

# REMIS



## Renal Management Information System **USER GUIDE**

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Information Systems Group

# REMIS User Guide

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# REMIS

## Renal Management Information System

### INTRODUCTION

#### Overview

The REMIS (Renal Management Information System) is a web-based interactive database of ESRD patient and provider information. It is used by CMS and the renal community to perform their duties and responsibilities in monitoring the Medicare status, transplant activities, dialysis activities, and Medicare utilization (inpatient and physician-supplier bills) of ESRD patients and their Medicare providers. REMIS was developed to provide a central database for CMS ESRD data and to facilitate generating reports.

#### Purpose

The purpose of this user guide is to provide Medicare Secondary Payer (MSP) users of REMIS with operating instructions.

### GETTING STARTED

#### Connecting to REMIS

Connection to REMIS requires several elements that must be in place prior to any attempt to connect. These items are: 1.) For dial-up users, AT&T Global Network Services (AGNS) user ID and password; 2.) A CMS user ID and password; 3.) Registering with the Iowa Foundation for Medical Care (IFMC) as a REMIS user.

The following instructions provide information on obtaining, configuring, and using each of these components to connect to REMIS. CMS users have a static connection to the server and should ignore references to AGNS accounts and procedures.

#### **Registering with IFMC**

Call the QualityNet Help Desk at 866-288-8912. The Help Desk will open a trouble ticket and start the process for registration. This process may take two to three weeks and involves providing documentation to IFMC verifying your identification. A CMS employee will send the required paperwork and instructions.

#### **Obtain AGNS Access and a CMS user ID**

Users should visit the web site [www.cms.hhs.gov/mdcn/access.pdf](http://www.cms.hhs.gov/mdcn/access.pdf) to obtain the CMS user ID request form. If you already have a CMS user ID, enter your ID in the field in the upper right corner and check the change box in the type of request field. If you are a new CMS user, check the add box in the type of request field. Check the appropriate box in the **User Information**

field. Complete the information in fields a – h. The application name is REMIS, check the (P) box for production server and the (R) box for remote access. CMS employees need only check the (P) box, remote access is not necessary. Sign the form indicating that you've read the Privacy Act statement and send the form to your CMS Project Officer or local CMS RACF administrator for approval.

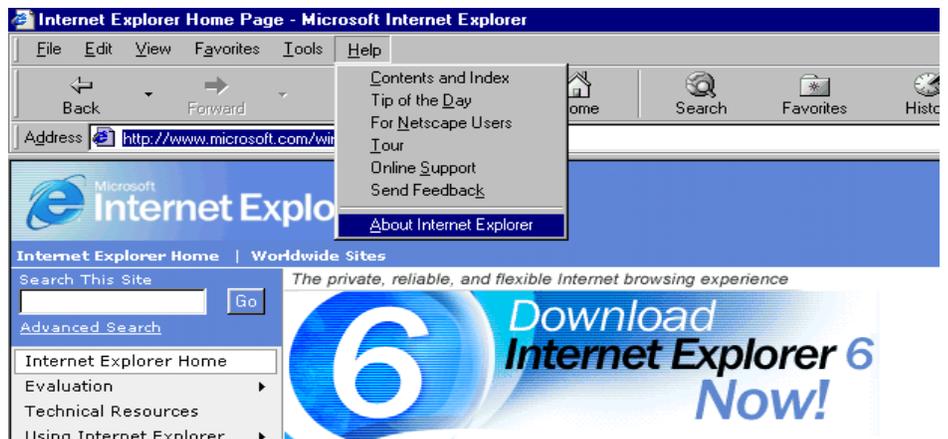
## Microsoft Internet Explorer Browser

You will need a current version of Microsoft Internet Explorer, version 5.5 or newer, in order to access REMIS. You can download Internet Explorer from the Microsoft website: <http://www.microsoft.com/downloads/search.asp>. This Web site also has helpful hints, security patches and other items that may be of interest. In most cases, the default setup for this software is acceptable. Individuals experiencing connectivity problems with the default settings should contact the QualityNet Help Desk at 866-288-8912.

If you are unsure as to which version of Internet explorer is currently installed on your workstation, please use the following method to find out:

Select the 'Help' menu.

Then choose 'About Internet Explorer'.



You should then see the following screen:

Once you have determined the version, you may close this window by clicking on the 'OK' button.



## **Connecting to REMIS using your AT&T Global Services user ID and password**

AGNS offers two methods for users to connect to REMIS, these are dial-up and leased line. A dial-up account, while less expensive than the leased line option, provides a slower connection to the network per session. The leased line alternative provides organizations with a permanent secure connection to REMIS and higher data transmission speeds. As indicated this option is more expensive. The selected method of connection will affect the procedure each user performs.

### Connecting to the REMIS through AGNS with a leased line account

With this type of connection, the user has a permanent secure connection to the REMIS. They are **not** required to enter their AGNS User ID and password each time they initiate a session. Users with this type of connection, and CMS users, should proceed to section V of this document and continue with the instructions for logging into REMIS.

