

MEDSTAT DATA SUBMISSION SYSTEM (MDSS) GETTING STARTED GUIDE

MDSS VERSION 5.0

Table of Contents

- Section 1: MDSS – A Method for Submitting Data to Truven Health Analytics4**
 - About this Guide.....4
 - MDSS Minimum Requirements.....4
 - MDSS Orientation4
 - System Features and Restrictions5
 - MDSS Help – an Online Resource5
- Section 2: MDSS Basics6**
 - Home Page6
 - Login Page6
 - Successful Login Status.....7
 - Changing Your Password7
 - Password requirements:.....7
- Section 3: Upload8**
 - Upload Restrictions8
 - Two Methods for Uploading Data8
 - Upload Data8
 - Upload - Select File8
 - Upload - Provide File Information9
 - Upload Status10
 - Upload History.....11
- Section 4: Tools12**
- Section 5: Profile13**

Revision History

Name	Date	Version	Summary of changes
Data Acquisition Team	10.10.10	1.1	Reviewed for accuracy
Data Acquisition Team	03.31.11	1.1	Page 4—updated MDSS requirements to IE 6.0 or 7.0
Data Acquisition Team	06.29.11	1.1	Reviewed for accuracy; no changes needed
Data Acquisition Team	03.16.12	4.5	Reviewed for accuracy; no changes needed. Version number updated to match internal versioning record.
DMTS	09.23.12	4.6	Rebranded
Data Acquisition Team	02.04.13	5.0	Updated for MDSS v. 5.0
Data Acquisition Team	01.14.14	5.1	Under Upload – Provide File Information, added step to click the Upload button; fixed typo
Data Acquisition Team	01.31.14	5.2	Updated IE requirements

SECTION 1: MDSS – A METHOD FOR SUBMITTING DATA TO TRUVEN HEALTH ANALYTICS

Medstat Data Submission System (MDSS) is a web-based tool for submitting data to Truven Health Analytics. The system will validate, compress, and encrypt data files before they are sent electronically to Truven Health Analytics. MDSS adheres to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) standards.

About this Guide

This guide provides an overview of the various features of MDSS and will help you to access and use this data submission method. You can find more information about MDSS by accessing the tool's online help system.

MDSS Minimum Requirements

Before attempting to use MDSS, make sure that your computer meets the minimum requirements:

Component	Requirement
Processor	800 MHz processor.
Operating System	Windows XP, Windows Vista, Windows 7, Windows Server 2003, or Windows Server 2008. We recommend being current with all critical Windows updates.
Display	At least 900 x 720 pixel screen resolution.
Hard Drive Space	512 megabyte (MB) free hard drive space.
Java 1.6 Run-time (JRE)	The latest JRE is available at http://www.java.com . Installing Java run-time requires about 100 MB of free disk space and requires local administrator rights.
Internet Explorer	Internet Explorer 6 or Internet Explorer 7; will also work with IE8 and IE9 with compatibility mode turned ON
Pop-up blockers	Disable pop-up blockers for this site. While using MDSS, please “allow” the pop-ups for MDSS, if prompted.
Google toolbar	If you have the Google toolbar installed it will need to be removed in order for the MDSS Web site to appear and work properly.

MDSS Orientation

The URL for MDSS External is <https://mdss.medstat.com>.

Use the tabs and links in MDSS for ease in navigating.

1. Click **Upload** to complete the steps needed to upload files.
2. Click **Tools** to view a file layout, to validate files, to review the activity log, or to send an email to Truven Health Analytics.
3. Click **Profile** to update your user profile or to change your password.
4. Click **Help** at the bottom of the window to open the MDSS help system.
5. Click **Log Out** to close the application and any associated MDSS windows.

The **Status/Recent Activity** pane at the bottom of each page displays a log of your status and activity for the current session.

System Features and Restrictions

- **Five Minute Limit on Inactivity:** The tool will time out (log you off) after five minutes of inactivity. This is a HIPAA security measure. If a time out occurs, exit and log back in to continue.
- **Three login attempts:** After three unsuccessful login attempts, the connection to the Web site will close. You will need to contact the MDSS Support to have the login setting reset.
- **Password and user ID provided by Truven Health Analytics contact:** Your Truven Health Analytics contact will send you the URL, password, customer name and file layout name. The temporary password will need to be changed at the first login session.
- **Submit one file at a time:** MDSS is only able to validate and upload one file at a time.
- **4GB size limit:** Only raw data files less than 4GB in size are supported through this electronic submission system.
- **All files are validated:** Only raw data files that pass the validation process can be uploaded. There is a validation guide available in the Help.

