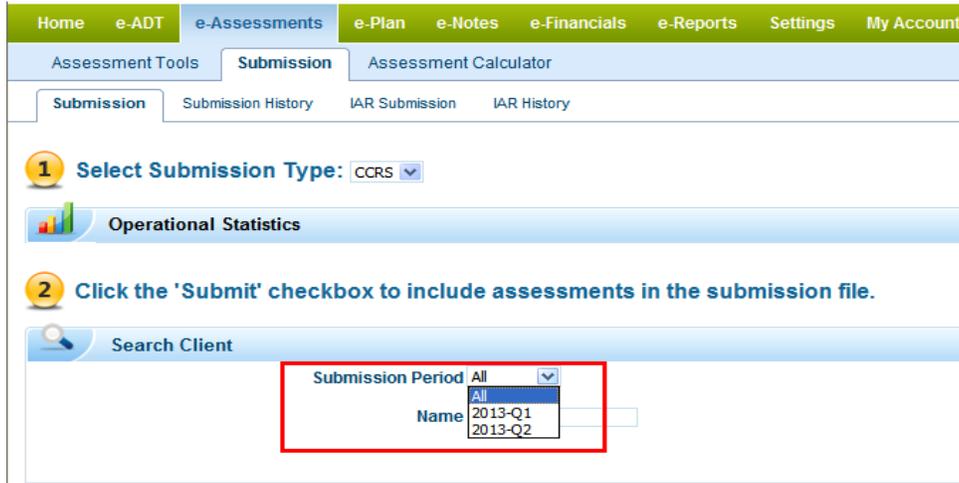


How to Create a Quarterly Submission File

Go to: e-Assessments > Submission > Submission

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

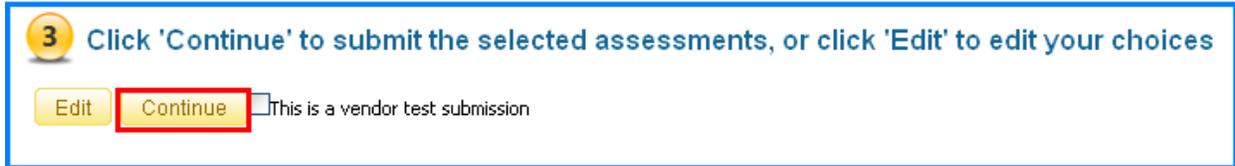
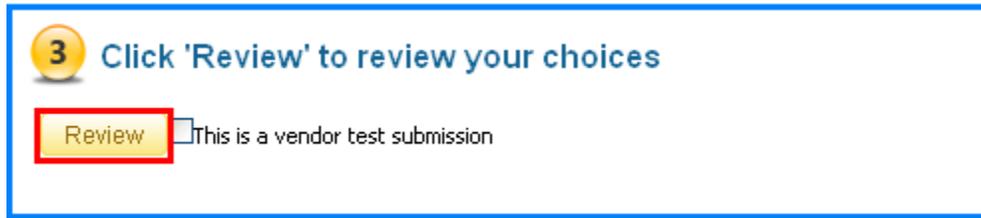


- Click the 'Select All' button to mark all the assessments for the selected submission period.

Submit	Chart Number	Client Name	Description	Event Date	Completed On	Signature Date	Submission Period	Episode ID	Identifier
<input checked="" type="checkbox"/>	MED-100377	date, Adt	Admission	2013-05-01	2013-05-01	2013-06-10	2013-Q1	4535	599982013050
<input checked="" type="checkbox"/>	MED-100367	Jordan, Alex	Initial	2013-06-10	2013-06-12	2013-06-12	2013-Q1	4519	544462010090
<input checked="" type="checkbox"/>	123123123	Farm I, Andrew	Admission	2013-06-24	2013-07-02	2013-07-02	2013-Q1	4540	599982013062
<input checked="" type="checkbox"/>	MED-100380	Health, test	Admission	2013-06-28	2013-07-02	2013-07-02	2013-Q1	4538	599982013062

Number of records marked for submission: 4

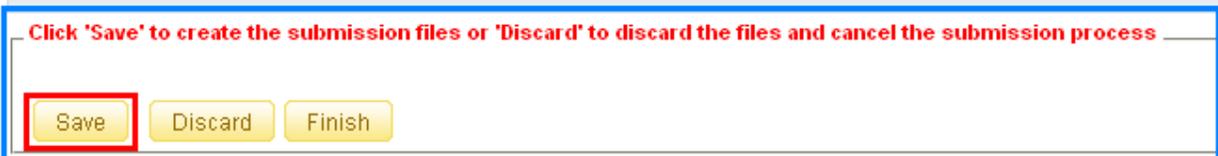
- Click on **'Review'** and then **'Continue'**



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

The following submission files 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

- 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