

# **At the bottom of this article, there is a pdf document you can print out with instructions on how to set up and use HIS in Barnestorm.**

Medicare-certified hospices are required to complete and submit a Hospice Item Set (HIS) Admission record and a HIS Discharge record for each patient admission on or after July 1, 2014. We've added the Hospice Item Set (HIS) to Barnestorm, according to the specifications in OMB 0938-1153. Here are a few things to keep in mind about the Hospice Item Set:

- Applies to all hospice patients beginning July 1, 2014,
  - Needs to be completed on admission and on discharge for each patient,
  - Does not have to be completed by the visiting clinician,
  - Does not have to be completed at the time/site of the patient visit, and
  - Export will be created electronically in Barnestorm and then uploaded.
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## **More Information on HIS**

The HIS page on CMS provides more information; including the HIS Manual - scroll down to the Downloads section to select the HIS Manual.

<https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/Hospice-Quality-Reporting/Hospice-Item-Set-HIS>

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## **One-Time Setup of HIS Submission Information in Barnestorm**

To set up the QIES HIS submission information you received from CMS, your biller or administrator should set up the system as follows:

- Go to **Codes > Program Related Codes > Programs Part 1.**

## Hospice Item Set (HIS)

- Look up the hospice program. On the right middle of the screen, fill in the boxes listed under Hospice Assessment area:

- Provider submission ID is 6 or 7 digits.

- Facility NPI is 10 digits.

- Facility CMS Cert # is 6 digits.

**NOTE:** (Barnestorm does NOT have this information. You should have received it from Medicare—If not, please call them to get that information. We don't have information on how they're sending that out to agencies.)

- Click the **Save** button.
- Complete this information on each hospice program in Barnestorm.
- Finally, create a folder on your computer called HIS somewhere where you'll be able to remember it—this is where the export files will go.

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## Complete the Hospice Item Set in Barnestorm

In Barnestorm Office, to see the Hospice Item Set, you must first select a patient with a hospice payer. When you do so, the Hospice Item Set button will appear on the main menu.

Click the **Hospice Item Set** button on the main menu, and you'll see the HIS screen:

From here, click the **New** button to start a new HIS for this patient. Fill in the answers and click the **Start** button.

The HIS questions will open, one at a time. Answer each question by clicking on the response(s) that apply. When only one response is allowed, the screen will follow the skip pattern according to your response and pull up the next question. Some questions will prompt for the date the item was assessed.

The same screen will appear in Point of Care on the Main Menu and within a visit assessment.

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## Hospice Item Set (HIS)

### Validate the HIS

When you complete all the answers, you'll have the opportunity to validate the HIS.

Note the icons you'll see in validation:

- Error - must be corrected in order to lock
- Warning - Can still lock
- Informational - can still lock

After you click the Validate button, a list of errors, warnings, or information will pop up if it applies. You can click on each item listed to go to the item and correct the problem.

When you correct all the errors, you'll have the opportunity to save the HIS. Click the **Save** button. If the HIS is complete, you may also **Lock**.

\*Note: The error messages pulled come from the CMS validation tool.

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### Lock the HIS

When you validate and then Save the HIS, close the window and you'll be back at the main Hospice Item Set screen, except now there will be a record showing.

**IMPORTANT: In order to export the HIS, it must be locked. The export function does not pick up unlocked HIS.**

To lock, click the HIS record, and then click the Lock button. Note that the Locked area shows a date on the locked HIS.

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## Hospice Item Set (HIS)

### Export HIS from Barnestorm

The Hospice Item Set records will be exported in a very similar manner to OASIS. The locked HIS records are submitted to the Quality Improvement and Evaluation System (QIES) Assessment Submission and Processing (ASAP) system.

**IMPORTANT:** Only HIS records that are locked can be exported.

- To export HIS, go to **Admin > Export Hospice (HIS)**.
- Click the **Find** button to find Hospice Item Sets.
- Select the HIS to include in the export (there is a **Check All** checkbox). Then click the **Next Step** button.
- Select the directory (location on your computer or server) to export to (this is the HIS folder you created in the one-time setup).
- Click the **Create** button to create the export.
- Log in (link is provided) and upload the zip that you created.

### HIS Error Messages

To view details about HIS errors, select the following link and scroll to the Hospice Submission User's Guide section and click on the Error Messages link. This will give you the error ID, a description of the error and potential causes with tips and actions needed to be done.

<https://qtso.cms.gov/providers/hospice-providers/reference-manuals>

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle51188.aspx>