MDSS Help – an Online Resource

MDSS Help provides information about this data submission system. You can access Help with or without logging into the system by clicking Help at the bottom of the window. Some of the information you will find in Help includes:

- A **Getting Started with MDSS** section that walks you through the upload process.
- A **Troubleshooting** section, which contains resolutions for common warnings and errors that you may encounter when uploading data.
- A **Frequently Asked Questions (FAQs)** section, which contains answers to some of the most commonly asked questions.
- An **About Validating Files** section, which contains information on how files are validated.

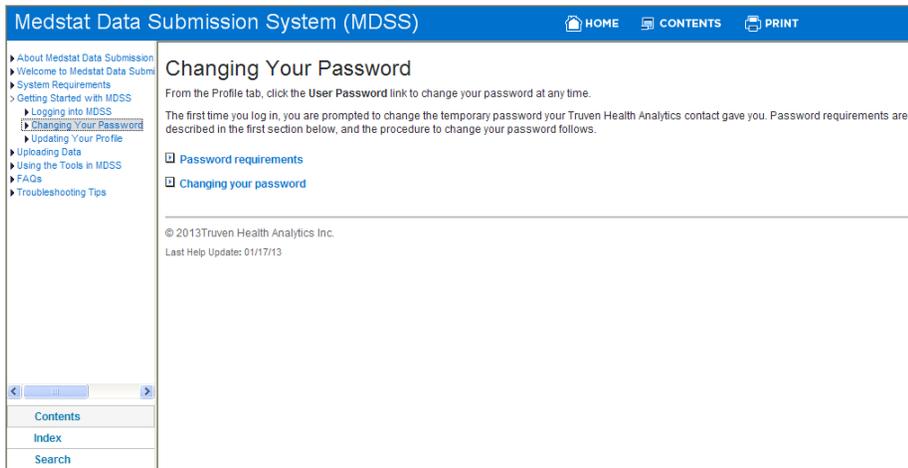


Figure 1: View of Getting Started with MDSS section in the online help

SECTION 2: MDSS BASICS

Home Page

After clicking on the URL, the first page that you may see is a page (see below) that has a link to access the Log In page. Sometimes, the application will briefly show this page and take you directly to the Log In page.



Figure 2: Home Page

Login Page

The **Login** page allows you to access MDSS. If you are logging in for the first time, you will be asked to change the temporary password that was sent to you.

