



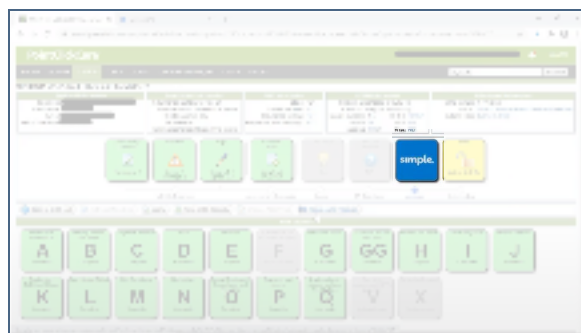
A BRIGGS HEALTHCARE COMPANY

## Step-By-Step MDS Transmission Guide For SimpleLTC Browser Extension Users

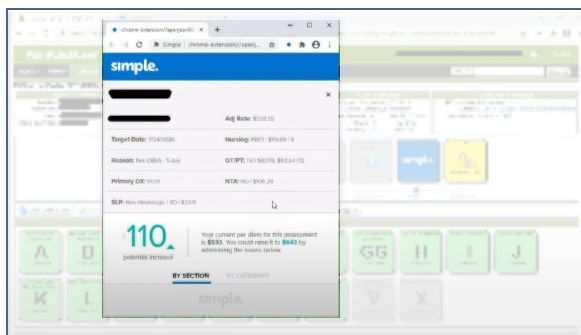
The SimpleLTC browser extension allows users to analyze their MDS assessments before they are locked, transmit batches, and record CMS Final Validation results in one simple workflow.

Contact support at [support@simpleltc.com](mailto:support@simpleltc.com) or (469)-916-2803, Mon-Fri from 7a-7p CST.

**Step 1** - Complete your assessment in PCC as you normally would. Just before locking the assessment, the blue **simple.** button will be activated.



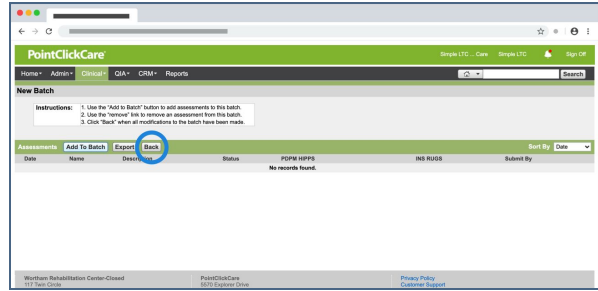
**Step 2** - Click the blue **simple.** button before you lock the assessment to view your assessment analysis. SimpleLTC will open a new window with your scrubber results. Review these results and make corrections as necessary.



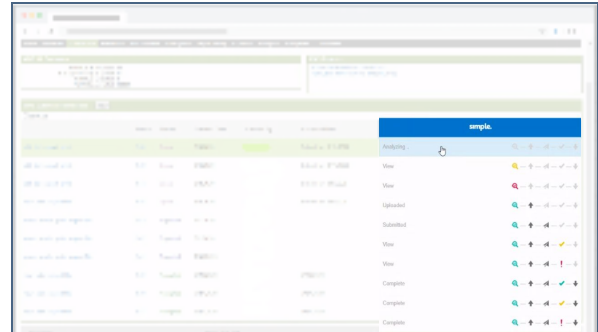
**Step 3** - Lock the assessment once all necessary adjustments are made. This will update the assessment to “Export Ready” status.



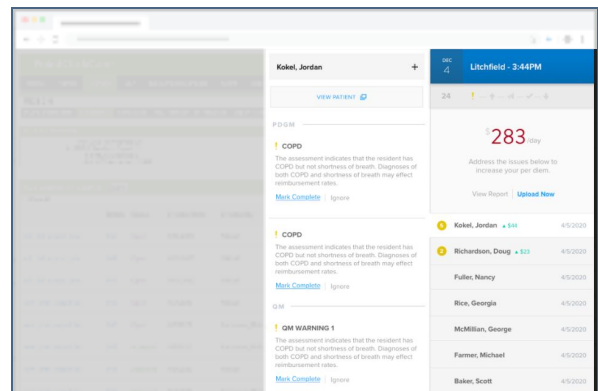
**Step 4** - Create batches of “Export Ready” assessments from your MDS 3.0 Batches screen. When you add assessments to a batch, make sure to click the "BACK" button. Do not click EXPORT.



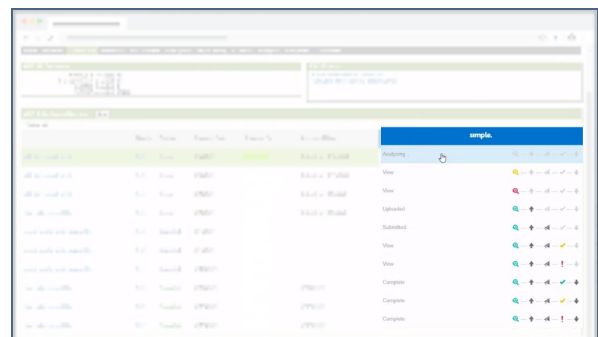
**Step 5** - SimpleLTC will analyze batches and enable the magnifying glass in the **simple**. progress tracker when your batch report is ready for review.



**Step 5** - Click the magnifying glass to review the analysis results for the assessments in the batch. Click **Upload Now** when the batch is ready to be transmitted to CMS.



**Step 6** - SimpleLTC will transmit the batch to CMS and enable the check mark when the Final Validation is available from CMS. User’s should click on the **View** button to verify the results and save the batch.



## Frequently Asked Questions

### 1. What do the icons on the batch table progress tracker mean?

The **simple**. progress tracker on the MDS Submission Batches table has 5 icons indicating the different stages a batch goes through during transmission.

Icon Color	Magnifying Glass	Up Arrow	Airplane	Check Mark	Down Arrow
Grey	Analysis report in process	Uploaded to SimpleLTC	Transmitted to CMS	Final Validation in process	Download Final Validation
Yellow	Flags on analysis report	NA	NA	Warnings on Final Validation	NA
Red	Critical flags on analysis report	NA	NA	Fatal errors on Final Validation	NA
Green	No flags on analysis report	NA	NA	No warnings on Final Validation	NA

### 2. How do I finalize a batch in “Exported” status?

When the CMS Final Validation report is available, the **View** button will be enabled for the batch. Click on this button to review the results and save the batch. Your batch should now be in “Accepted” status.

### 3. Why can't I save my validation results?

Some PCC users require the Submission ID to be saved. If this is occurring please enter the Validation Report ID and mark Accepted/Rejected.

The screenshot shows the PointClickCare interface. At the top, there's a navigation bar with 'Home', 'Admin', 'Clinical', 'Insights', 'Document Manager', and 'Reports'. Below that, the 'Exported Batch Results' section is active, showing instructions for validation and a table of results. The table has the following data:

Assessments	Date	Name	Description	Status	Send By
<input type="checkbox"/>	11/2/2020	MCDONALD, DONALD (094319)	Discharge Return Anticipated	Exported	11/17/2020

At the bottom of the page, there is a footer with contact information for PointClickCare, including their address in Woodstock, Ontario, Canada, and their phone and fax numbers.