

# INSTRUCTIONS FOR THE INPATIENT DATA REPORTING (IDR) WEB SYSTEM

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## INSTRUCTIONS FOR IDR WEB SYSTEM

We recommend executing this website on internet explorer version 10 or higher. To access to the IDR system enter: <https://w3.wca.state.nm.us/idr>

### Login screen

The main screen for the IDR system follows:

**Inpatient Data Report (IDR) System** [Login](#)

**WORKERS' COMPENSATION  
ADMINISTRATION  
STATE OF NEW MEXICO**

**Norton SECURED**  
powered by Symantec

**LOGIN:**

UserName

☐ Remember me on this Computer

[Forgot Password](#)  
[Contact Us](#)

**Why Does New Mexico Require This Information?**  
New Mexico State Law . If you need a login/password or have any questions about the submission process, please contact Richard Adu-Asamoah at (505) 841-6044. In the meantime, you can use the links below to download detailed instructions about completing your inpatient data submission.

[Download the Inpatient Process Guide \(228K PDF\)](#)  
[Download the Inpatient System User Manual \(228K PDF\)](#)

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The first time a user enters his/her "UserName", the system accepts a temporary password. Then, the system requests a password chosen by the user. The user shall create a password following some simple rules indicated by the IDR system. The login screen also contains the options "Forgot Password" and "Contact Us". The link "Forgot password" allows requesting a new temporary password. The link "Contact us" allows to send questions related to the IDR system. Finally, this screen allows downloading the Inpatient data process guide and the Inpatient data system user manual.

## Main Menu

Once the user has logged into the system, the following screen appears:




This screen shows the main menu: Report, Upload, Acknowledgments, Contact Us and FAQ (Frequent Asked Questions).

This screen also shows the inpatient data reports (records) entered and saved by the user. These records can be submitted in the Report option. For this instance, the user has no records pending to submit.

## Report

The option Report allows a user entering the inpatient data to report. The sub-option Home returns to the main menu screen. The screen to enter the inpatient information follows.

Inpatient Data Reporting (IDR) System			LogOut
			
<a href="#">Home</a> <a href="#">Report</a>		User: Martha Perez Clark	
<b>Report Inpatient Data</b>			
<b>General Information</b>			
Admissions Date *	<input type="text"/>	Discharge Date	<input type="text"/>
Claim Number *	<input type="text"/>	Date of Birth *	<input type="text"/>
SSN *	<input type="text"/>	Employer FEIN *	<input type="text"/>
Insurer FEIN *	<input type="text"/>	Payer *	<input type="text"/>
Bill Type *	<input type="text"/>	Discharge Status	<input type="text"/>
Admission Type *	<input type="text"/>	Admission Source *	<input type="text"/>
Date Paid *	<input type="text"/>	Medical Record	<input type="text"/>
Hospital FEIN *	<input type="text"/>	Hospital NPI *	<input type="text"/>
Date of Occurrence *	<input type="text"/>	Occurrence Code *	<input type="text"/>
Worker's Last Name *	<input type="text"/>	External Injury Code	<input type="text"/>
Diagnosis Group Code *	<input type="text"/>	Total Paid Amount *	<input type="text"/>
Total Gross Charge *	<input type="text"/>		
:			
:			
:			
<b>Principle Procedure Code (PPC)</b>			
PPC Date *	<input type="text"/>	PPC 2	<input type="text"/>
PPC 1 *	<input type="text"/>	PPC 4	<input type="text"/>
PPC 3	<input type="text"/>	PPC 6	<input type="text"/>
PPC 5	<input type="text"/>		
<b>Revenue code, rate and total charge</b>			
Revenue Code	RC HCPCS Rate	Revenue Code Charge	
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	
2 <input type="text"/>	<input type="text"/>	<input type="text"/>	
3 <input type="text"/>	<input type="text"/>	<input type="text"/>	

:

:

:

20	<input type="text"/>	<input type="text"/>	<input type="text"/>
21	<input type="text"/>	<input type="text"/>	<input type="text"/>
22	<input type="text"/>	<input type="text"/>	<input type="text"/>
23	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Insert](#) [Cancel](#)

**Pending records to submit ...**

[Create Inpatient File](#)

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Note that we refer to the inpatient information as a record. A record can be inserted only if all the mandatory fields are entered, as well as the data type for the fields are observed. The mandatory fields are indicated with the "\*" at the right of the field name. The tool tips offer help indicating the allowed and mandatory information. The tool tips appear close to the text boxes. For instance, the tool tip for the SSN indicates that it only accepts digits and the length is 9.