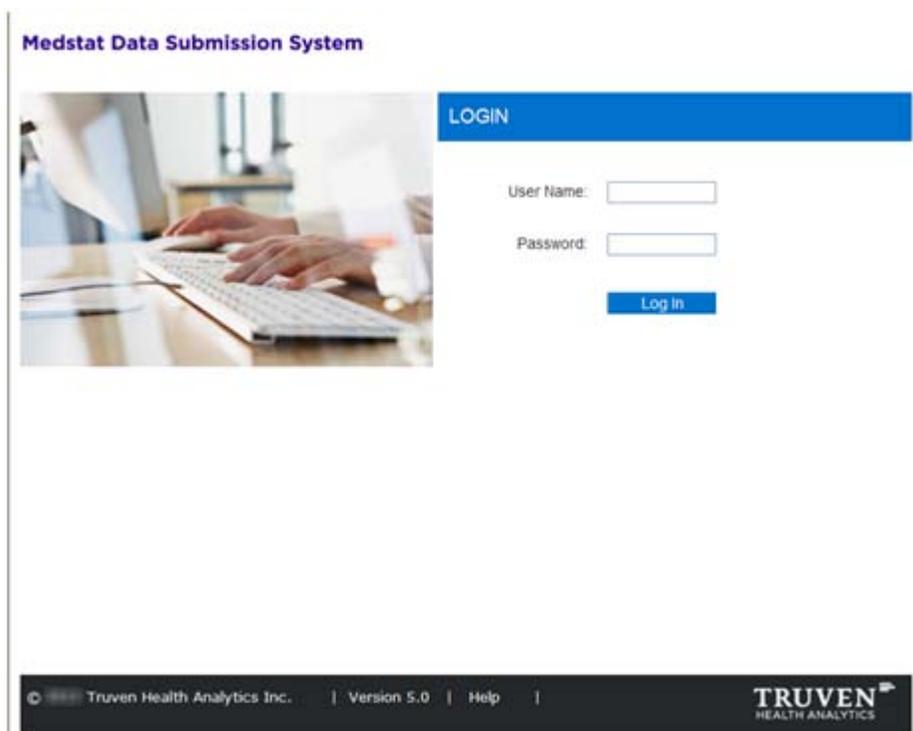


Figure 3: Login Page

Changing Your Password

To change your password at any time, navigate to **Profile > User Password**.

Note The first time you log in as a new user, you will land on this page automatically. You must change your temporary password before you can successfully access MDSS.

Password requirements:

- Must be changed at least every 90 days
- Must be different from the old password
- Must be at least eight characters long
- No two characters may be repeated sequentially
- Is case sensitive
- Must comprise characters from at least three of the following four classes:
 - English upper case letters (A, B, C...Z)
 - English lower case letters (a,b,c,...z)
 - Numbers (0,1,2,3,4,5,6,7,8,9)
 - Special characters (~, #, %, &, etc.)

Successful Login Status

The **Status** pane at the bottom of the MDSS window will display a description of the activity that has occurred. If the log in was unsuccessful, this window will display an unsuccessful status.

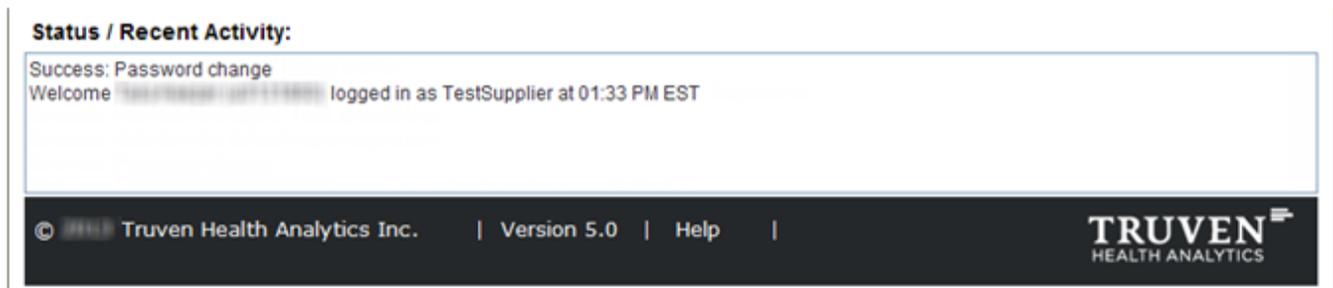


Figure 4: Successful Password Change and Login Message

SECTION 3: UPLOAD

Click **Upload** to go to the Upload page. Uploading is the transferring of data from your machine/server to a remote machine at Truven Health Analytics (the Truven Health Analytics MDSS server). Uploading data is a two-step process, and file validation will occur automatically between these steps.

Upload Restrictions

- MDSS supports uploading file that are up to four gigabyte (4GB). Submit larger files via physical media or an alternative electronic data transmission (EDT) option. Work with your Truven Health Analytics contact to determine the best submission method.
- The file to be uploaded must reside on a local writable directory. See the second bullet point in the section below for more information.
- There should be enough free disk space in the local writable directory to hold a temporary file as big as the uploaded file.

Two Methods for Uploading Data

- If a socket connection can be made to the Truven Health Analytics server, the data file is compressed and encrypted as it is uploaded. A socket connection is a software object (an item that can be individually selected and manipulated) that connects an application (i.e. MDSS) to a network protocol, which is an agreed-upon format for transmitting data between two devices.
- If a socket connection cannot be made to the MDSS due to firewall constraints, an alternate upload mechanism creates a temporary file in the same directory as the upload file. This temporary file is compressed, encrypted, uploaded, and then removed once the upload process is complete.

