Leading Quality Care

PART 4: VALIDATING DATA
VIRTUAL LIVE LEARNING
PARTICIPANT GUIDE

Learning Objectives

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- **Delegate data validation tasks to appropriate staff.**

- **Validate that designated staff are fully trained on the tasks.**

- **Validate and signoff on the PTS Follow-up Report.**

- **Reinforce how everyone plays a role in entering information correctly in weekly/monthly staff meetings.**

Clinical Leader's Tasks

| Oversee	• Reinforce how everyone has a role in entering information correctly (in weekly/monthly staff meetings). • Ensure that validation forms/reports are completed on time and placed in a file or notebook.

Do	• Create a preceptor request for a data validation process Inservice training event. • Delegate data validation tasks to appropriate staff and schedule time to complete tasks, as appropriate. • Validate and signoff on the PTS Follow-up Report each day.

Patient Data and Billing

Patient Tx logged into PTS → Data uploaded to SAP → Bill generated and sent to Payor
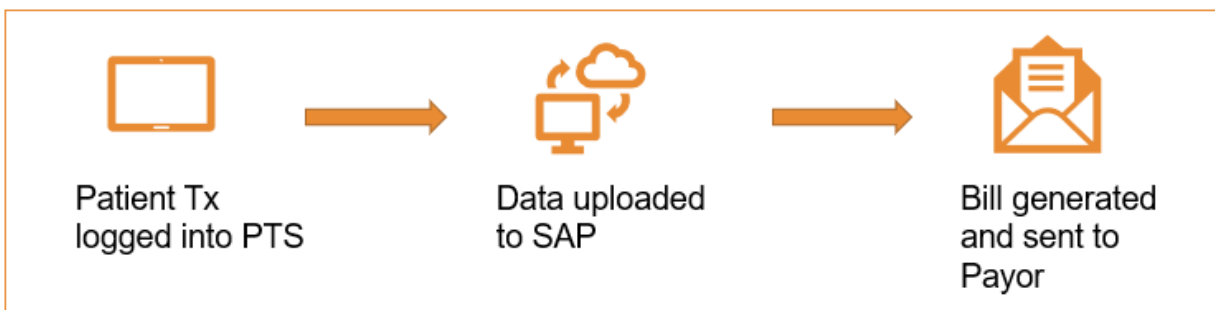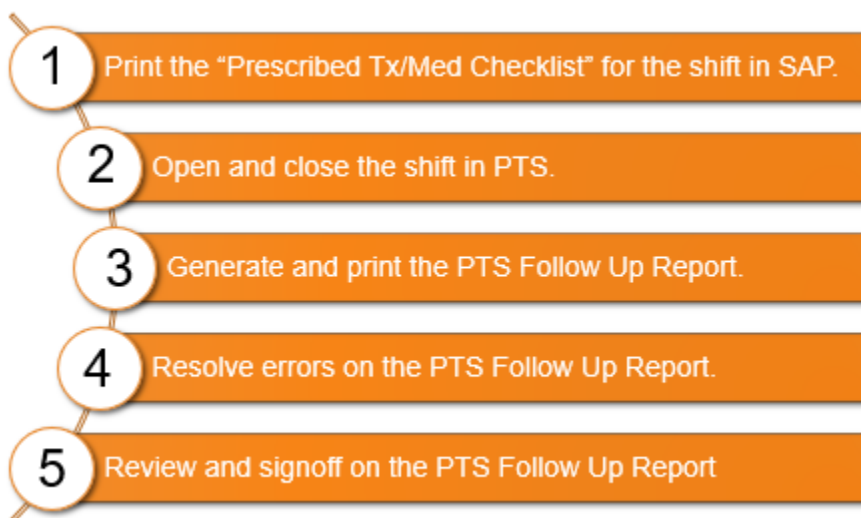
What is Data Validation?
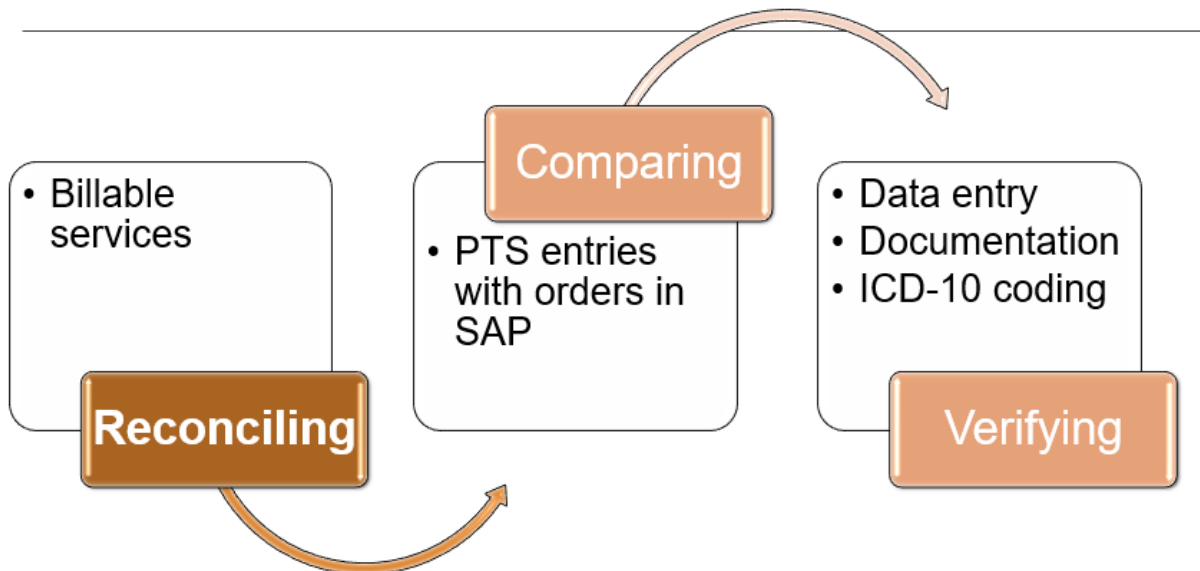
Daily Validation Policy