SSN \*

Only digitss, length 9

Once all the verification is cleared, the system saves the record and shows some information from this record at the bottom of the page. The inserted inpatient information will appear after "Pending records to submit..." The user can keep inserting records on this screen. As follows an example of a record inserted with options: Select, Delete and Print.

### **Pending records to submit ...**

#### **Pending records to submit ...**

	ID	Bill type	Admission	Claim Admin #	Employer Fein	Occurrence	Worker Last Name	
<a href="#">Select</a> <a href="#">Delete</a>	1046	117	6/1/2016 12:00:00 AM	0000128056	850250920	11/12/2015 12:00:00 AM	Anderson	<a href="#">Print</a>

[Create Inpatient File](#)

If the user wants to update any of the editable fields in a record, the user can click on the link “Select” that appears on a record under “Pending records to submit.” The record selected will be displayed in the fields of the “Report” option. Then, the user can change the information and click the “Update” button. The system will update and save the record. The user can also “Delete” a record if necessary.

The option “Print” allows the user to print the inpatient information saved. If the user needs to print the inpatient information, the user is responsible to print the last entered or updated information. For instance, the following image shows information generated to print.

User: **Martha Perez Clark**

ID: 1046		<b>Inpatient Hospital Data Report</b>	
<b>GENERAL INFORMATION</b>			
Admission Date *	<input type="text" value="06/01/2016"/>	Discharge Date	<input type="text" value="06/03/2016"/>
Claim Number *	<input type="text" value="0000128056"/>	Date of Birth	<input type="text" value="11/12/1955"/>
		:	
		:	
		:	
<b>REVENUE CODE, RATE AND TOTAL CHARGE</b>			
	<b>Revenue Code</b>	<b>RC HCPCS Rate</b>	<b>RC Charge</b>
1 *	<input type="text" value="0110"/>	<input type="text" value="1725.00"/>	<input type="text" value="3450.00"/>
2	<input type="text" value="0250"/>	<input type="text"/>	<input type="text" value="275.59"/>
3	<input type="text" value="0258"/>	<input type="text"/>	<input type="text" value="366.70"/>
4	<input type="text" value="0259"/>	<input type="text"/>	<input type="text" value="7.80"/>
5	<input type="text" value="0270"/>	<input type="text"/>	<input type="text" value="1614.00"/>
6	<input type="text" value="0272"/>	<input type="text"/>	<input type="text" value="1233.00"/>
7	<input type="text" value="0278"/>	<input type="text"/>	<input type="text" value="66195.00"/>
8	<input type="text" value="0360"/>	<input type="text"/>	<input type="text" value="16436.00"/>
9	<input type="text" value="0370"/>	<input type="text"/>	<input type="text" value="7821.00"/>
10	<input type="text" value="0420"/>	<input type="text"/>	<input type="text" value="577.00"/>
11	<input type="text" value="0424"/>	<input type="text"/>	<input type="text" value="308.00"/>
12	<input type="text" value="0434"/>	<input type="text"/>	<input type="text" value="322.00"/>
13	<input type="text" value="0636"/>	<input type="text"/>	<input type="text" value="976.37"/>
14	<input type="text" value="0637"/>	<input type="text"/>	<input type="text" value="944.28"/>
15	<input type="text" value="0710"/>	<input type="text"/>	<input type="text" value="2107.00"/>
16	<input type="text" value="0730"/>	<input type="text"/>	<input type="text" value="458.00"/>
17	<input type="text" value="0320"/>	<input type="text"/>	<input type="text" value="624.00"/>
18	<input type="text" value="0320"/>	<input type="text"/>	<input type="text" value="590.00"/>
19	<input type="text" value="0301"/>	<input type="text"/>	<input type="text" value="202.00"/>
20	<input type="text" value="0307"/>	<input type="text"/>	<input type="text" value="92.00"/>
21	<input type="text" value="0301"/>	<input type="text"/>	<input type="text" value="25.00"/>
22	<input type="text" value="0305"/>	<input type="text"/>	<input type="text" value="294.00"/>
23	<input type="text" value="0302"/>	<input type="text"/>	<input type="text" value="73.00"/>