Upload Data

Uploading data happens in two steps: selecting the file, and providing file information.

Upload - Select File

After you log in, you are automatically taken to the Upload > **Select File** page, to begin the first step of the upload data process. A list of each customer for which you can upload data, as well as its associated file layouts, is generated by the MDSS server and included in the list on the **Upload - Select File** page.

Steps

1. Select the **Customer Name** from the first list.
2. Select the **File Layout** from the second list. This list is sorted alphabetically and applies only to the customer name selected.
3. Click **Select File...** This opens a dialog box so that you can navigate to the correct data file for the upload.
4. Navigate to the file you want to upload.
5. Highlight the file and click **OK**.
6. Click Continue. The **Upload - Provide File Information** page opens.

Note	The data file is automatically validated against the file layout. If there are any errors, a message appears on the Upload - Provide File Information page. Refer to Validating Files if you get an error message.
-------------	--

Figure 5: Upload - Select File Page

Upload - Provide File Information

Once validation errors are resolved, you are automatically taken to page two of the upload data process, as shown below. On this page, you can:

- View the validation report
- Select the begin and end dates
- Enter the total number of records

This information is required to ensure that the data transmission is complete and accurate. Non-matching or incorrect information in any of these fields can lead to a failure when the data is processed.

Note You are unable to edit the file layout. Truven Health Analytics controls file layouts and must to be notified if the layout has to be changed.

Steps

1. Click the calendar icon  next to the **Start Date (mm/dd/ccyy)** field, and select the date the file begins. This is a required field.
2. Click the calendar icon  next to the **End Date (mm/dd/ccyy)** field, and select the date the file ends. This is a required field.
3. Verify the value in the **Number of Records** field before proceeding. The Number of Records field is pre-populated with a value that has been calculated by the system based on the file you selected. If the field is not applicable to the layout you chose, the value is zero. If the value is wrong, enter the correct value in Number of Records. This discrepancy is noted in the File Validation Report once your data is processed. This is a required field.
4. Enter **Comments** about your data file to help identify it for your Truven Health Analytics representative. Although you are not required to enter this information, it is recommended that you do so. Your representative reviews these comments when the file is processed.

Note If you previously submitted a file, MDSS will provide an upload time estimate.

5. Click **Upload**.

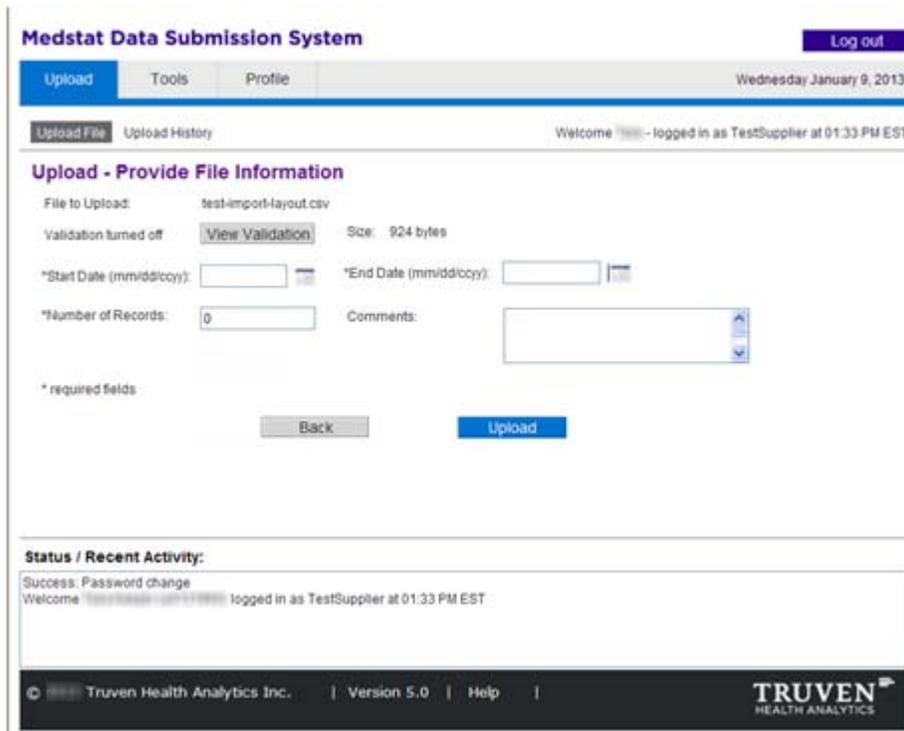


Figure 6: Upload - Provide File Information

Upload Status

When the upload is complete, a message similar to the one in Figure 7 below will appear. Click **OK** will take you to the **Upload – Select File** page, where you can repeat the process to submit another file, if needed.

