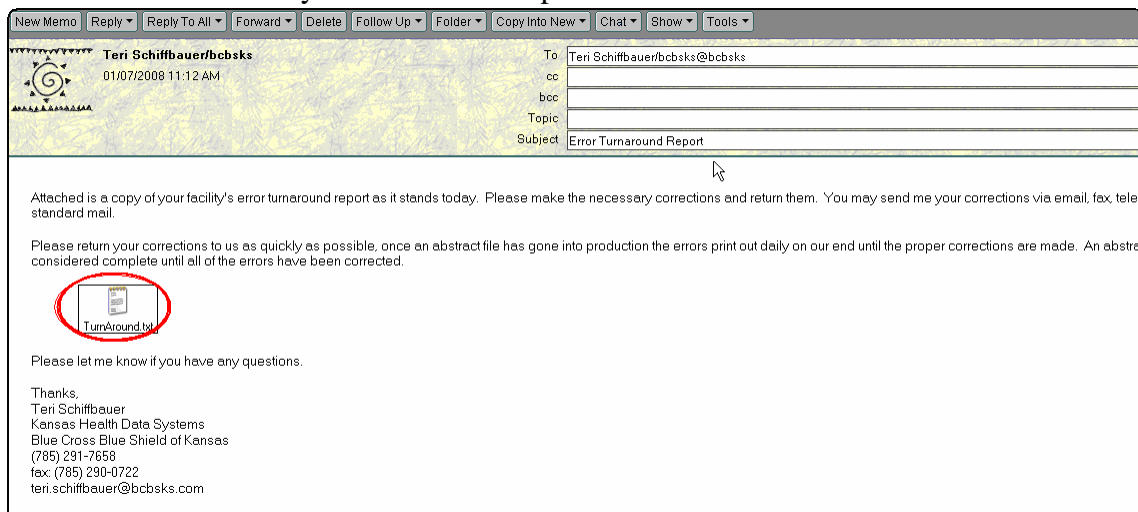


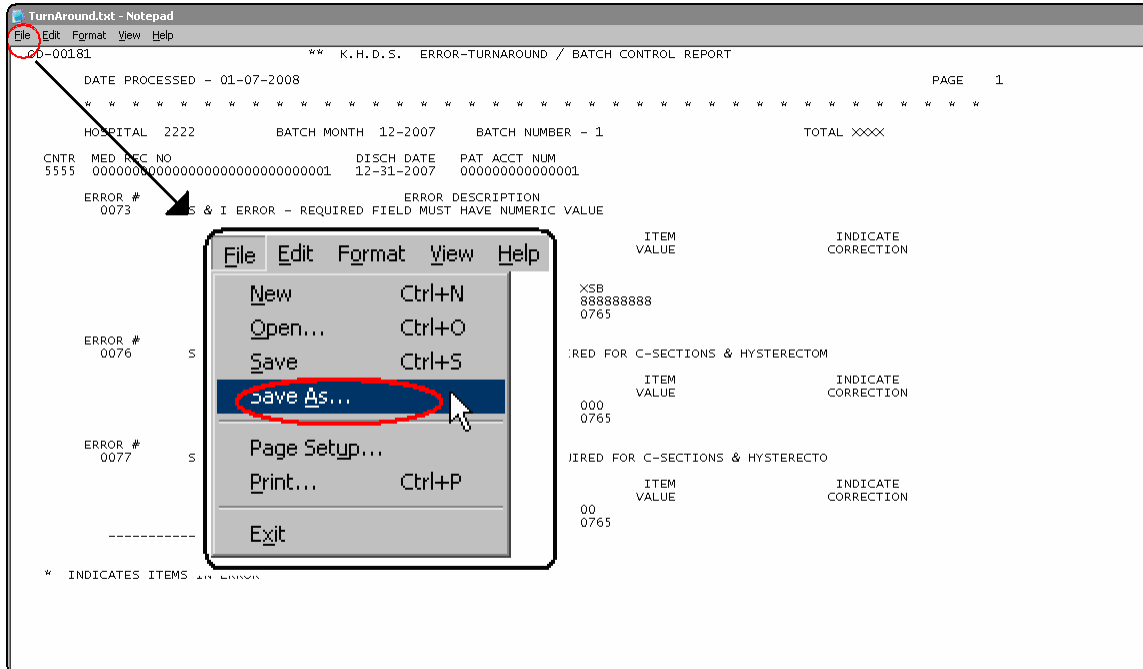
HOW TO MAKE CORRECTIONS ON YOUR ELECTRONIC ERROR TURNAROUND REPORT

In 2007, Kansas Health Data Systems began returning your error turnaround reports electronically for your correction. This has confused some, so we have put together a 'how to' of sorts to assist you in opening, saving, correcting and returning this document.

