Office Based Surgery Alert:

Annual Practice Report

What? Public Health Law § 230-d(4)(b) provides the New York State Department of Health (NYSDOH) with the authority to require Office Based Surgery (OBS) practices to report procedural information and other data as needed for the interpretation of adverse events. The NYSDOH intends to propose a regulation that would require reporting of such additional information.

In the interest of patient safety, and to ensure compliance readiness with respect to the upcoming regulations, the NYSDOH strongly encourages all OBS practices to report this additional information for calendar year 2017. The OBS program has developed an online annual reporting tool so that OBS practices may submit this data. The reporting tool's twelve questions include requests for practice descriptors, such as National Provider Identifier, and counts of the volume and types of procedures performed in the practice during a calendar year.

When? The initial reporting period will be from March 31, 2018 through June 30, 2018. OBS practices should report their 2017 data during this period using the reporting tool. Subsequent annual reporting periods will be announced by the NYSDOH by December 31st of each year.

Why? This information is necessary to assist the NYSDOH Office of Quality & Patient Safety (OQPS) in evaluating adverse events reported by OBS practices across the state. The NYSDOH will also make de-identified, aggregated data available to OBS practices and stakeholders, to increase awareness about adverse events and to facilitate OBS quality improvement.

How? OBS practices may submit 2017 data through the Health Electronic Response Data System (HERDS) application of the Health Commerce System (HCS).

What should we do now?

Check status of HCS accounts.

- Passwords expire if you have not accessed your HCS account within 90 days.

- If you cannot remember your user ID or password, please use the self-service "Forgot your password?" or "Forgot your user ID?" features located at https://commerce.health.state.ny.us, or call 866-529-1890.

Register your practice on the HCS.

- This will allow someone other than a practitioner and/or HCS Coordinator to submit the report on behalf of the OBS Practice.
  - o Have your HCS Coordinator request accounts for the person who will submit the report and assign them a valid role, ie, Coordinator, HERDS Data reporter
- This is helpful if you have multiple accredited OBS practice locations.

Health Commerce System (HCS) Account Information

1. How to Get a Health Commerce System (HCS) Account

- HCS accounts cannot be shared.
- If no one in the practice has an HCS account, a prescribing medical professional (i.e., a Physician, Physician Assistant or Nurse Practitioner) must obtain an HCS account.
- If you use the Prescription Monitoring Program you already have access to the Health Commerce System.
- A prescribing medical professional within a practice can request an HCS account at the following Department of Health web site: https://apps.health.ny.gov/pub/top.html.
- Any prescribing medical professional who obtains an HCS account is automatically given "Director" and "HCS Coordinator" roles.
  - o The HCS Coordinator role is authorized to obtain additional accounts for both medical and non-medical office staff.
  - o To request additional accounts for other office staff, log in to the Health Commerce System at: https://commerce.health.state.ny.us/ (See the following instructions below).
  - o If you are unable to obtain your user ID and/or reset your password online please contact Commerce Account Management Unit (CAMU) Help Desk at 1-866-529-1890 or hinhpn@health.ny.gov.

2. How to "Register My Practice"

- Under My Applications on the Health Commerce System there is an option "Register My Practice" that is available to the Director/Owner of the practice.
  - This option is only available for newly created medical professional HCS user accounts.

- You will need your NYSED Business Entity Professional Service Corporation (PSC) number or your medical license number.
    - Please see http://www.op.nysed.gov/opsearches.htm

- If you don't see "Register My Practice" as an option under My Applications please contact OQPS at 518-408-1219 or email obs@health.ny.gov.
- If you are not sure if your practice is registered, or who your HCS Coordinator is, please contact OQPS at 518-408-1219 or email obs@health.ny.gov.
    - If you have not registered your practice or are unable to register your practice the Practice Report can be completed by anyone whose individual HCS user account is registered under the following Organization Type: MDs as organizations, Dental Practices, Dentists as organizations, Individual Practitioners, Nurse Practitioners as organizations & Commercial.
        - Follow these instructions to confirm your Organization Type in the HCS:
            - Go to My Applications;
            - Go to ComDir Role Lookup Tool;
            - Go to Search for Person by Last Name/Search for Person by User ID.

3. Other ways the HCS can help your practice

- The HCS is a secure online communications system operated by the NYS Department of Health (NYSDOH) that supports the exchange of routine and emergency statewide health information by local health facilities, providers and practitioners.
    - Practitioners can subscribe to public health alerts through the Health Alert Network.
    - Practitioners can access registries along with other health information exchange applications.
- The Secure File Transfer (SFT) application of the HCS is a secure means by which health organizations may communicate with the NYSDOH.
- Adverse Event Reports, medical records, and other Protected Health Information (PHI) may be submitted electronically via the SFT application.
- Electronic submission can cut down on costs of printing paper records and secure mailing of documentation with protected health information.

4. Adverse Event Reporting Reminders

Specific office-based surgery adverse events must be reported to the New York State DOH, Patient Safety Center within three business days of the occurrence of the adverse event. PHL § 230-d(1)(b) and (4)(a) identify reportable OBS adverse events as:

- Patient death within thirty (30) days.
- Unplanned transfer to a hospital or emergency department visit within seventy-two (72) hours of office-based surgery for reasons related to the office-based surgery encounter.
- Unscheduled hospital admission or assignment to observation services, within seventy-two (72) hours of the office based surgery, for longer than twenty-four (24) hours.
- Any other serious or life-threatening event; defined by the National Quality Forum as Serious Reportable Events.
    - Examples of Life Threatening Events:
        - Unplanned return to the OR after discharge from an OBS office for a procedure related to the OBS procedure.
        - Surgery or invasive procedure performed on the incorrect site or person.
- Any Suspected Health Care Transmission of a bloodborne pathogen originating in their practices within three business days of becoming aware of such suspected transmission.

5. How to submit an Adverse Event Report or medical records:

The AER form is updated periodically. The NYSDOH recommends retrieving the form from the OBS website and filling it out electronically before printing, signing and submitting. Please see: https://www.health.ny.gov/forms/doh-4431.pdf

AERs and medical records can be submitted:

- Electronically (preferred) through the NYSDOH, Health Commerce System's Secure File Transfer (SFT) utility.
    - Send to user ID **obs_smb** – Office Based Surgery Shared Mailbox.
- On paper via secure mail to the Office of Quality & Patient Safety.
    - Send to the NYS Department of Health, Attn: Colleen McClary, Office of Quality and Patient Safety, Corning Tower, Room 1938, Albany, NY 12237.

Attachments:

Directions to Upload a file for SFT on HCS.pdf
HCS Account Paperless App Process_edoc2.pdf
Instructions_for_hcs_coordinator.pdf
DOH-4431 AER 6-13.pdf
DOH-4431 Instructions 10-31.pdf