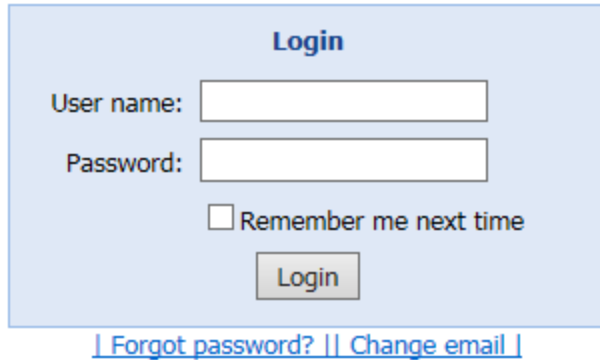
Once the user has entered all the records to submit, the user can click “Create Inpatient File”, which will submit all the records inserted by the user to process Inpatient data. The system will display a confirmation that the records were submitted. The confirmation includes user identifier, date and time.

## Upload

The option Upload allows the user uploading a file containing the inpatient data to report. The file to upload should comply with the layout defined in the inpatient data guide. The file should be in text format, and contain header, record(s) and trail. For more information regarding this layout consult the inpatient data guide document, which can be downloaded in the login screen of this system. As follows the screen Upload is shown.



The user needs to login in the server to upload the inpatient data file to process. The user shall use the same user name for the system and the server, as well as the same password.



**Login**

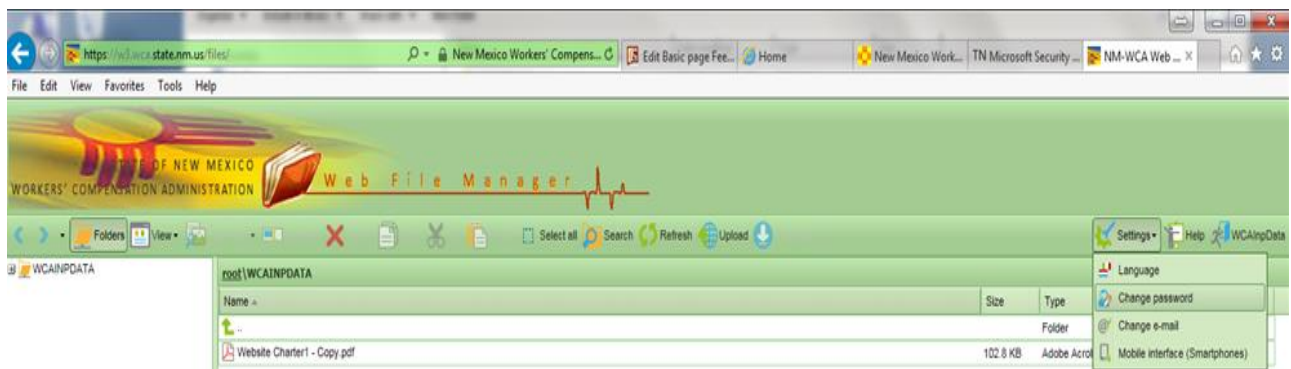
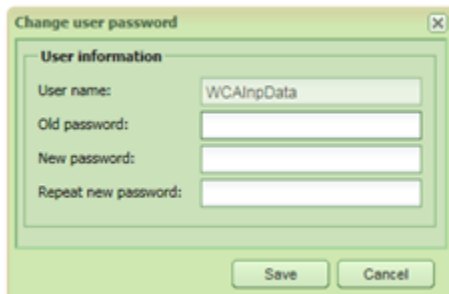
User name:

Password:

☐ Remember me next time

[| Forgot password? | Change email |](#)

A user will have a temporary password, once the user logs in for first time, he can change his password. Go to the settings option and select change password. See the following screen shots for more details.

