How to prepare the input file DSH Reporting Data File (DRDF) for processing.

Please read all instructions.

General Information:
This process verifies hospital stay days and eligibility only.

Type of file: Excel

All listed fields are required.

DSH ADSA Identifier:	Fill this column with "**DSH**"
DSH Provider ID:	Nine characters, numeric field.
Run Number:	Two characters, numeric field. First submission; "01", second submission; "02", etc.
ProviderOne Client ID:	Eleven characters, alphanumeric field.
First Name:	Cannot exceed twenty characters, alphanumeric field.
Last Name:	Cannot exceed thirty characters, alphanumeric field.
Date of Birth:	Eight character, numeric field. Do not leave blank spaces. Do not use dashes (-), slashes (/), spaces or blanks ( ). Put it in the form of yyyymmdd. Precede with zero when month or day is one (1) character only. For example, February 1, 2007 should be input as 20070201.
Soc. Sec. No.:	Nine character, numeric field. If unknown, fill with nine zeroes, especially when submitting an Excel file. Do not fill with '999999999'. This will cause your record to be returned to you as an error. No dashes.
First Date of Service:	Eight character, numeric field. Do not leave blank spaces. Do not use dashes (-), slashes (/), spaces or blanks ( ). Put it in the form of yyyymmdd. Precede with zero when month or day is one (1) character only. For example, February 1, 2007 should be input as 20070201.
Last Date of Service:	Eight character, numeric field. Do not leave blank spaces. Do not use dashes (-), slashes (/), spaces or blanks ( ). Put it in the form of yyyymmdd. Precede with zero when month or day is one (1) character only. For example, February 1, 2007 should be input as 20070201.
Day Type:	Use one of the following: **A** = Acute; **P** = Psych; **R** = Rehab. Do not leave blank spaces.

Line ID: Ten character, alphanumeric field. This field is for hospital use to make **EACH** submitted record unique from others. **DO NOT** leave this field blank. It is critical in the day's count processing for the certification letter. By not entering information in this field, the days will not be counted in the final letter.