Daily validation must be performed:

- **When all treatments have been completed OR**

- **Before noon EST for the prior day.**

The 5-Step Daily Validation Process

1. Print the "Prescribed Tx/Med Checklist" for the shift in SAP.

2. Open and close the shift in PTS.

3. Generate and print the PTS Follow Up Report.

4. Resolve errors on the PTS Follow Up Report.

5. Review and signoff on the PTS Follow Up Report

Validation Roles and Responsibilities

Administrative staff — Steps 1, 2, and 3.

RN — Step 4

CL — Delegate and oversight

- Engage the preceptor to train staff about the daily validation process.
- Verify that the Inservice completion report is added to the employee's file.

Consequences of Inaccurate Billing

- **All Medicare/Medicaid claims must be paid within one calendar year from the date of service.**

- **Commercial insurance plans have stricter guidelines and must be paid within 3 to 6 months from the date of service.**

Escalation Path for Unresolved Validation Errors

Unresolved for more than…	Notification goes to …	Frequency of email alerts
7 days	DO	Weekly
14 days	RVP	Weekly
21 days	Group VP, GM, and VP of Operations	Monthly
28 days	Division President	Monthly

Activity: Data Validation

ACTIONS	
Do = Important and urgent | **Delay =** Important not urgent | **Delegate =** Urgent but not important **Delete =** Not urgent and not important	
Tasks What is my plan for ensuring that validation tasks are completed at the end of each shift or at the beginning of a new one?	**Choose an Action** • Do • Delay • Delegate • Delete
Where will we store the completed validation checklists, reports, and other documentation (i.e., notebook, file cabinet, my office, etc.)?	
Does the RN on staff know how to use the Data Validation dashboard? ☐ Yes ☐ No If no, what is my plan for bringing him/her up to speed?	**Choose an Action** • Do • Delay • Delegate • Delete
Which best practices from this lesson do I plan to implement?	**Choose an Action** • Do • Delay • Delegate • Delete

DO Comments/Directives

Staff Communication Plan
How will I communicate with the staff about the validation requirements and the risk of noncompliance?

My communication plan	When will I do this? Date: _____

DO Comments/Directives