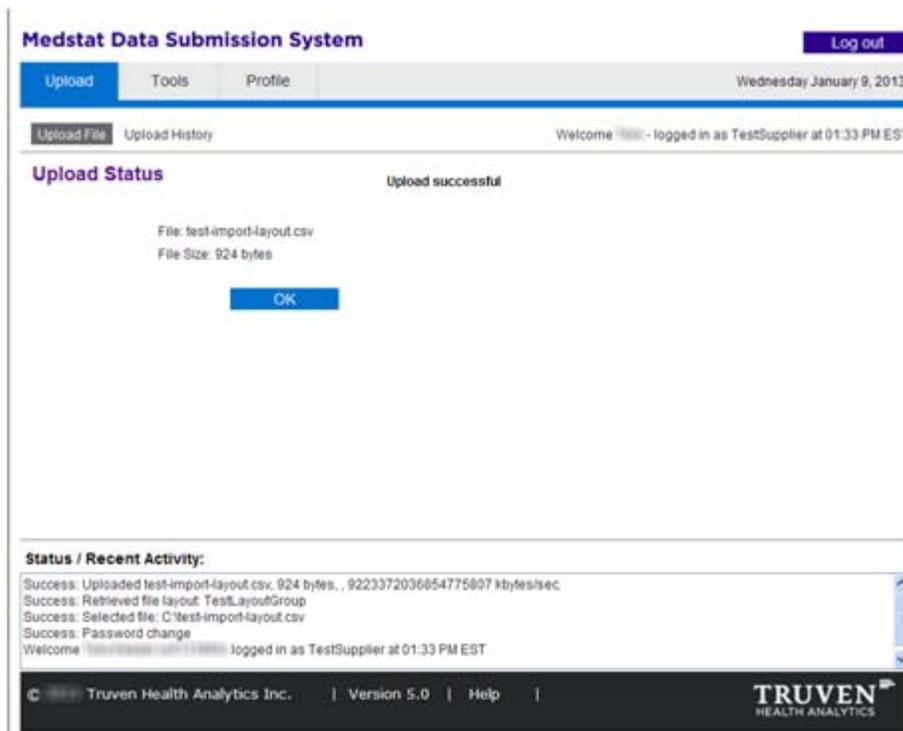


Figure 7: Upload Status

Upload History

From the Upload tab, click the **Upload History** link to display a log of past uploads. The information available includes a link to the Validation Report, and lists the date created, the customer, the file layout, and the file name.

Validation Report	Date Created	Customer	File Layout	File Name
View	2012-09-20 12:48 PM EDT	TestSupplier	HDF_NCHA_1300_10035	1300_ABC_Test
View	2012-09-19 01:42 PM EDT	TestSupplier	HDF_NCHA_1300_10035	1300_ABC_Test2
View	2012-09-19 01:42 PM EDT	TestSupplier	HDF_NCHA_1300_10035	1300_ABC_Test2
View	2012-09-19 01:39 PM EDT	TestSupplier	HDF_NCHA_1300_10035	1300_ABC_Test
View	2012-09-19 01:39 PM EDT	TestSupplier	HDF_NCHA_1300_10035	1300_ABC_Test
View	2012-09-19 12:30 PM EDT	TestSupplier	HDF_NCHA_1300_10035	1300_ABC_Test2
View	2012-09-19 12:30 PM EDT	TestSupplier	HDF_NCHA_1300_10035	1300_ABC_Test2
View	2012-09-19 12:19 PM EDT	TestSupplier	HDF_NCHA_1300_10035	1300_ABC_Test
View	2012-09-19 12:19 PM EDT	TestSupplier	HDF_NCHA_1300_10035	1300_ABC_Test2
View	2012-09-19 12:19 PM EDT	TestSupplier	HDF_NCHA_1300_10035	1300_ABC_Test2
View	2012-09-19 12:19 PM EDT	TestSupplier	HDF_NCHA_1300_10035	1300_ABC_Test
View	2012-09-19 12:05 PM EDT	TestSupplier	HDF_NCHA_1300_10035	1300_ABC_Test2
View	2012-09-19 12:04 PM EDT	TestSupplier	HDF_NCHA_1300_10035	1300_ABC_Test
View	2012-03-15 10:13 AM EDT	TestSupplier	HDF_NCHA_1300_10035	1300_Pass_ABC
View	2012-03-15 10:13 AM EDT	TestSupplier	HDF_NCHA_1300_10035	1300_Pass_ABC
View	2012-01-30 10:40 AM EST	TestSupplier	HDF_NCHA_1300_10035	1300_Pass_ABC
View	2012-01-30 10:40 AM EST	TestSupplier	HDF_NCHA_1300_10035	1300_Pass_ABC
View	2012-01-17 01:48 PM EST	TestSupplier	HDF_NCHA_1300_10035	1300Test_QCfail_Small_A...

