

1 - BESS Common Area

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Introduction

Welcome to BESS! Now that you know the name, you might ask yourself what or who is BESS? To that end, BESS has nothing to do with Harry Truman's wife. BESS is an acronym for the Part **B** Extract and Summary System, an online, menu-driven query system that enables users to access data files and extract Part B claims information. This user's guide provides basic procedural information that enables you to access BESS and use each subsystem. ***Please note that it is important to have a working knowledge of Part B data to effectively use the information contained in this user's guide.***

If you are comfortable with Part B data, determine the kind of information you want, but please note that if you are searching for any of the following data, you **cannot** get it from BESS!

Beneficiary-level data;

Institutional claims data that are **not** processed through Part B carriers; or

Data for a given day or month. (For example, you cannot get specific information for March 17, 1997.)

However, if you want information in any of the areas that are listed and described on the following two pages, you've come to the right place!

BESS consists of five major subsystems and several options that include descriptions of BESS data elements, WHOAMI (Who Am I?) for modem users, a personnel directory, system information, a tutorial, and exit. The BESS menu provides access to the following:

1. Physician/Supplier Data;
2. HCPCS (HCFA Common Procedure Coding System);
3. Focused Medical Review (FMR);
4. Part B Carriers;
5. HCPCS/Diagnosis Summary (under development);
6. BESS Data Elements;
7. WHOAMI;

8. Personnel Directory;
S System Information;
T Tutorial; and
X Exit

1. The **Physician/Supplier Data** subsystem allows public access to four primary subsystems and an exit option.

- . User Extract,
- . Physician Fee Schedule (also known as the **Medicare Fee Schedule DataBase**)
- . Procedure Summary, and
- . Descriptive Statistics.

User Extract

Enables you to generate customized reports for user-defined criteria. After you identify the kind of information you want, you can select from files ranging from approved Ambulatory Surgical Centers (ASC) to Radiology to Special Interest procedures.

NOTE: *This section is specifically designed for and only valuable to those who possess a significant understanding of Part B data.*

Physician Fee Schedule (MFSDB)

Enables you to extract pricing information associated with the Physician Fee Schedule.

Procedure Summary

Enables you to extract procedure-level data from the Physician/Supplier Procedure Summary Master File.

Descriptive Statistics

Enables you to extract national or carrier-specific data for an extensive assortment of files ranging from National Expenditures by Type of Service to Local Procedure Code Usage to the Top 500 Procedures by Carrier.

2. HCPCS (HCFA Common Procedure Coding System)

Contains long and short descriptions for HCPCS procedure and modifier codes, CPT-4 and alphanumeric codes, and information on local codes and modifiers that are used by each carrier. In addition, provides an array of reports by payment methods and coverage indicators.

3. Focused Medical Review (FMR)

Enables you to review utilization profiles that are useful in monitoring carrier activities and performance.

4. Part B Carriers

Provides the name, address, and locality number(s) and name(s) for Part B carriers.

5. Provider Summary (under development)**6. BESS Data Elements (under development)****7. WHOAMI Option**

This option is **especially important for those of you accessing the system through a modem** since the printer ID will change with every logon session.

Because each Time Sharing Option (TSO) session is considered separate, the system assigns you a new local printer ID (eight characters). If you want to produce a hard copy report at your local PC printer, you must know the assigned printer ID, unless you want to use the **[Print Screen]** key to print the report.

To identify the local printer ID for a session, enter **WHOAMI** (Who Am I) at the **READY** prompt ***before you enter BESS***. The system will display the ID **for the session**. When the system displays the ID, press **[Print Screen]** and note the number, which you enter at the BESS Output (Printer) Options Menu. This ID number is required to route hard copy reports from the HDC to your print site. The WHOAMI option provides both the terminal ID and printer ID(s) associated with your computer session.

The system prints some reports within seconds; others may take longer. You must keep your TSO session active for the system to print your report. If you logoff TSO or if you must leave your PC for any reason and the system logs off TSO, the system will not generate your report.

If you experience any communications problems, contact the HCFA Action Desk.

8. Personnel Directory

Provides names and telephone numbers for staff who are available to answer BESS questions.

S System Information

Provides information on the use of function keys.

T Tutorial

Provides an instructional guide for users.

X Exit

General Information

The information provided in this section is common to all of the BESS subsystems and is referred to as the common area. Clever, huh?

How BESS Originated

Before you begin, you might want to know the history of BESS. Data collected in the HCFA Central Office prior to May 1984 did not provide all the Part B data necessary to satisfy HCFA's needs. As a result, HCFA developed additional files that carriers submitted annually to supplement available data. HCFA required carriers to extract these data from their claims processing history for Medicare claims only. These data were used to populate the Part B Medicare Annual Data (BMAD) System, which was developed in 1984.

