Errors | Preview | | |
| 2013-Q1 | 1 | CCR20130159998001 | 4 | 4 | 0 | Preview File | | |
| | | | | | | | | |
| | | | | | | | | |
| Click 'Sa | e' to create | the submission files or 'Disca | rd' to discard the files | and cancel t | he submi | ssion process | | |
| | re to create | | | and cancer (| ne subin | | | |
| Save | Discard | Finish | | | | | | |

• Click on '**Download Zip'** and '**Save File'** into the submission folder where you normally save submission files, then close the 'save' window.

| The following | g submission f | ïles will be created: | | | | | | |
|---------------|----------------|-----------------------|-------------------|--|---|-------------|---------------|--------------------|
| Period | Seq. | File Name | | Total Records | Submitted | Errors | Download File | Download ZIP |
| 2013-Q1 | 1 | CCR20130159998001 | | 4 | 4 | 0 | Download Text | Download ZIP |
| | | | Oper You Wh | sing_CCR2013015 have chosen to open: CCR20130159994 which is a: zip File (from: https://hostir read should Firefox do v Open with Br Open with Do this gutomatic | 59998001.zip 8001.zip (490 bytes) ng7.mede-care.ca with this file? rowse | rom now on. | | Show 10 V Page 1 V |

• Click on 'Finish' to finalize the submission process in Mede-care.



• Now you can go to the CIHI web site, browse and upload the zipped file saved in your submission folder.

The definition of the submission file codes are as follows:



- CCR Submission Type
- 2013 Submission Year
- 01 Submission Period/Quarter
- 5XXXX Facility Number initiated with Province Code
- 001 Submission Files Sequence Number