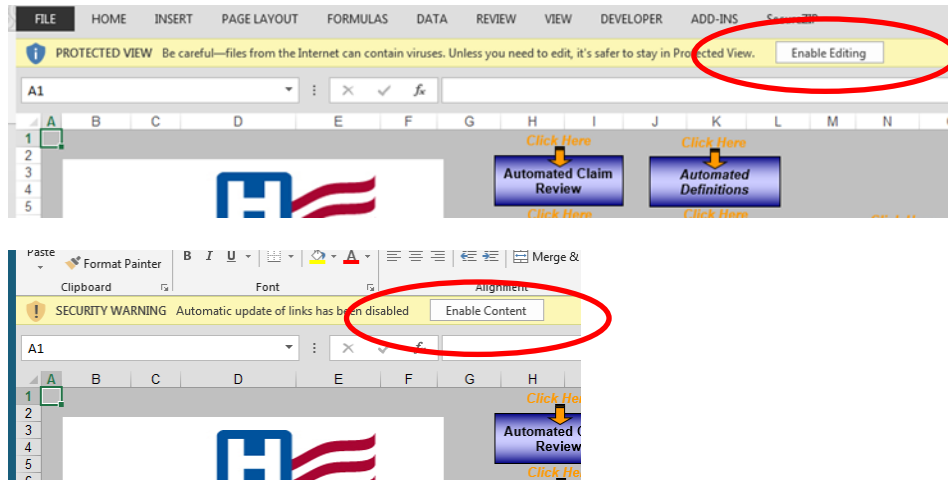


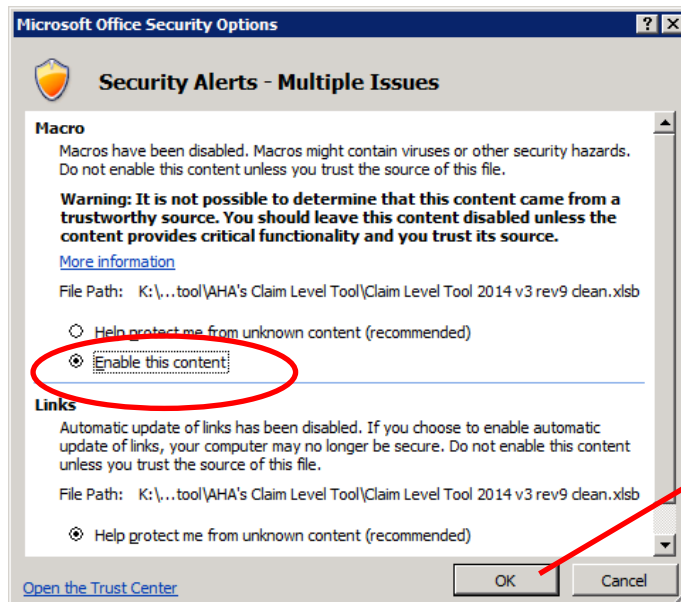
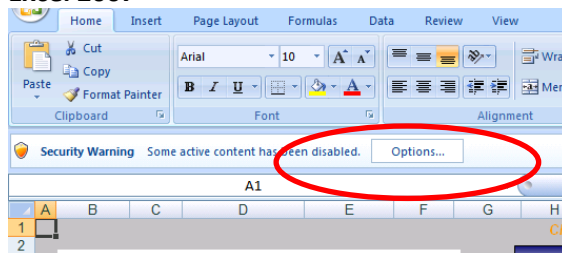
The purpose of this guide is to provide users of AHA's Claim Level Tool (claim tool) with the information they will need in order to transition their existing data from their old claim tool to the latest version, which is now available on AHA's RACTrac website, located at: <http://www.aha.org/advocacy-issues/rac/ractrac.shtml>.

1. Open the latest version of the claim tool and ensure that you select "Enable Editing" and "Enable Content," depending on the version of Excel that you are using. If asked about "links," please select continue.