In 1991, HCFA created BESS to absorb and replace BMAD. The creation of BESS reflects the intent of HCFA to establish a system aimed at continuous data extraction rather than annual data extraction. The Division of Health Plans and Provider Data in the Center for Health Plans and Providers is responsible for the design, development, maintenance, and user support of the software, modules, and processes within BESS.

How BESS Operates

Today, the National Claims History (NCH) Repository carries complete Part B data for all beneficiaries. Because BESS data are drawn from the NCH, which receives daily data files from the Common Working File (CWF) hosts, BESS data are more current and more readily available than the BMAD files had been. Data from the NCH Part B Physician/Supplier claims are used to develop the Physician/Supplier Procedure Summary (PSPS) Master File and the Focused Medical Review (FMR) Master File -- the sources for the Part B data that populate BESS.

Security

BESS uses a systems security software package called Resource Access Control Facility (RACF), which secures all BESS data files. Statistics for monitoring file use are maintained for each BESS file by UserID.

User Access to BESS

BESS operates online at the HCFA Data Center's (HDC's) mainframe computer in the Time Sharing Option (TSO) application. If you can access the HDC, you can access BESS, but you must first be identified and authorized as a user of the HDC TSO processor. Identification and authorization are established through the assignment of an individual user-identification (UserID) and a unique password, which allows access to the HDC's systems, including BESS. HDC staff assigns UserIDs and your initial password. You can change the initial password after you have been authorized. Contact your HCFA component's RACF administrator for procedural information.

What You Can Do in BESS

- Browse any database;
- Print reports using local and remote printers;
- Create files to be downloaded to a PC;
- Select all or parts of data from BESS databases to be printed or browsed (viewed); or
- Perform statistical analysis on certain BESS data files.

What You Cannot Do in BESS

- Modify BESS data files;
- Use software outside BESS to read, write, or modify files; or
- Access beneficiary or provider-specific data

Use of the Keyboard

BESS enables you to perform certain operational tasks using the following keys:

- **[F7]** To move forward from field to field.
- **[Shift]+[F7]** To move backwards from field to field.
- **[Enter]** To move from screen to screen or to capture data. Note that Enter keys can vary with different systems. In this document, the instruction to "press **[Enter]**" indicates that you are to use the Enter key associated with your system.

Use of the Function Keys in BESS

Located at the top of the keyboard, the function keys are an integral part of BESS and are labeled `F1` through `F15`. BESS uses the Interactive System Productivity Facility (ISPF), which provides dialogue management services and enables you to use the function keys. The following list identifies each function key that you can use in BESS and provides a corresponding explanation:

<code>F1</code>	Help	<code>F8</code>	Scroll Down
<code>F3</code>	Exit	<code>F10</code>	Scroll Left
<code>F5</code>	Scroll Up	<code>F11</code>	Scroll Right
<code>F9</code>	Rebuild (Accessible in the User Extract subsystem only)		

After the system retrieves your data, the system positions the cursor at the **COMMAND** `====>` field. The scrolling feature enables you to move up or down through a screen using the F7 and F8 function keys. If you enter **M** followed by `F5` or `F8` at the **COMMAND** `====>` field, the system enables you to scroll directly to the top or bottom of the screen, respectively.

Helpful Hints

Before you access the system to execute a report request, make certain you know the precise data you want. The system can produce voluminous reports and you need to be as exact in your request as you can be.

Screens may look different from the printout because of size limitation on the screen.

If the system displays the characters *******
press `F12`.

The system displays several screens that contain a field titled **OPTION** `====>` in the upper left hand corner that you might assume indicates the point at which you enter data, but that does not apply all the time. Most often the system moves the cursor to the exact field where you can enter input. In addition, the system enables you to type `=` followed by `X` at the **OPTION** `====>` prompt to exit BESS without having to enter data.

Do not press *any* keys if the system is in a **WAIT** mode.

Do not use a single ' ' quote or double " " quotes around a value on the criteria selection screens. Type the absolute value without quotes.

Always use the [TAB] or [F4]+[TAB] keys to move among fields. Do not use the arrow (cursor) keys.

Do not press the [ENTER] key until you are ready to initiate your query.

Screens are sensitive as to where you enter data. If you enter more characters than a field requires, the keyboard locks and the system displays an error message in the lower left hand corner of the screen. You must reset the keyboard by pressing the appropriate Reset key on your system.