### Connecting to REMIS through AGNS with a dial account

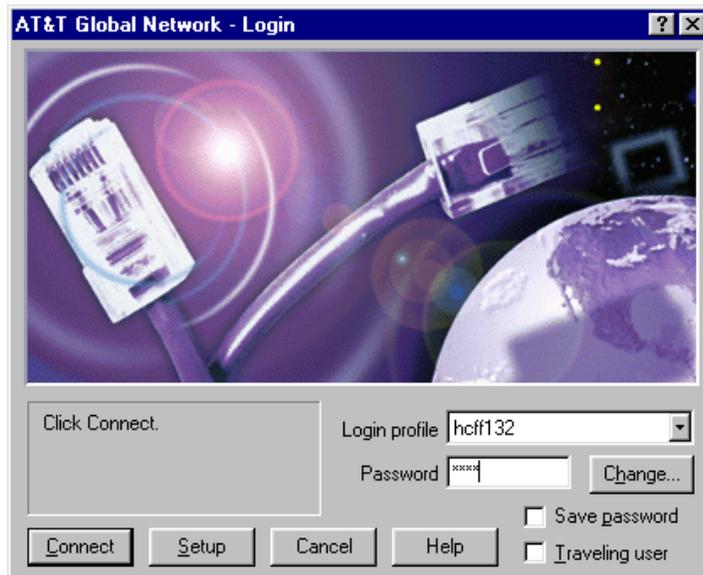
With this type of connection, the user must establish connectivity to REMIS on a per session basis. This is done through the use of the AT&T Global Dialer software. Using this AT&T supplied software, the user will dial up a local host, enter in their AT&T user ID and password to connect to the REMIS server. These login IDs are managed by a local account representative. Users who do not know or have forgotten their AT&T Global Dialer **password** should contact the AT&T support desk at **888-212-6036**. You will need to supply your account number to have your password reset.

Users with this type of account, who do not already have the dialer software configured on their machine, should refer to the **Dial-up Installation Instructions** at the CMS website: <http://www.cms.hhs.gov/mdcn/> . The dialer software can be obtained at the ATT web site: <ftp://ftp.attglobal.net/pub/client/win32/setup4266.exe> Note: later versions of the dialer are not currently supported.

If you already have the dialer software installed and active on your machine, you should proceed to section V for REMIS logon procedures.

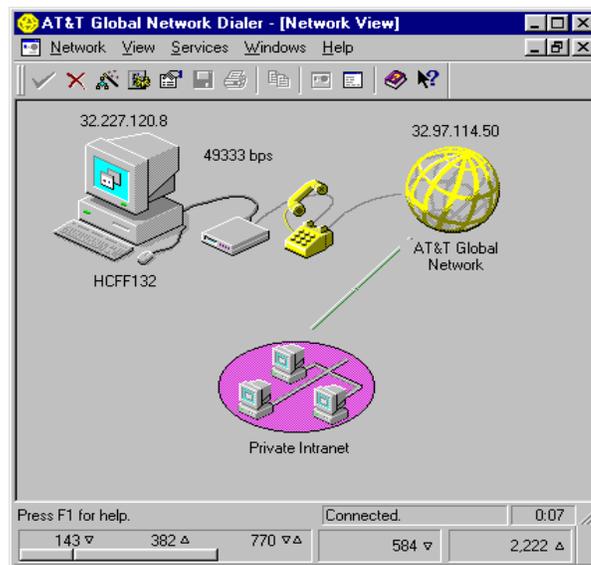
### Using the AT&T Global Dialer

1. Start the AT&T Global Dialer software. You will see the Login screen shown below. If you do not know or have forgotten your password you must call AT&T to have it reset. That number is 888-212-6036. Type in your AT&T Global Dialer password and click on **Connect**.



After connecting, if a newer version of the Dialer or the telephone list is detected, it will be downloaded. If so, wait for completion before continuing. When it completes, click **OK** in the dialer window.

2. Next you will see the AT&T Global Dialer Network View window shown below. Click on **Private Intranet**.



Next you will see a window displaying shortcuts to various sites within the network. One of these shortcuts should be labeled REMIS. Double click on the REMIS shortcut to initiate a browser session and go the REMIS login screen. See the instructions below if you do not have a shortcut.

## Accessing REMIS

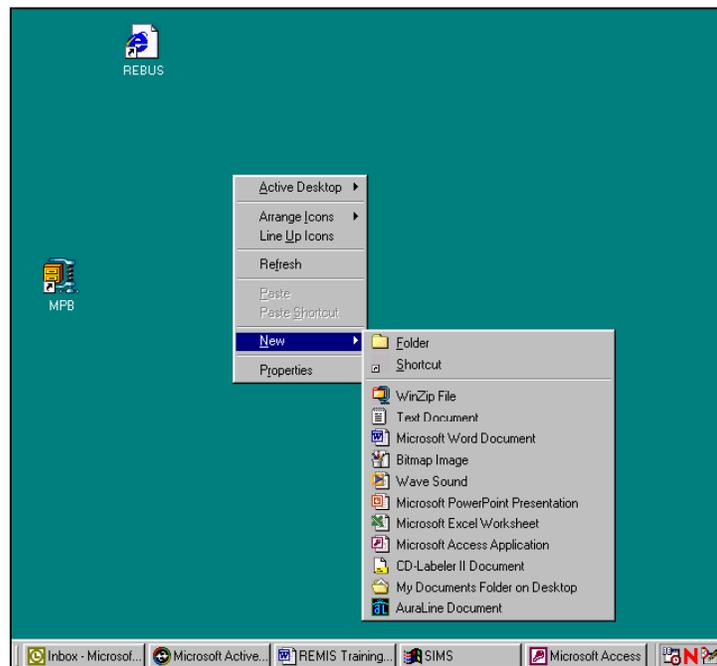
These instructions assume that the user is a CMS user or has established a connection via AGNS using a leased line connection or by using the global dialer software.