### Excel 2013

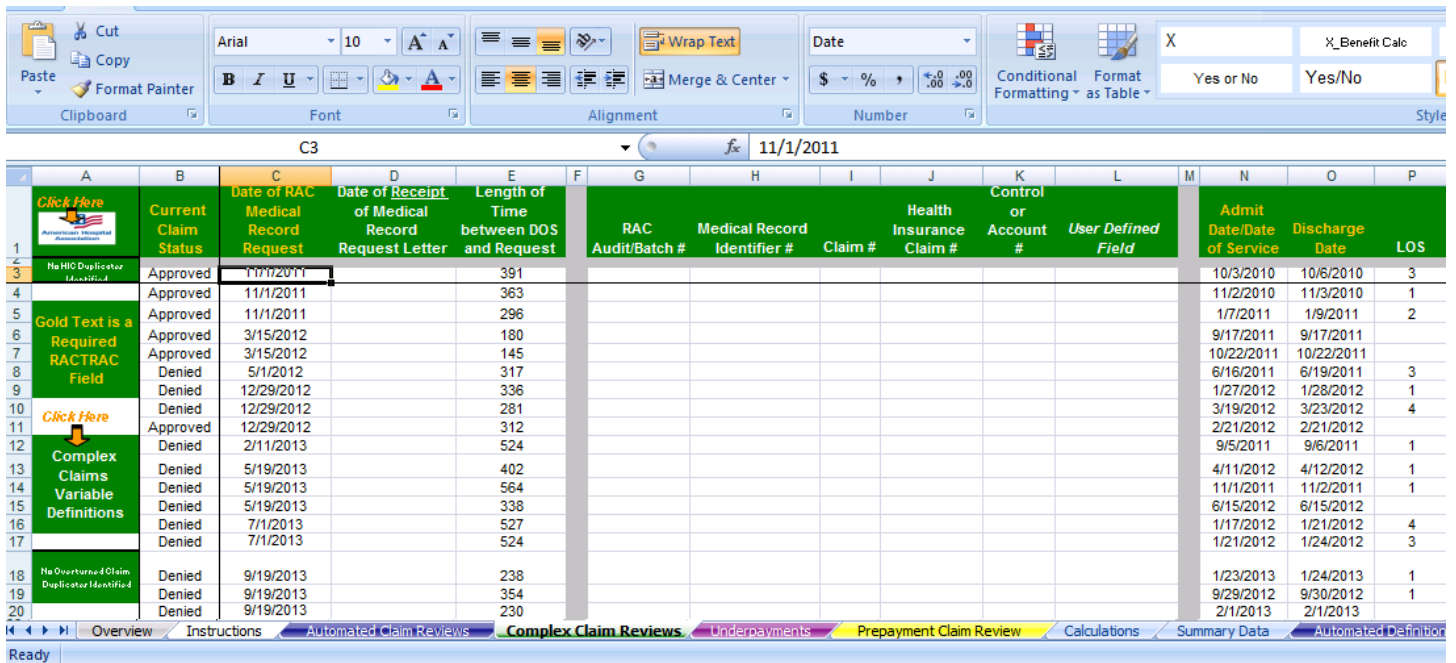


### Excel 2007



Once you have checked "Enable this content." Select "OK"

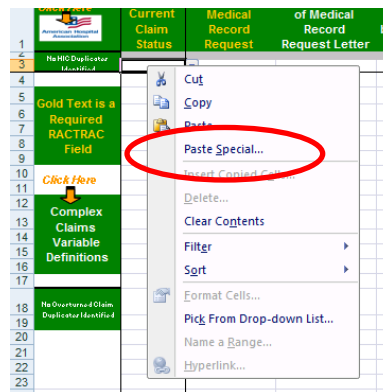
2. Next, you will need to open your current claim tool that holds your existing data. To make the transfer of data easier you may want to open it in another Excel window. This will allow you to easily toggle between the two versions and copying and pasting of your data may be easier.
3. Starting with the **Overview** tab enter the following information into your new claim tool:
  - a. **Hospital's Name**
  - b. **Type of Facility**
  - c. **Reporting period for CSV export**, including both the quarter and the year using the dropdowns
4. Once you have completed the Overview tab, start with the first tab that contains data. In this example, we are using the **Complex Claim Reviews** tab.