**Change user password**

**User information**

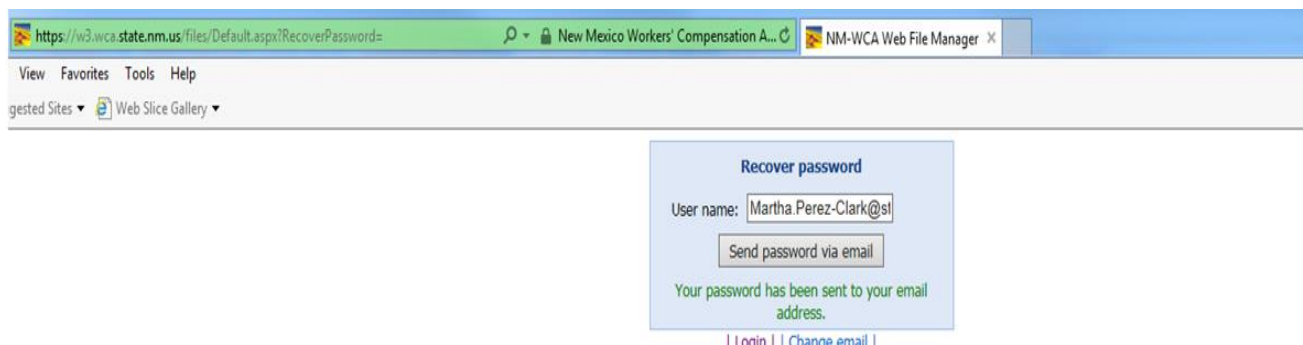
User name:

Old password:

New password:

Repeat new password:

If a user forgets his password, the user can recover a temporary password. The user needs to enter his account.



The screenshot shows the 'Recover password' form and a confirmation message. The browser address bar displays <https://w3.wca.state.nm.us/files/Default.aspx?RecoverPassword=>. The form includes a 'User name' field with the value 'Martha.Perez-Clark@sl' and a 'Send password via email' button. Below the form, a green message states: 'Your password has been sent to your email address.' At the bottom, there are links: [| Login |](#) [| Change email |](#).



Then the user receives an email with a temporary password. At this point, the user can change his password.

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**Password recovery**

NM Workers' Comp. Web Files Manager <wca.helpdesk@state.nm.us>

Sent: Mon 5/15/2017 5:19 PM

To: Perez-Clark, Martha, WCA

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You requested to recover your password in Web File Manager. Your password was reset. If you believe this is an error, simply ignore this letter, but be aware that your password has been changed.

User name: [Martha.Perez-Clark@state.nm.us](mailto:Martha.Perez-Clark@state.nm.us)

New password: c{3Y?Td8

Finally, the user can upload the inpatient data file to report. The name convention for this file is to use the first ten characters or shorter name/acronym of the company, the date (yyyy-mm-dd) and time (hh-mm). Every element of the name is joined by a “\_” and no spaces are allowed. For instance, a file submitted by the company Walmart is named as follows: walmart\_2017-05-04\_16-25.txt

## Acknowledgments

This screen shows the acknowledgment files for the user logged in. The user can view each of the records sent on a specific date and time for the last four months. In addition, the user can download the acknowledgment file for filing purposes.

**Inpatient Data Report (IDR) System** [LogOut](#)

**WORKERS' COMPENSATION ADMINISTRATION**  
STATE OF NEW MEXICO

[Report](#) [Upload](#) [Acknowledgments](#) [Contact Us](#) [FAQ's](#) User: Martha Perez Clark

Search by Claim Number:

**Download and View Acknowledgment Files**

	Header ID	Receiver FEIN	Receiver postal	Date processed	Time processed	Original date sent	Original time sent	T / P	EDI Release	
<a href="#">Download</a>	1034	850391712		2017-04-24	102803	2017-04-24		P		<input type="button" value="View"/>

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The acknowledgment information allows viewing the records submitted. For instance the following records show when the user selects view on the row with header id 1034.