### Logging into REMIS

Double click on the shortcut entitled REMIS, setup instructions follow. This step will start the browser software and connect you with the REMIS server. Enter the assigned username and password.

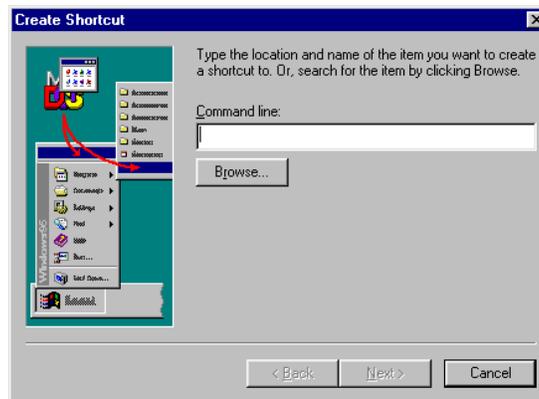
### Setting up a shortcut

If you do not see a REMIS shortcut you will have to create one. To do this, dialup users right **click** in the white space of the Private Intranet sites screen, or, leased line or CMS users, an area of the desktop workspace near the icons for other applications, then select **new** and then select **shortcut** from the pop up menu.



In the field labeled “**Type the location of the item**” on the next screen you see, type in the REMIS URL address and click on **Next**.

The REMIS URL [http://32.82.41.129:7777/pls/remisprod/remis\\_menu\\$.startup](http://32.82.41.129:7777/pls/remisprod/remis_menu$.startup) (there is an underscore between remis and menu\$).

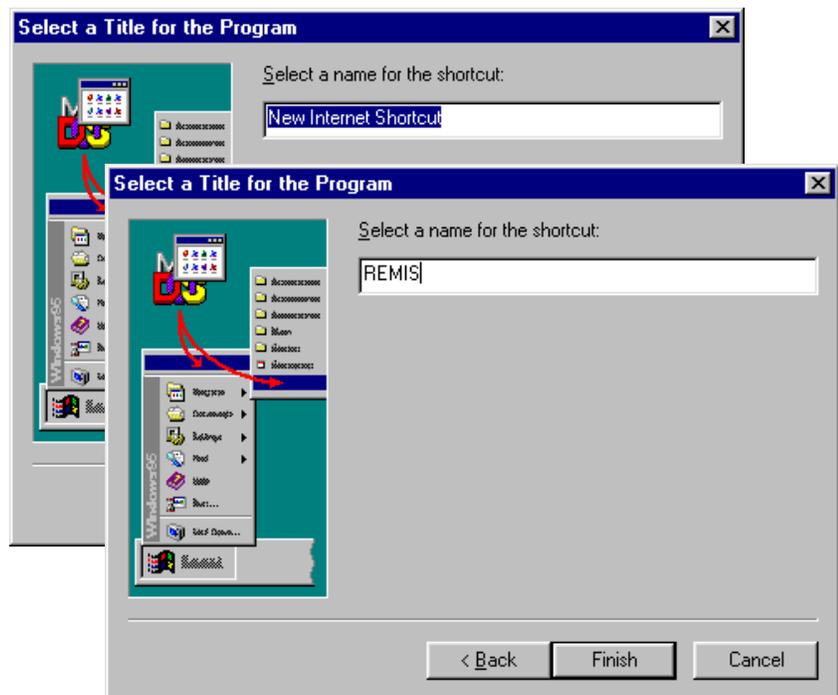


Once this action has been performed, a window will be opened that will ask for information regarding the shortcut the user wishes to make.

For this shortcut, REMIS is be the appropriate name.

After this has been completed, the user can click the ‘Finish’ Button.

Now a new shortcut will appear on the desktop that will open the REMIS application.



## Login Screens

When the you try to enter REMIS, you will be prompted to enter a User Name and Password. Enter your CMS UserID and Password.



The image shows a Windows-style dialog box titled "Enter Network Password". It contains a key icon and the text "Please type your user name and password." Below this, there are two labels: "Site:" with the value "c1f1n7ex" and "Realm:" with the value "remisqa". There are two text input fields: "User Name" and "Password". At the bottom, there is a checkbox labeled "Save this password in your password list" which is currently unchecked. There are two buttons: "OK" and "Cancel".