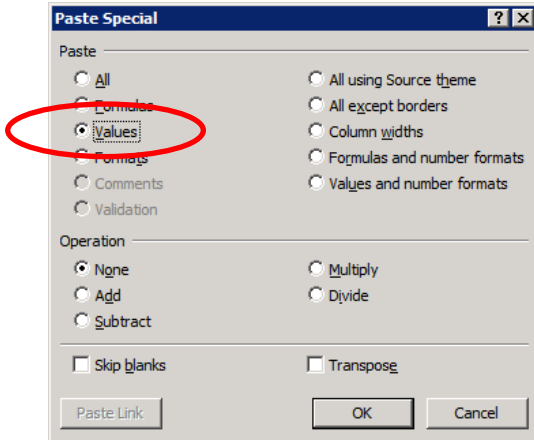
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Click Here	Current Claim Status	Date of RAC Medical Record Request	Date of Receipt of Medical Record Request Letter	Length of Time between DOS and Request	RAC Audit/Batch #	Medical Record Identifier #	Claim #	Health Insurance Claim #	Control or Account #	User Defined Field	Admit Date/Date of Service	Discharge Date	LOS		
1	Click Here															
2	No HIC Duplicator Identified	Approved	11/1/2011		391							10/3/2010	10/6/2010	3		
4		Approved	11/1/2011		363							11/2/2010	11/3/2010	1		
5		Approved	11/1/2011		296							1/7/2011	1/9/2011	2		
6	Gold Text is a Required RACTRAC Field	Approved	3/15/2012		180							9/17/2011	9/17/2011			
7		Approved	3/15/2012		145							10/22/2011	10/22/2011			
8		Denied	5/1/2012		317							6/16/2011	6/19/2011	3		
9		Denied	12/29/2012		336							1/27/2012	1/28/2012	1		
10	Click Here	Denied	12/29/2012		281							3/19/2012	3/23/2012	4		
11		Approved	12/29/2012		312							2/21/2012	2/21/2012			
12	Complex Claims Variable Definitions	Denied	2/11/2013		524							9/5/2011	9/6/2011	1		
13		Denied	5/19/2013		402							4/11/2012	4/12/2012	1		
14		Denied	5/19/2013		564							11/1/2011	11/2/2011	1		
15		Denied	5/19/2013		338							6/15/2012	6/15/2012			
16		Denied	7/1/2013		527							1/17/2012	1/21/2012	4		
17		Denied	7/1/2013		524							1/21/2012	1/24/2012	3		
18	No Overturned Claim Duplicator Identified	Denied	9/19/2013		238							1/23/2013	1/24/2013	1		
19		Denied	9/19/2013		354							9/29/2012	9/30/2012	1		
20		Denied	9/19/2013		230							2/1/2013	2/1/2013			

**NOTE:** It is important to remember only to copy one column of data at a time.

- a. Select the first cell in the first column (B3 in example) and the last cell in the column that contains data (B20 in our example). Use either the copy feature or Ctrl C to copy the information.
- b. Toggle over to the new claim tool and select the top cell in the matching column to paste the data into (B3 in this instance).
- c. Paste the column of data into the new claim tool
  - i. Right mouse click in top cell of column (i.e. B3) and select 'Paste Special'
  - ii. Select 'Paste Special' from the 'Paste' dropdown on the quick access bar.



- iii. Select 'Values' from the available options provided, then select 'OK.'



5. Move to the next column that contains data and copy and paste, until you have completed the information from this tab.
6. The copy and paste process is the same for each tab of the claim tool.

**NOTES:**

- **Make sure that the column names match for each column you paste as some columns have been changed and/or moved in the latest release.**
  - **If your current claim tool contains the Medical Necessity tab you will not need to transfer this data into the latest version as it is identified using built-in formulas and calculations.**
7. There are a number of columns in the new release that were either not in the prior versions of the claim tool or were not required fields. Complete /back-fill **ALL** columns in the latest release that are highlighted in "Gold" text that you have not transferred data into. These fields are required to ensure that the data provided in your CSV file is accurate.

**NOTE: A complete list of the new fields required to be completed in the new tool are listed in the table on the next page. They are easily identified by the "Gold" text.**

Claim Tool Tab	Column	Cell Name / Column Heading	Claim Tool Tab	Column	Cell Name / Column Heading
Automated Claim Reviews	B	Current Claim Status	Complex Claim Reviews	B	Current Claim Status
	L	Admit Date/Date of Service		N	Admit Date/Date of Service
	M	Discharge Date		O	Discharge Date
	AV	Date Appeal Filed to QIC		AL	MS-DRGs
	BE	Date Appeal Filed with ALJ		AX	Part B Amount Received
	BM	Date Appeal Filed with ACR		AY	Date Part B Claim Filed
	BU	Date of Appeal to US District Court		BI	Date Appeal Filed to QIC
Under payments	H	Date of Medical Request		BQ	Date Appeal Filed with ALJ
				BY	Date Appeal Filed with ACR
				CG	Date of Appeal to US District Court

8. Finally – **SAVE** your new claim tool.