Search by Claim Number:


Header ID :

Transaction	Code	Ack	Ack Code	Date maintenance	Date processed	Adjuster Claim #	WCA #	SSN - Injury Date	# errors	T / P
	111	INP	TA	2017-04-24	2017-04-24	0000108212			0	P
	111	INP	TA	2017-04-24	2017-04-24	0000132799			0	P
	111	INP	TA	2017-04-24	2017-04-24	0000129045			0	P
	111	INP	TA	2017-04-24	2017-04-24	0000131309			0	P
	111	INP	TA	2017-04-24	2017-04-24	0000133108			0	P
	111	INP	TA	2017-04-24	2017-04-24	0000132697			0	P
	111	INP	TA	2017-04-24	2017-04-24	0000049552			0	P
	111	INP	TA	2017-04-24	2017-04-24	0000132551			0	P
	117	INP	TA	2017-04-24	2017-04-24	0000124378			0	P
	117	INP	TA	2017-04-24	2017-04-24	0000125073			0	P
	117	INP	TA	2017-04-24	2017-04-24	0000128056			0	P
	117	INP	TA	2017-04-24	2017-04-24	0000124864			0	P

From the records in the previous screen, the user can select any of the records rejected during the Inpatient data processing to see an error description. In this example, all the records were accepted (Ack Code = TA).

Once the user selects the record with errors, the system displays the error description(s) and the option to resubmit this record with error(s). This last option is only available if the record was submitted via this system and this record was rejected due to some error(s), then the system can recover this record to be corrected. The recovered record will show under "Pending record to submit..." in the Report and Home screens. The user can "Select" the record and make the necessary changes to correct it.

Inpatient Data Report (IDR) System
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User : Martha Perez Clark

***Pending records to submit for Inpatient Data ...***

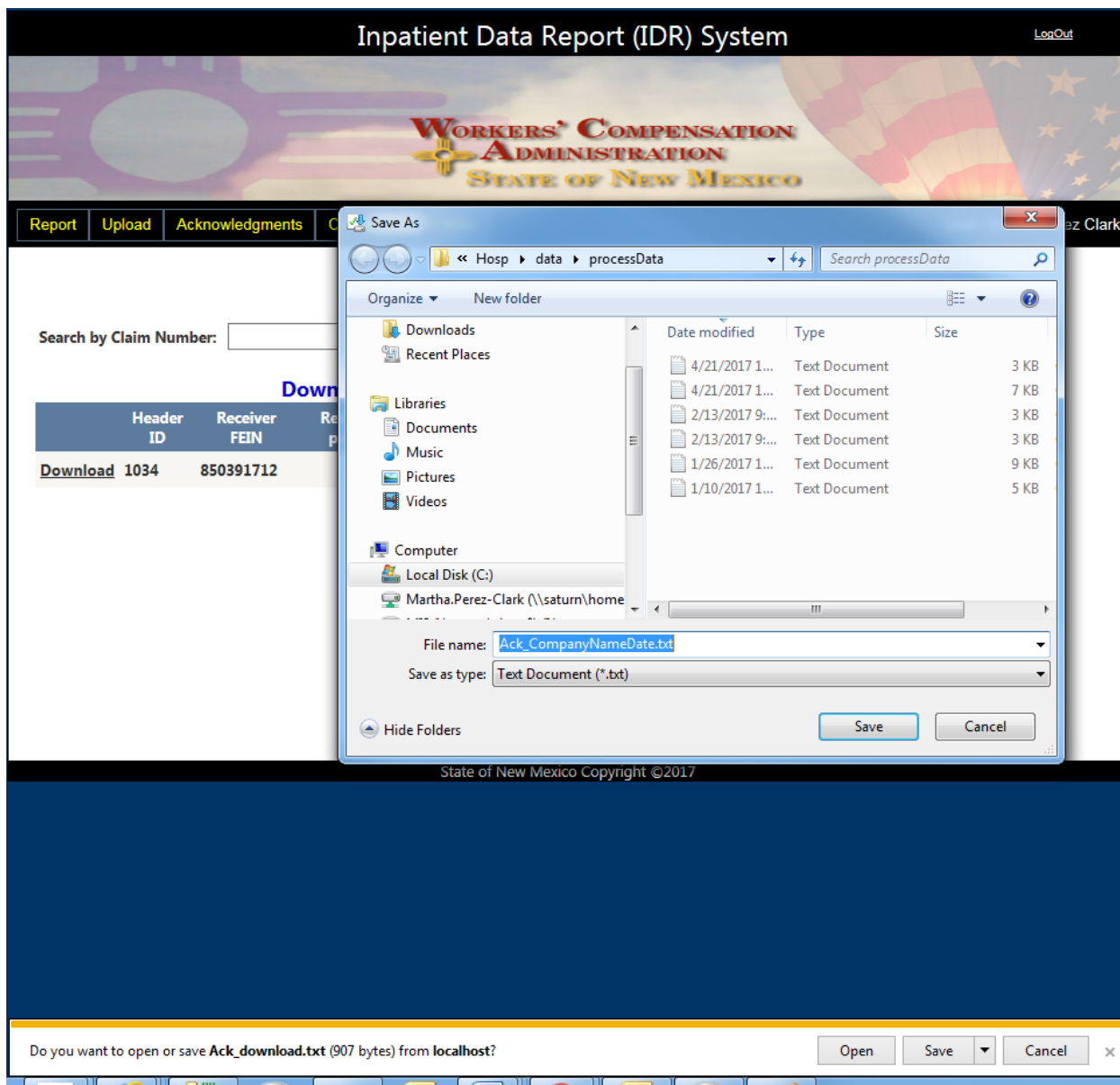
ID	Admission	Employer Fein	Insurer Fein	Claim Admin Number	Occurrence	Worker Last Name
1046	6/1/2016 12:00:00 AM	850250920	850391712	0000128056	11/12/2015 12:00:00 AM	Anderson