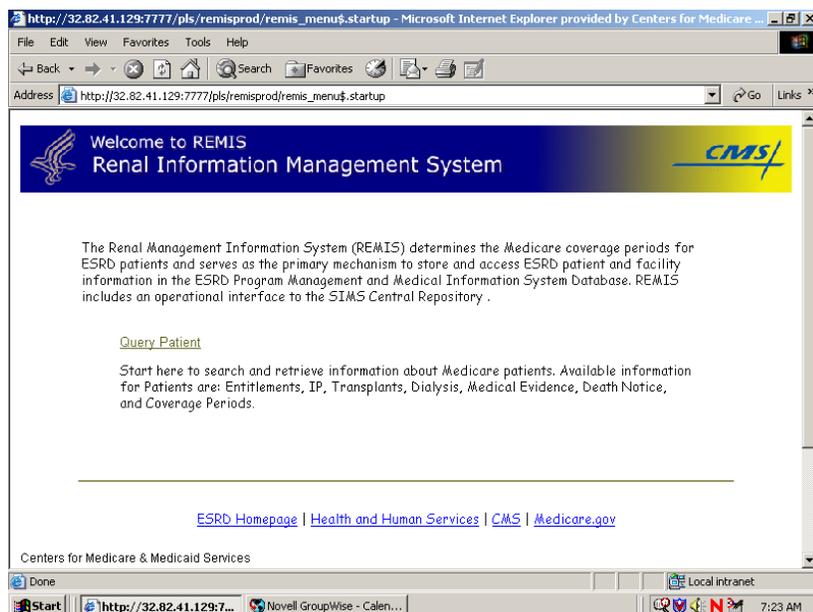
NOTE: The **first time** you enter REMIS your temporary password will be the last six digits of your Social Security Number. You will be prompted to change your password. In the Current Password box, type your existing password (i.e., the last six digits of your Social Security Number). In the New Password box, type your new password. In the Verify Password box, type your new password again. Click OK.

Be sure to keep your REMIS password secret. Do **not** share it with anyone. Memorize your password. Do **not** post it on your workstation.

After the Log In has been completed, REMIS should open in an Internet browser. The REMIS home page appears like this:

## NAVIGATING REMIS

Click on **Query Patient**.

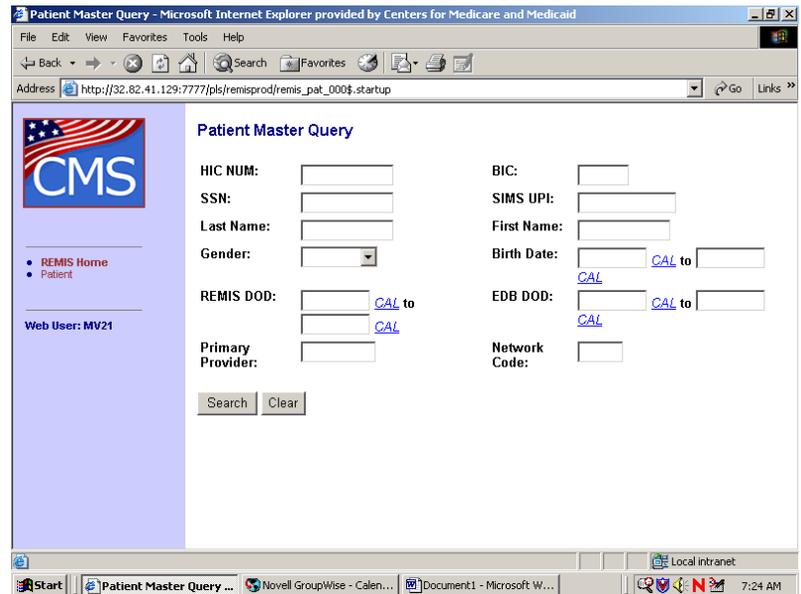


## Patient Master Query

When **Query Patient** is selected, it brings the Patient Master Query screen into view. The blue panel on the left side of the screen contains the menu. On the Patient Master Query, the left side menu doesn't have a large selection of menu options. The menus will change as the screens change. Note: It is important for you to watch the left side menu of each screen within the application. There will be more on the menus later in the training manual.

### **Patient Master Query Screen**

The Patient Master Query screen is a user-friendly screen with easily understood and easily navigated fields.

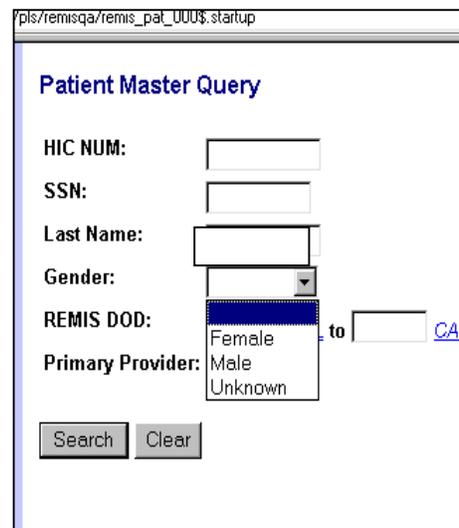


The fields can be selected either by clicking on them with a mouse, or by using the keyboard's 'TAB' key to move from field to field.

After you have select the appropriate field(s) and have entered your query search criteria, click on the '**Search**' button and run the search for the patient information.

