DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC 20330

MAR 7 2000

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ USAF/SG
110 Luke Avenue, Room 400
Bolling AFB, DC 20332-7050

SUBJECT: Data Quality Validation and Reconciliation Process

Limited resources make it imperative we have quality data for optimizing use of our money and people. The attached guidance will enhance existing audit processes to ensure timely, complete, and accurate data. The data quality validation and reconciliation process requires the following actions:

a. Each medical treatment facility (MTF) will establish monthly internal management controls through audits of source workload information systems (i.e., Composite Health Care System/Ambulatory Data System [CHCS/ADS]). The attached In/Outpatient Workbook and Monthly Reconciliation Template (Atch 1 & 2) are for use in completing monthly validation and reconciliation of data captured in the CHCS/ADS and reported in the Medical Expense and Performance Reporting System/Expense Assignment System (MEPRS/EAS).

b. Organize a cross-functional team to monitor data quality, consisting of a Quality Manager and representatives from clinical activities, budget, patient administration, information systems, medical records administrator, and the MEPRS/EAS program manager; establish monthly review processes using these workbooks and templates; incorporate previously forwarded financial information and Third Party compliance reconciliation guidance into this effort; processes will include monthly reconciliation and validation of workload captured within the CHCS/ADS and the flow of this information into MEPRS/EAS; report findings to the MTF Executive Committee and use the findings as an avenue to correct deficiencies.

c. NLT 15 March 2000, request you identify and forward the name of your point of contact for data quality initiatives to HQ USAF/SGMC. Full implementation of the reconciliation process must be NLT 1 June 2000. We will forward additional guidance related to ancillary services at a later date. Data Quality Managers are encouraged to take advantage of the upcoming data quality training opportunity at the MEPRS Conference, 27-31 March 2000, in Montgomery AL.

My points of contact are Maj Leslie Ness and SMSgt Avery Smith, HQ USAF/SGMC, DSNs 297-5362 and DSN 297-5362, respectively.

PAUL K. CARLTON, JR.
Lieutenant General, USAF, MC, CFS
Surgeon General

Attachments:
1. In/Outpatient Workbook
2. Monthly Reconciliation Template

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