For example, if you enter **six** numbers instead of **five** at the CARRIER NUMBER field, the system locks and requires you to reset the keyboard.

Downloading

BESS provides you with two distinct methods for preparing mainframe files for download.

The first method resides with the *BESS Output Options Screen* that accompanies all BESS subsystems and options. Option 4 of the *Output Options Screen* asks you if you want to **'Create a file for download (Y)?'** If you enter **Y** for Yes, the system creates a mainframe file of that prepared report.

The second method, however, resides strictly in the **Focused Medical Review (FMR)**, **Medicare Fee Schedule Database (MFSDB)**, and **Procedure Summary** subsystems. Whereas the first method yields a file that contains a prepared report, the second enables you to select the data that will be contained in the file. Regardless, both methods for preparing mainframe files use the same process for downloading.

You can download using a number of software packages. HCFA's standard communication software as of July 1, 1999 is *the IBM Global Services (IGS) TN3270 client tool*. TN3270 is a web browser-based client accessed by Microsoft Internet Explorer Version 4.0 or greater with 128-bit encryption. This requires an operating system of Windows95 or greater. For technical questions regarding TN3270 access and operation, please contact the HCFA Action Desk at 410-786-2580.

Help Screens

Finally, the system contains Help screens that can be accessed from anywhere in the system by pressing [F1].

Output Screen - Common to All BESS Subsystems

```
-----BESS OUTPUT OPTIONS-----
OPTION ==>

ENTER HCFA ACCOUNT NUMBER (11 POSITIONS) ==>

TO PRINT A REPORT, ENTER OUTPUT INFORMATION FOR 1, 2, OR 3 BELOW:

    1. HIGH SPEED PRINTER (2-DIGIT ID) ==>

    2. XEROX PRINTER BINDING CODE ==>
       BN = BOUND  NB = UNBOUND  WH = UNBOUND WITH HOLES

ENTER NUMBER OF COPIES FOR OPTIONS 1 OR 2 ABOVE ==> 1

    3. LOCAL OR PC PRINTER (8-POSITION ID) ==>

TO CREATE A FILE FOR DOWNLOAD, ENTER Y AT OPTION 4:

    4. CREATE A FILE FOR DOWNLOAD (Y) ==>

F1: Help          F3: Exit
```

Using the Output Options Screen

This screen explains the procedure for printing a report and creating a file for download. Please note that any file you create for download is saved at the HCFA Data Center (HDC) for 24 hours only. As a BESS user, you can send *any* report *anywhere* at *any time*, but note the explanations below for each print option.

ENTER HCFA ACCOUNT NUMBER (11 POSITIONS):

The HDC requires that you *must* enter a valid account number or the account number you used to login to TSO.

TO PRINT A REPORT ENTER OUTPUT INFORMATION FOR 1, 2, OR 3 BELOW

1. HIGH SPEED PRINTER (TWO-DIGIT ID) ==>

(This option specifies the ID used for remote printers and is used almost exclusively by the HCFA Central and Regional Offices.)

2. XEROX PRINTER BINDING CODE ==>

BN = BOUND ND = UNBOUND WH = UNBOUND WITH HOLES

ENTER NUMBER OF COPIES FOR OPTIONS 1 OR 2 ABOVE ==> 1

*(This option applies to HCFA Central Office **only**.)*

3. LOCAL OR PC PRINTER (EIGHT-POSITION ID) ==>

(This option enables you to generate reports at a local or your individual printer.)

TO CREATE A FILE FOR DOWNLOAD, ENTER **Y** AT OPTION 4

4. CREATE A FILE FOR DOWNLOAD (Y) ==>

Enter Y for Yes and this option creates a mirror-image of the hard copy. It is your responsibility to transfer this file to your PC. Remember that the file is housed at the HDC for 24 hours only.

BESS Logon Procedures

At the HDC logo,

Press **[Enter]**

and the system displays the *HDC Application Menu Screen* with the cursor positioned at the **Select application ==>** prompt.

Note: Enter keys can vary with different systems. In this document, the instruction to "press **[Enter]**" indicates that you are to use the Enter key associated with your system.