The fields on the Patient Master Query screen are commonly used ESRD fields for patient reference:

- **HIC NUM:** The beneficiary or patient's Health Insurance Claim number. The first nine digits of this number are normally the same as the Social Security Number.
- **SSN:** The beneficiary's Social Security Number
- **Last Name:** The last name of the beneficiary.
- **Gender:** The gender of the beneficiary.
- **REMIS DOD:** The date of death of the beneficiary from the SIMS Central Repository.
- **Primary Provider:** The beneficiary's primary ESRD provider number.
- **Search Button:** The search button starts the search for the beneficiary.
- **Clear Button:** The clear button clears the fields of the current query.



- **BIC:** The Beneficiary Identification Code is the trailing letter(s) on a HIC number. The letters denote what *type* of HIC the patient or beneficiary has.
- **SIMS UPI:** SIMS is an ESRD Network database that includes ESRD patient information. The UPI is a Unique Patient Identifier. This is a cross-reference field.
- **First Name:** The first name of the beneficiary.
- **Birth Date:** The date of birth for the beneficiary.
- **EDB DOD:** The date of death of the beneficiary from the Medicare Enrollment Database.
- **Network Code:** The ESRD Network number of the beneficiary.

A screenshot of a web form with the following fields and labels:

- BIC:** [input box]
- SIMS UPI:** [input box]
- First Name:** [input box]
- Birth Date:** [input box] [CAL](#) to [input box] [CAL](#)
- EDB DOD:** [input box] [CAL](#) to [input box] [CAL](#)
- Network Code:** [input box]

To the right is an entire screen with patient information that is being completed for a patient search.

There are fields the user will find very helpful in searching for patients.

The **'Gender'** field is a list box control that includes the choices for the user.

The blue [CAL](#) beside the fields that hold a date format includes a control to help select a date.

The screenshot shows the 'Patient Master Query' web application. The main form contains the following fields:

- HIC NUM:** [input box]
- SSN:** [input box]
- Last Name:** [input box]
- Gender:** [list box with 'Female' selected]
- REMIS DOD:** [input box] [CAL](#) to [input box] [CAL](#)
- Primary Provider:** [input box]
- BIC:** [input box]
- SIMS UPI:** [input box]
- First Name:** [input box with 'mary' entered]
- Birth Date:** [input box] [CAL](#) to [input box] [CAL](#)

A 'Calendar: Birth Date' pop-up window is open, showing a calendar for December 1919. The calendar has a 'Close' button and navigation arrows. The date 'Today' is highlighted.

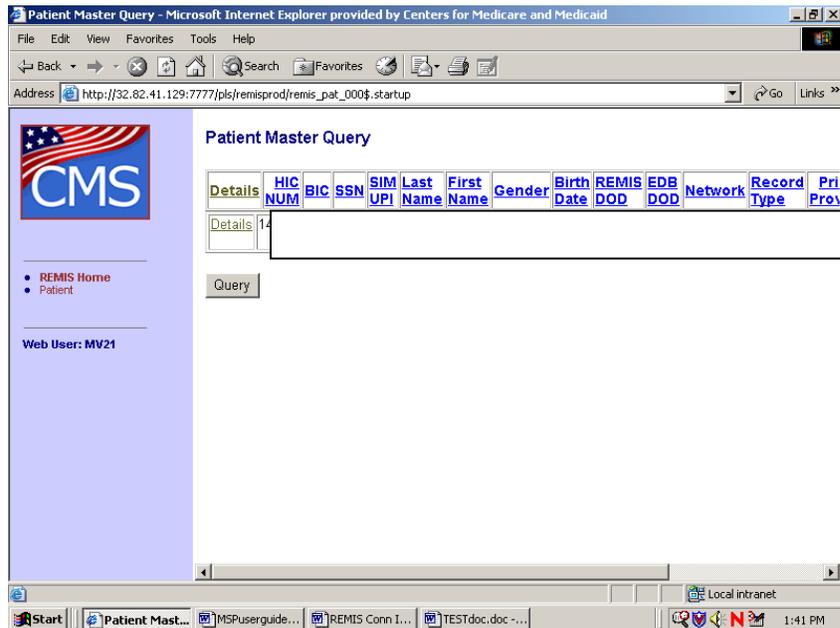
## Patient Master Query Screen – Search Results

Once the patient information has been entered and the ‘Search’ button has been clicked, the screen is returned that shows an overview of the patient information found.

This screen shows the query results with all patients that meet the criteria entered.

For instance, ‘John Smith’ would return many more patients than ‘Cary Grant’.

In this example, one patient was returned.

