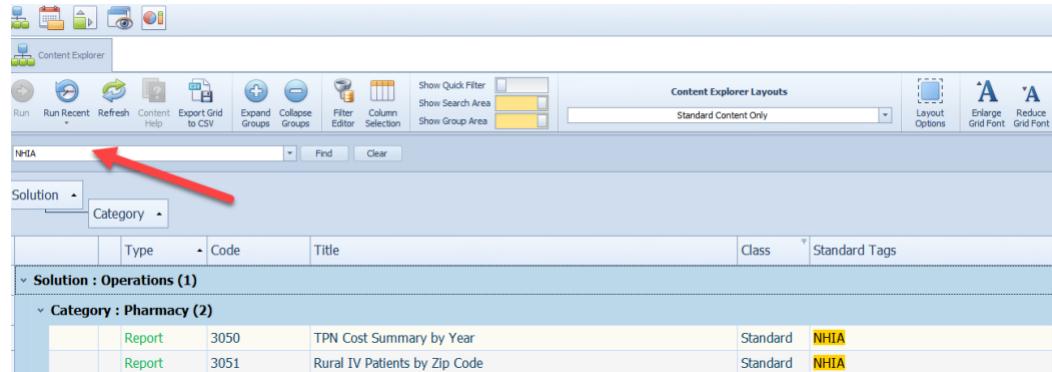


To Access the reports designed to assist NHIA with data gathering, use these steps:

Launch your CareTend BI application (how you launch this can vary depending on how it is installed as well as which product you are using CareTend BI with)

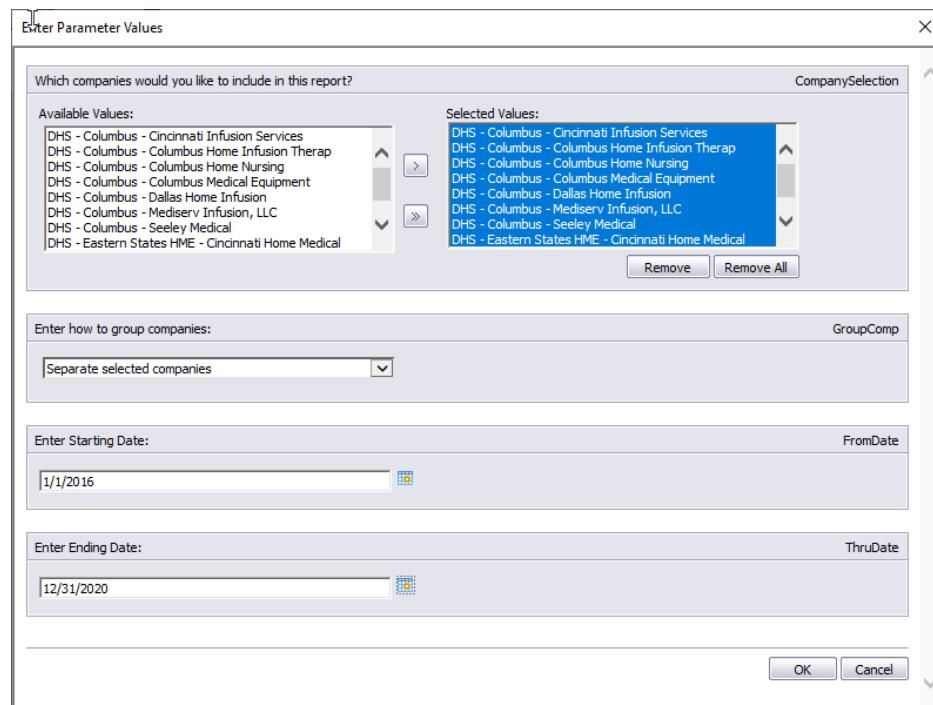
In the content explorer search bar, search for NHIA. This will return any current or future reports that WellSky creates in conjunction with NHIA for data gathering initiatives.



The screenshot shows the 'Content Explorer' interface. A red arrow points to the search bar at the top, which contains the text 'NHIA'. Below the search bar is a toolbar with various icons for running reports, refreshing, and filtering. The main area displays a search result for 'NHIA' under the 'Solution' category. The result table has columns for Type, Code, Title, Class, and Standard Tags. Two reports are listed: 'TPN Cost Summary by Year' (Code 3050) and 'Rural IV Patients by Zip Code' (Code 3051). Both reports are categorized under 'NHIA' in the 'Standard Tags' column.

Right click on the Rural IV Patients by Zip Code report and select “Run”. Enter the following parameters and click “OK”.

- Select all Companies/Sites
- Separate selected Companies/Sites
- Enter Starting Date: 1/1/2016
- Enter Ending Date: 12/31/2020



The screenshot shows the 'Enter Parameter Values' dialog box. The 'CompanySelection' section contains a list of available companies on the left and selected companies on the right. Available companies include: DHS - Columbus - Cincinnati Infusion Services, DHS - Columbus - Columbus Home Infusion Therap, DHS - Columbus - Columbus Home Nursing, DHS - Columbus - Columbus Medical Equipment, DHS - Columbus - Dallas Home Infusion, DHS - Columbus - Mediserv Infusion, LLC, DHS - Columbus - Seeley Medical, and DHS - Eastern States HME - Cincinnati Home Medical. Selected companies include: DHS - Columbus - Cincinnati Infusion Services, DHS - Columbus - Columbus Home Infusion Therap, DHS - Columbus - Columbus Home Nursing, DHS - Columbus - Columbus Medical Equipment, DHS - Columbus - Dallas Home Infusion, DHS - Columbus - Mediserv Infusion, LLC, DHS - Columbus - Seeley Medical, and DHS - Eastern States HME - Cincinnati Home Medical. Below this are sections for 'GroupComp' (set to 'Separate selected companies'), 'FromDate' (set to '1/1/2016'), and 'ThruDate' (set to '12/31/2020'). At the bottom are 'OK' and 'Cancel' buttons.

To submit the data to NHIA, select Export to Excel and choose the data only option. You can then select where to save the data for submission.