Figure 8: Upload History Record

SECTION 4: TOOLS

The **Tools** tab in MDSS provides you with access to:

- **File Layout**—Allows you to review the file layout before uploading data (see **Figure 9: File Layout Example** below).
- **Validate Files**—Allows you to conduct a spot check on the data file to make sure it is in the expected format and is usable before it is uploaded.
- **Activity**—Displays a historical list of all Log-in and Upload activity, including log-in times.
- **Email**—Allows you to send email messages directly to your Truven Health Analytics contact.

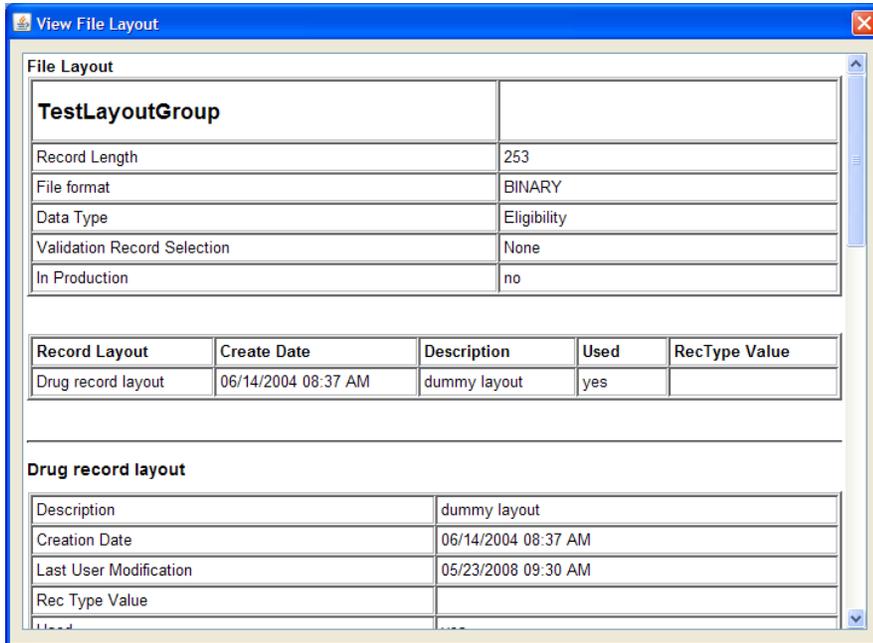


Figure 9: File Layout Example

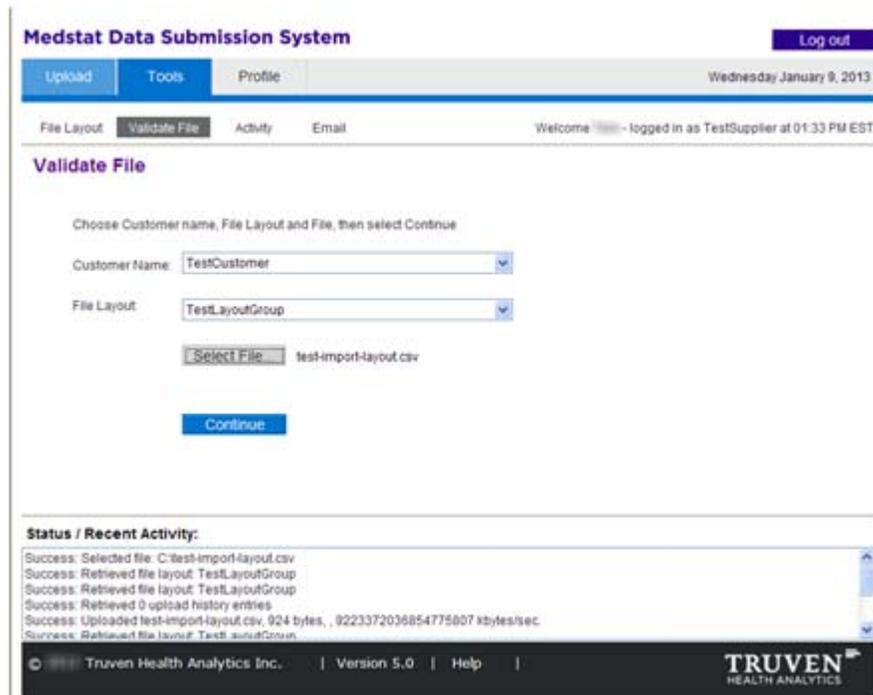


Figure 10: Tools Page, Validate File

SECTION 5: PROFILE