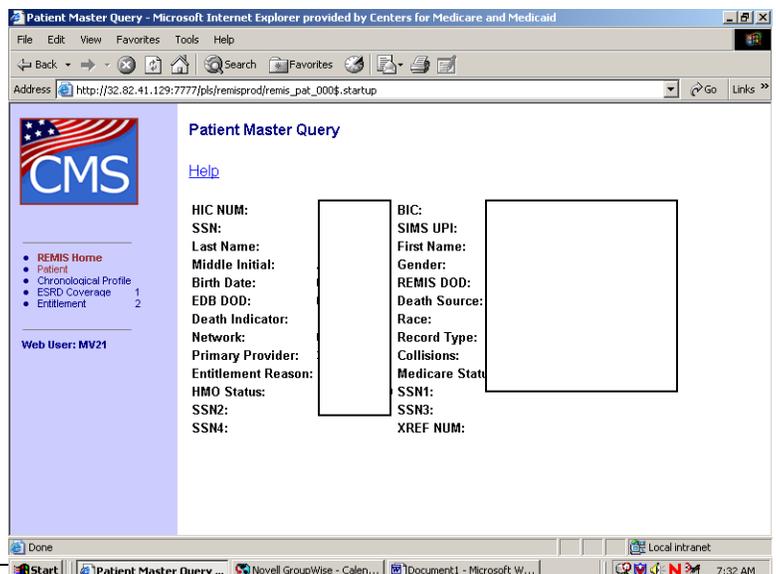


You can select the individual patient you want to view and click on the hyperlink to view the patient details.

## Patient Master Query Screen – Patient Details

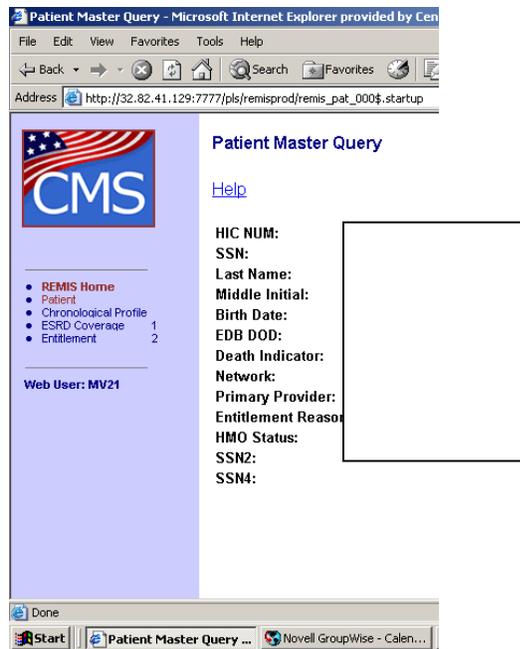
The REMIS Patient Master Query Screen contains details of the patient.

*Note also that the menu has changed. There are now more choices to view patient information than there were on previous screens.*

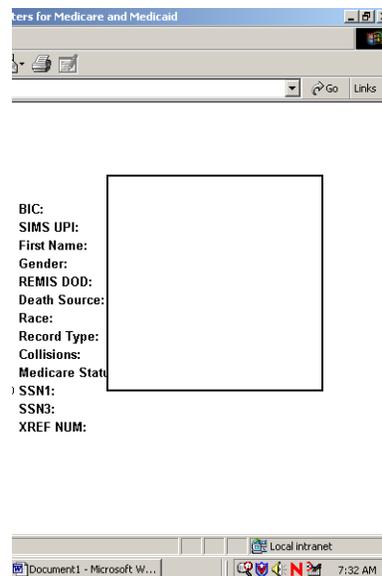


The fields for this screen allow for patient identification and include many source fields:

HIC NUM  
 SSN  
 Last Name  
 Middle Initial  
 Birth Date  
 EDB DOD  
 Death Indicator  
 Network  
 Primary Provider  
 Entitlement Reason  
 HMO Status  
 SSN2  
 SSN4



BIC  
 SIMS UPI  
 First Name  
 Gender  
 REMIS DOD  
 Death Source  
 Race  
 Record Type  
 Collisions  
 Medicare Status  
 SSN1  
 SSN3  
 XREF NUM



## Patient Master Query Screens

The following section covers the Patient Master Query Screens that show patient details supported for MSP user access.

### *Chronological Profile*

The Patient Chronological Profile shows the patient's date specific occurrences. These include the fields:

- **Source:** This shows the source of the information. The more common sources are Entitlement, Medical Evidence, ESRD Coverage, Dialysis, Inpatient, Transplants, Transplant Follow-Ups, and Patient Events.
- **Date:** The date of the occurrence for this patient
- **Details:** Descriptive information about the occurrence

Source	Date	Details
MAST		Born
ENTITL		.... Enrolled, Medicare PART- B
ENTITL		.... Enrolled, Medicare PART- A (OASI)
DIAL		3 Dx Sess (Prov: 310015): Unknown (IP)
STATS		First ESRD Service (Dialysis, Earliest billed DX session)
IP		Congestive heart failure, Cor ath unsp vsl ntwt/gft, Aortocoronary bypass, Renal & ureteral dis nos, Hb-lymphatic malign nec (Prov: 310067)
IP		Venous cath nec
IP		Discharged
IP		Cellulitis of leg, Congestive heart failure, Ocl crtd art wo infrcr, Aortocoronary bypass (Prov: 310050)
IP		Discharged
IP		Congestive heart failure, Renal failure nos, Anemia nos, Hb-lymphatic malign nec, Aortocoronary bypass (Prov: 310050)
IP		C.a.t. scan of thorax
IP		Ambu cardiac monitoring
IP		Discharged
IP		Congestive heart failure, Cor ath unsp vsl ntwt/gft, Aortocoronary bypass, Renal & ureteral dis nos, Hb-lymphatic malign nec (Prov: 310067)

## ESRD Coverage

The ESRD Coverage screen shows what time period(s) the beneficiary had Medicare coverage. From this screen the user can see the:

- **Start Date:** This field shows the start date of the Medicare Coverage.
- **Start Reason Code:** This field shows the reason that the beneficiary received Medicare coverage.
- **Termination Date:** This field shows the date that the Medicare Coverage ended.
- **Termination Reason Code:** This field shows why the patient had Medicare benefits terminated.

