

HIGHMARK HOME HEALTH AUTHORIZATION PROCESS

TECHNICAL TIPS

OASIS FILE OVERVIEW

CMS OASIS File Overview

The Centers for Medicare & Medicaid Services (CMS) requires all Medicare-certified home health agencies to submit OASIS Files within 30 days of document completion date. The required format for each submission is one .ZIP file containing one or more .XML files. More information is available in the [OASIS Submission User's Guide](#). Here is a sample screen shot of this process from the OASIS manual:

1. From the **Welcome to the CMS QIES Systems for Providers** page, select the [OASIS Submissions](#) link and log in to the OASIS File Submission System using your individual user ID. Upon successful log in to the OASIS File Submission system, the **File Upload** page (Figure A-1) is presented.

Figure A-1. OASIS File Submission File Upload Page



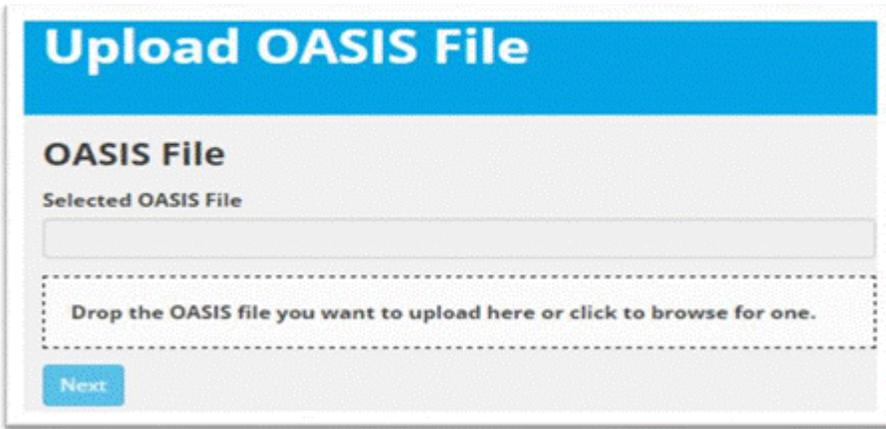
2. Select the **Browse** button to locate the OASIS file you wish to submit. Select (highlight) the zipped submission file and then select the **Upload** button to upload the file.

The process for generating these ZIP batches (or the individual XML files) will be slightly different depending on your software vendor. Regardless, if you can submit the data to CMS, you should already have the capability to obtain and transmit the required XML files to Highmark.