Page 1 of 3 APPLICATION MENU				Terminal -
(Date/Time)				
1	TSO	ACTIVE	Application Development	
2	RESERVED	ACTIVE	Future CICS System	
3	CICS41	ACTIVE	CICS41 System	
4	M204PRD1	ACTIVE	MODEL204 Production Region	
5	M204PRD2	ACTIVE	MODEL204 Version 2 Production	
6	WYLBUR	ACTIVE	WYLBUR Online System	
7	IDMSTEST	ACTIVE	IDMS/CV100 Database System	
8	Y2KMILL	ACTIVE	MILL LPAR2 MENU	
9	M204PRD3	ACTIVE	Oscar/Cafm/Casr/Crowd/Cla	
Select application ==> _1_				more . . .
PFK 1 HELP		PFK 12 ** HDC NEWS **		PFK 3 HDC LOGO
PFK 7 PAGE BACK				PFK 8 PAGE FORWARD
PFK 2 APPLICATION INFO				PFK 11 UTILITIES

Using the Application Menu Screen

At the **Select application ==>** prompt,

Type **I**

Press **Enter**]

and the system displays the *ENTER USERID Screen*.

XXXXXXXXXX ENTER USERID -

Using the UserID Screen

At the cursor,

Type *your UserID*

Press **Enter**]

and the system displays the *TSO/E Logon Screen* with the cursor positioned at the **PASSWORD** prompt.

```

----- TSO/E LOGON -----

Enter LOGON Parameters below:          RACF LOGON Parameters:

Userid      ==> XXXX
Password    ==>
Procedure   ==> $TSUSER                Group Ident ==>
Acct Nbr    ==> 9999
Size        ==> 4096
Perform     ==>
Command     ==>

      ENTER AN 'S' BEFORE EACH OPTION DESIRED BELOW:

      -Nomail          -Nonotice        -Reconnect        -Oidcard

PF1/PF13 ==> Help  PF3/PF15 ==> Logoff  PA1 ==> Attention  PA2 ==> Reshow
You may request specific HELP information by entering a '?' in any entry field.

```

Using the TSO/E Logon Screen

PASSWORD ==> Specifies your password.

Type *your password*

Press **[F3]** to the **ACCT NMBR** ==> prompt.

ACCT NMBR ==> Specifies a valid 11-digit account number.

Type *the account number*

Press **[F3]**

and the system displays the *Logon in Progress Screen*.

XXXX LOGON IN PROGRESS AT XX:XX:XX ON XXX XX, XXXX

{MESSAGES DISPLAYED}

READY

Using the Logon in Progress Screen

Accessing BESS

READY Specifies that the system is ready for you to access BESS.

Type the following text: **EX 'MU00.BESS'**.

Note: Enter a *space* between **EX** and the first single quote; the 0's are numeric.

Press **[Enter]**

and the system displays the *BESS Highlights Screen*.

```

-----B E S S-----
OPTION ==>

          BESS HIGHLIGHTS AS OF MM/DD/YY

*****ATTENTION BESS USERS*****

Two new options have been added to the FMR SubSystem.

Option 4 - ALL BETOS CODES WITHIN CARRIER/SPECIALTY.
Option 5 - ONE BETOS CODE BY SPECIALTY FOR ALL CARRIERS.

BETOS Codes represent clinical groupings of HCPCS Codes.
BETOS Definitions may be obtained via the HCPCS Option on the
BESS PRIMARY OPTION MENU (2) then use the REPORTS Option (3).
*****
          press enter to continue

```

Using the BESS Highlights Screen

This *view-only* screen provides you with pertinent BESS information that is subject to change and is regularly updated.

Read the highlights and press **[Enter]**. The system may display additional highlight screens.

Press **[Enter]** until the system displays the *Primary Option Menu Screen* with the cursor positioned at the **OPTION ==>** prompt.

```

-----B E S S-----
OPTION ==> 1

*****
*          PRIMARY OPTION MENU          *
*                                         *
*****

          Enables you to access five major Part B subsystems and several options

1 PHYSICIAN/SUPPLIER DATA          - Part B Data
2 HCPCS SYSTEM                      - HCFA Common Procedure Coding System
3 FOCUSED MEDICAL REVIEW            - Carrier Performance Monitoring
4 PART B CARRIERS                   - Addresses and Locality Designations
5 HCPCS/DIAGNOSIS SUMMARY           - Under Development
6 BESS Data Elements                - BESS Data Element Definitions
7 WHOAMI                            - Identifies Local Printer ID (Modem Users)
8 PERSONNEL DIRECTORY               - Names, Numbers of Contact Persons
S SYSTEM INFO                       - Program Function Key Usage
T TUTORIAL
X EXIT                               - End

F1 : Help          F3 : Exit

```

Using the Primary Option Menu Screen

OPTION ==> Specifies the option you want to access.

Please note that you are provided with an introduction to the **Physician/Supplier Data** subsystem *before* you see procedures for the **User Extract** subsystem.

Type *1*
Press **Enter**

To access one of the other primary **Physician/Supplier Data** subsystems,

Type *2, 3, or 4*
Press **Enter**