**ESRD Coverage Periods**

HIC NUM	Name	Birth Date	Death Date	Gender	Transplant Source Record Type

[Help](#)

Start Date	Start Reason Code	Termination Date	Termination Reason Code
11/01/1996	Part A and Dialyzing (No 3 Month Wait)	01/31/1997	Death

**ESRD covered illness ended at death**  
Periods shown reflect covered illnesses, not coordination of benefits

## Entitlement

The Medicare Entitlement screen shows any Medicare the patient has been entitled to. From this screen you can see the:

- **Part:** Medicare Part A or Medicare Part B
- **Start Date:** The date Medicare entitlement started
- **Termination Date:** The date Medicare entitlement ended

- **Current Entitlement Reason:** Current reason the patient is entitled to Medicare
- **Original Entitlement Reason:** Reason the patient was originally entitled to Medicare
- **Medicare Status Code:** Reason for Medicare entitlement as of a point in time
- **Most Recent Setting:** Most recent treatment setting where patient received services
- **Most Recent DX Date:** Date of most recent dialysis for this patient
- **Dialysis First Date:** First date of dialysis recorded for this patient
- **Dialysis First Date Source:** Source of the First Date of Dialysis for this patient
- **Most Recent Transplant Date:** Date of latest known transplant for this patient
- **Most Recent Transplant Status:** Last Known Status of the latest known transplant for this patient
- **Number of Transplants:** Number of transplants this patient has received
- **First ESRD Service:** Earliest known ESRD service (Dialysis or Transplant) provided to this patient
- **Is Patient Enrolled in an HMO?** Indicates whether the patient is, or has ever been, enrolled in an HMO

**Medicare Entitlement**

HIC NUM	Name	Birth Date	Death Date	Gender	Transplant Source	Record Type
[Empty Row]						

[Help](#)

- Part	Start Date	Termination Date
Part A	03/01/1984	
Part B	03/01/1984	

**Current Entitlement Reason:** RENAL  
**Original Entitlement Reason:** OASI  
**Medicare Status Code:** Aged with ESRD  
**Most Recent Setting:** IN-CENTER STAFF-ASSISTED HEMODIALYSIS  
**Most Recent DX Date:** 01/15/1997  
**Dialysis First Date:** 09/28/1995  
**Dialysis First Date Source:** Earliest billed DX session  
**Most Recent Transplant Date:**

[REMIS Home](#)  
[Patient](#)  
[Chronological Profile](#)  
[ESRD Coverage](#) 1  
[Entitlement](#) 2

Web User: MV21

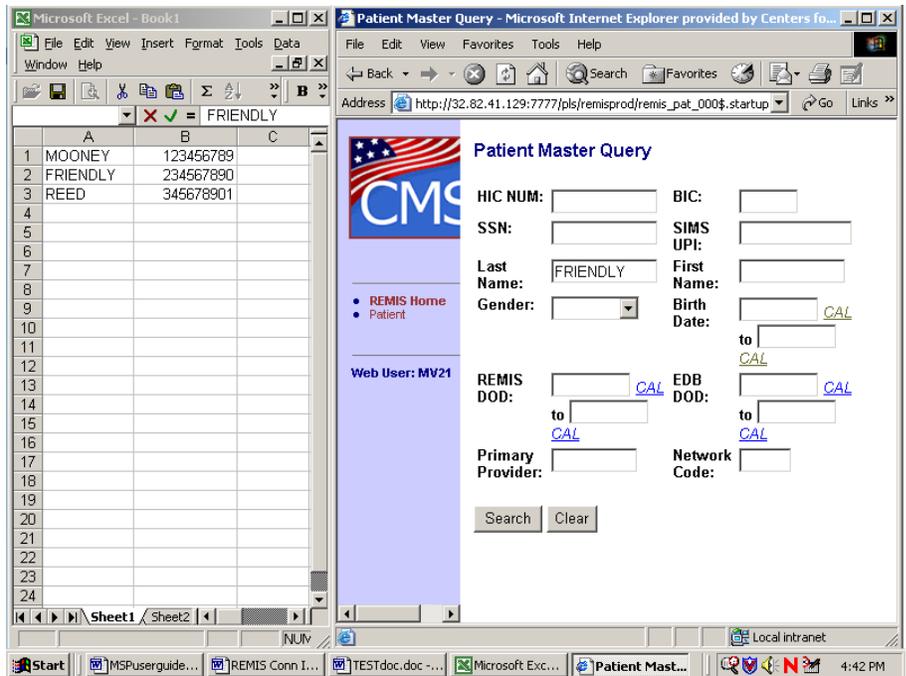
## HELPFUL HINTS

This section contains some helpful hints that will allow you to save time when working with data in REMIS.

