



HealthSystems
OF MISSISSIPPI

New Look – Bar Code Option for the 5% Quality Sample Request

Effective Tuesday, June 1, 2010, HealthSystems of Mississippi's (HSM) 5% Quality Sample request letters will feature a unique bar code designed to aid providers with a more secure and cost efficient method to submit their responses.

To use the bar code option providers simply,

- 1) Place the bar coded request letter on top of the medical record to be submitted and
- 2) Fax all the documents to HSM.

HSM's system will scan the bar code, attach the documents directly to the beneficiary's file, and label the received fax as a 5% Quality Sample response.



Tips to Remember When Using the Bar Code Option

- To assure your 5% Quality Sample response is processed timely, please do not alter the bar code in any way.
- Only use the bar coded 5% Quality Sample request letters to respond to the listed beneficiary on the 5% Quality Sample. Use of this bar code will label all subsequent documents as a "quality sample"; sending any other requests (i.e., admission requests, continued stay requests and/or additional information) using the "quality sample" bar code will erroneously label the documents and/or delay your request.
- If you are faxing multiple 5% Quality Sample responses at one time, please verify that each record has its own bar coded sheet placed directly in front of the first page of the applicable record.
- If the medical record has to be transmitted in multiple faxes due to size or if the transmission has to be stopped and restarted for any reason you can use the same bar code sheet as many times as needed for the specific request record. The bar code sheet must be placed on top of the first page of the subsequent faxes to ensure accurate scanning and attachment by the system.
- Verify your fax machine's confirmation reports to assure that all pages were transmitted to HSM without error.

If you require additional assistance with the use of the Quality Sample bar code option, you may contact the education department via email at education@hsom.org or by telephone at 601-360-4961 or 866-740-2221.