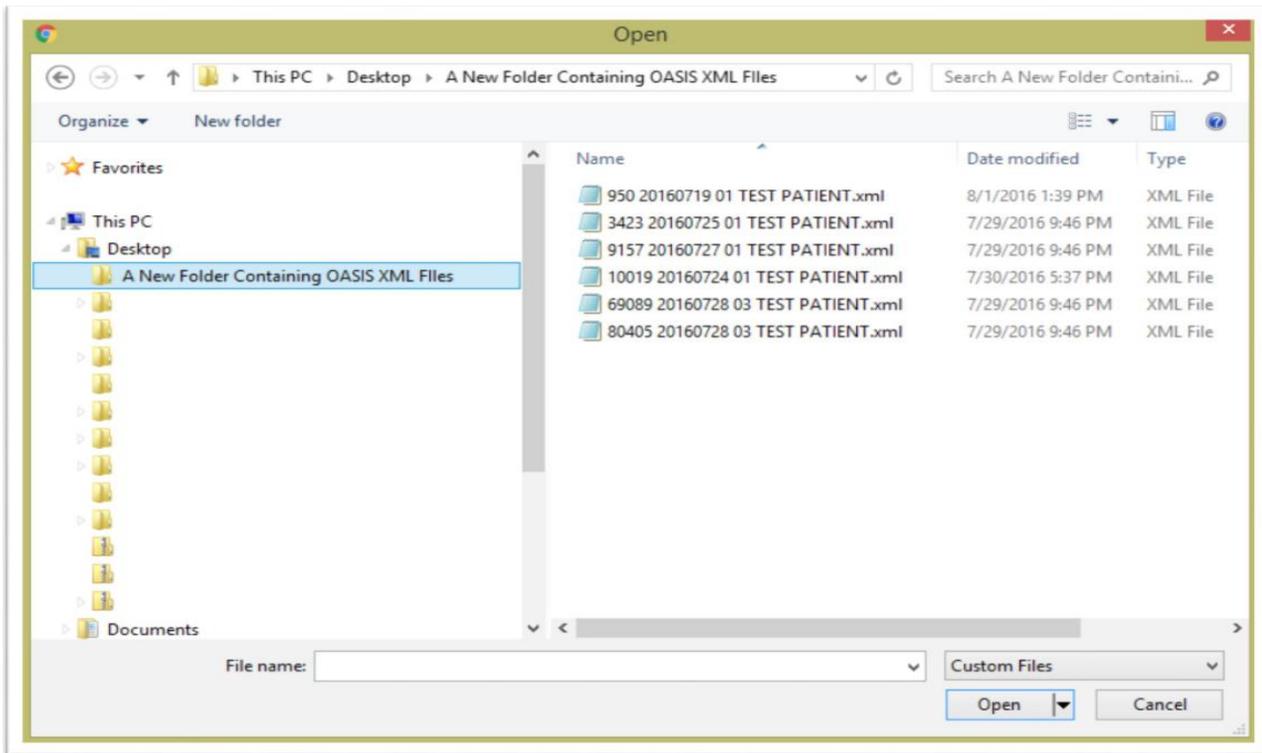
Highmark OASIS File Overview

The new Highmark home health care prior authorization process is very similar to the CMS process shown above. The only difference is that instead of submitting one .ZIP file, the Highmark prior authorization request process now requires the individual .XML file for each patient authorization request. This file must be in the CMS-specified .XML format, and should not be a .ZIP file. Screen shots of this process, including what an XML file looks like, are shown on Page 2.

The first new step in the Highmark home health care prior authorization process is the OASIS file upload:



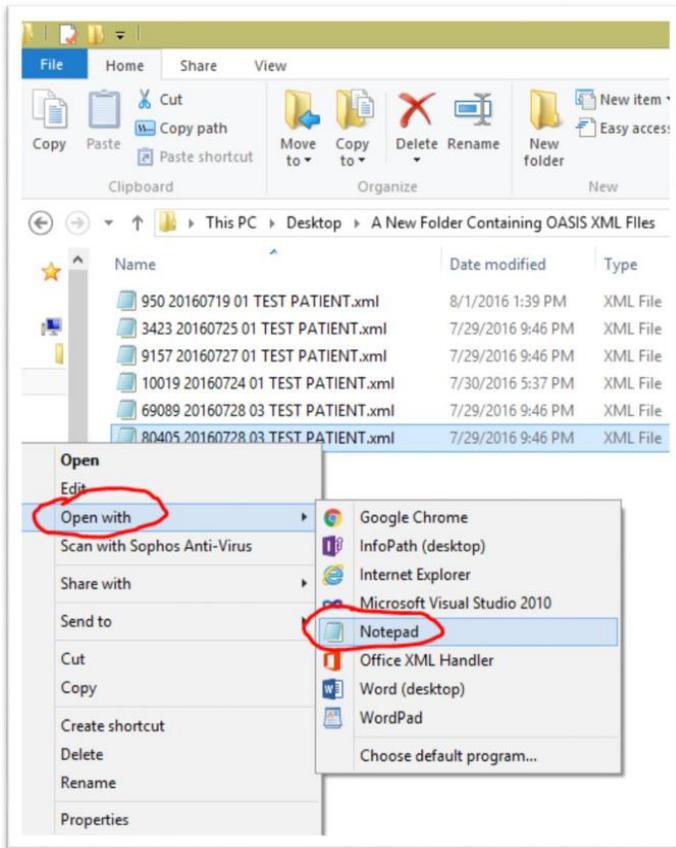
Simply click anywhere inside the "Drop the OASIS file..." box. This will bring up a File Open/Upload dialog box on your computer:



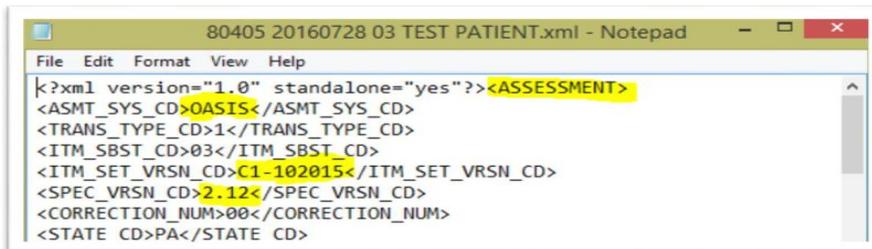
You can double-click the XML file or single-click on the file, and then click the "Open" button.



To be sure that you are submitting a valid OASIS XML file, you can view in the actual file in any text editor, for example, Microsoft Word, Notepad. To do so, right-click on the file and select "Open with." You should see a list of available applications that will open or view XML files:



You will then see the raw XML file. The first few lines of the file will look something like this:



For more information on the XML file specifications, please refer to the [CMS Data Specifications page](#).

Please review the current version of the OASIS Data Submission Specifications Overview for data submission information. You can find the OASIS Data Submission Specifications Overview, an OASIS data dictionary, and other data specifications at: [cms.gov/medicare/quality-initiatives-patient-assessment-instruments/oasis/downloads/oasis-c1-data-submission-specs-v2-12-0-.zip](https://www.cms.gov/medicare/quality-initiatives-patient-assessment-instruments/oasis/downloads/oasis-c1-data-submission-specs-v2-12-0-.zip).

Note:

- ✓ Providers should contact their software vendor for any specific software capability questions. Additionally, most software companies, including the market leaders (Cerner, McKesson, and Homecare Homebase) do have the capability for users to create XML files independent of the CMS submission process.
- ✓ Minimum and recommended client requirements for CMS are: Operating systems need to be current with all Windows security updates. Internet Explorer 10 and 11 will need to operate in compatibility mode for the software to operate properly.