### Copy and Paste Functionality

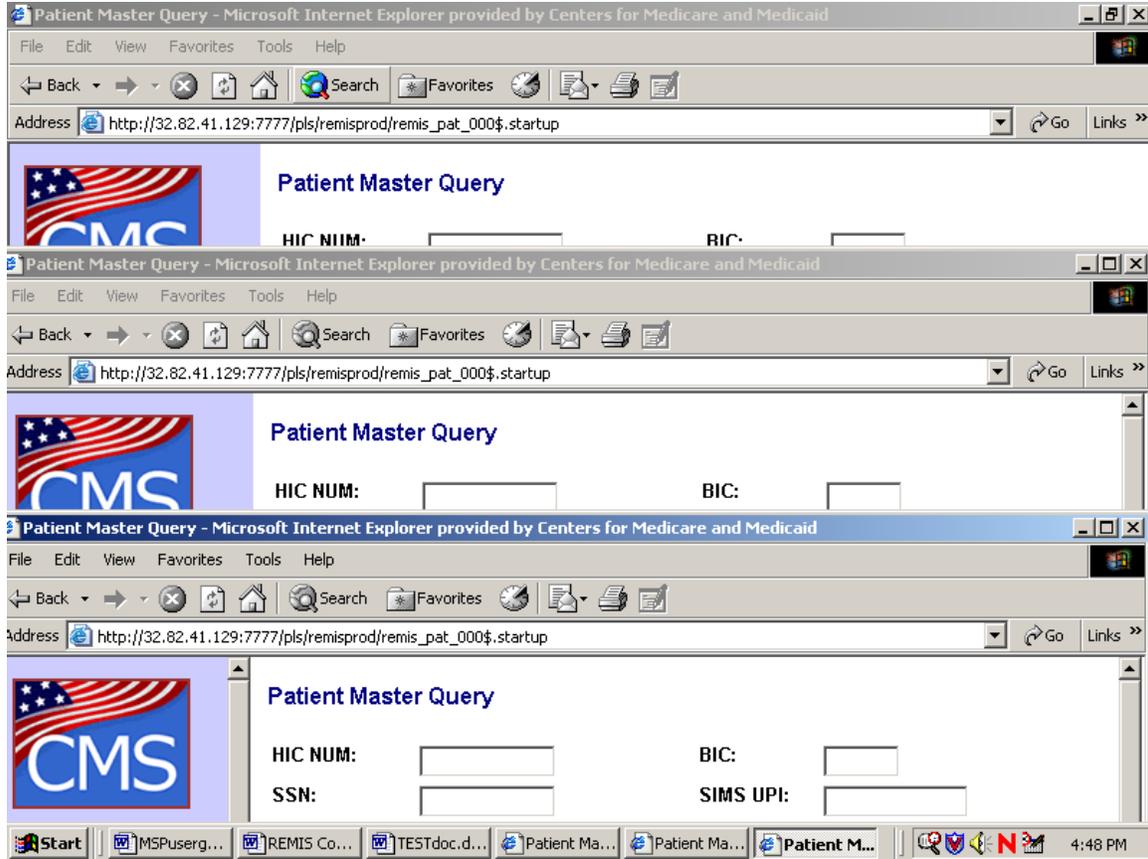
You can copy and paste from other applications (e.g., MS Word or Excel) into the REMIS application. For instance, when you wish to enter search criteria on the Patient Master Query screen, if the last name of the patient or the SIMS UPI of the patient is readily available in another application:

- highlight the text string you wish to copy;
- enter 'Ctrl + C';
- go to the Patient Master Query screen;
- click where you would like the text string to appear; enter 'Ctrl + V' to paste in the formation.



## Multitasking

If the user would like to view more than one query at a time, the user can use 'Ctrl + N' to open a multiple query windows.



## Wildcards

### **Percent (%)**

You can use the percent as a substitute for zero or more characters. If you're looking for a Last Name that you know starts with 'SMI' but you can't remember the rest of the name, type the following:

### **SMI%**

The Patient Master Query will locate all Patients with the Last Name beginning with 'SMI' including Smith, Smithon, and Smiley. To narrow the search, type:

### **SMI%N**

In this case, the **Patient Master Query** will find all Patients with the Last Name beginning with 'SMI' that end with 'N', including Smithson.

## Underscore ( \_ )

You can use the underscore as a substitute for a single character. For example, if you typed **SM\_TH**, the **Patient Master Query** would locate all Patients with a five letters in the Last Name beginning with 'SM' and ending with 'TH' (e.g., SMITH, SMYTH, but not SMOOTH).

Note: When using wildcards on a field that is a date, the wildcards may only be used in the year, not the month or day.

## Printing

To print a larger document, **click** anywhere on the frame containing the report that you want to print, then select **File; Print Preview**.

Select '**only the selected frame**'; then **Print**.

**OR** you can **right click** anywhere on the frame containing the report you want to print; then select **print**.