In addition to changing your user password in the **Profile** tab, you can also update your contact information at any time at the **User Profile** page. Please note that **First Name**, **Last Name**, **Email**, and **Phone** are required. All other fields are optional, though users are encouraged to complete them.

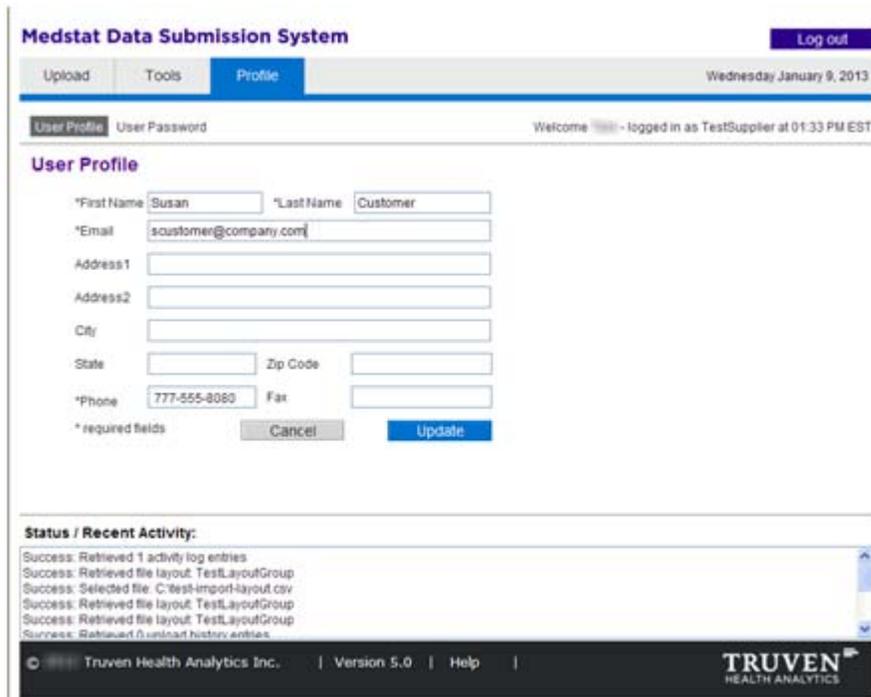


Figure 11: User Profile Page

© 2014 Truven Health Analytics. All rights reserved.
 Reproduction or redistribution of Truven Health Analytics content, including by framing or similar means, is prohibited without the prior written consent of Truven Health Analytics. 'Truven Health Analytics' and the Truven Health Analytics logo are registered trademarks of Truven Health Analytics.

For more information
 Send us a sales enquiry at truvenhealth.com/interest
 Read more about our products at truvenhealth.com/our-solutions
 Find out how to contact your local office truvenhealth.com/about-us