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If the user selects the option “Resubmission” and the record was not entered in the IDR system, the following message shows.

**Please correct and resubmit this record. It was not entered in this system.**

To save the acknowledgment file, click the link “Download”. The user can save the acknowledgment file in his/her computer. The user can select “Save as” and rename the acknowledgment file properly. For instance, using the name of the company date and time the acknowledgment file was generated.



The acknowledgment option also offers the option to search by Claim Number, showing the records of this claim number, as long as the records belong to the company/fein registered to the user.

## Inpatient Data Report (IDR) System

[LogOut](#)



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User: Martha Perez Clark

Search by Claim Number:

### View Acknowledgment Records

HeaderID	Transaction	Code	Ack Code	Date maintenance	Date processed	Adjuster Claim #	WCA #	SSN - Injury Date	# errors	T / P
1034		111	TA	2017-04-24	2017-04-24	0000132697			0	P

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## Contact us

This screen allows the user to send any question by email regarding the IDR system. The name and email are populated. For the user's convenience, the user can also contact us by phone at 505-841-6805.

### Inpatient Data Report (IDR) System

[LogOut](#)



[Report](#) [Upload](#) [Acknowledgments](#) [Contact Us](#) [FAQ's](#) User : Martha Perez Clark

**Name**

Martha Perez Clark

**Your Email**

martha.clark@state.nm.us

**Subject**

**Message**

Send

**Help:**  
M-F 8am - 5pm  
(excl. holidays)  
  
505-841-six eight  
zero five


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## Frequent Asked Questions (FAQ)

This option contains the most relevant questions to help users.

Inpatient Data Report (IDR) System

[LogOut](#)



Report
Upload
Acknowledgments
Contact Us
FAQ's

User: Martha Perez Clark

What can I do in the NM Workers Compensation Inpatient Website?

1. You can create & update your Inpatient information to submit a Report of Inpatient Hospital Data.
2. You can store your reports for a short period before submission, i.e. two days.
3. You can submit your reports to start the Inpatient data process.
4. You can view the acknowledgment records from the submitted reports.

How do I register to use the NM Workers Compensation Inpatient Website?

What do I do if I change my address or I change my email address?

What to do if I forget my password?

Why do I need to create such a robust password?

Why can't I insert my Inpatient data report after I enter the information?

Why can't I update my Inpatient data report after I enter the information?

Why can't I submit my reports for Inpatient Hospital Data?

Why when I select resubmission, the system says "Please correct the information and resubmit it. This record was not entered in this system." ?

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