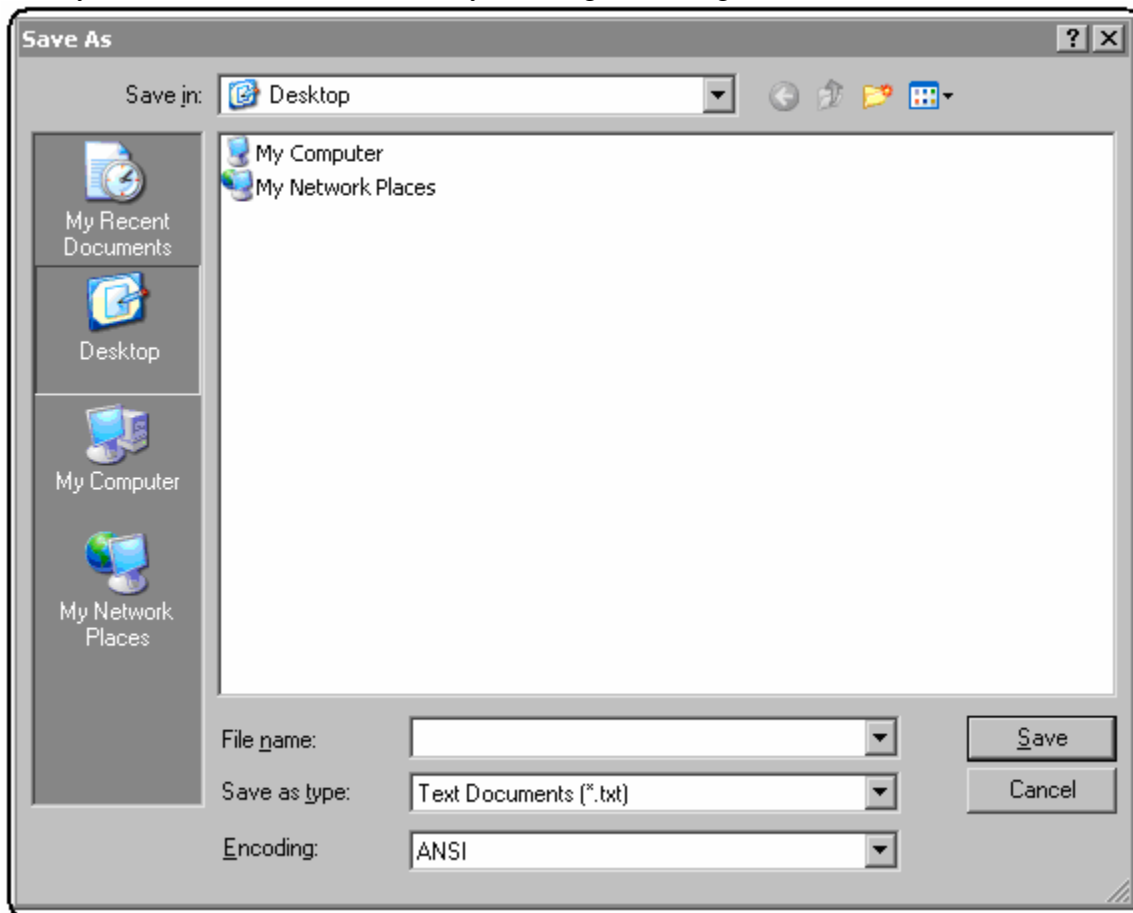
First, in your email application, open up the email containing your error turnaround report document. Once the email is open, you will want to double click on the attached file. This file contains your turnaround report document.



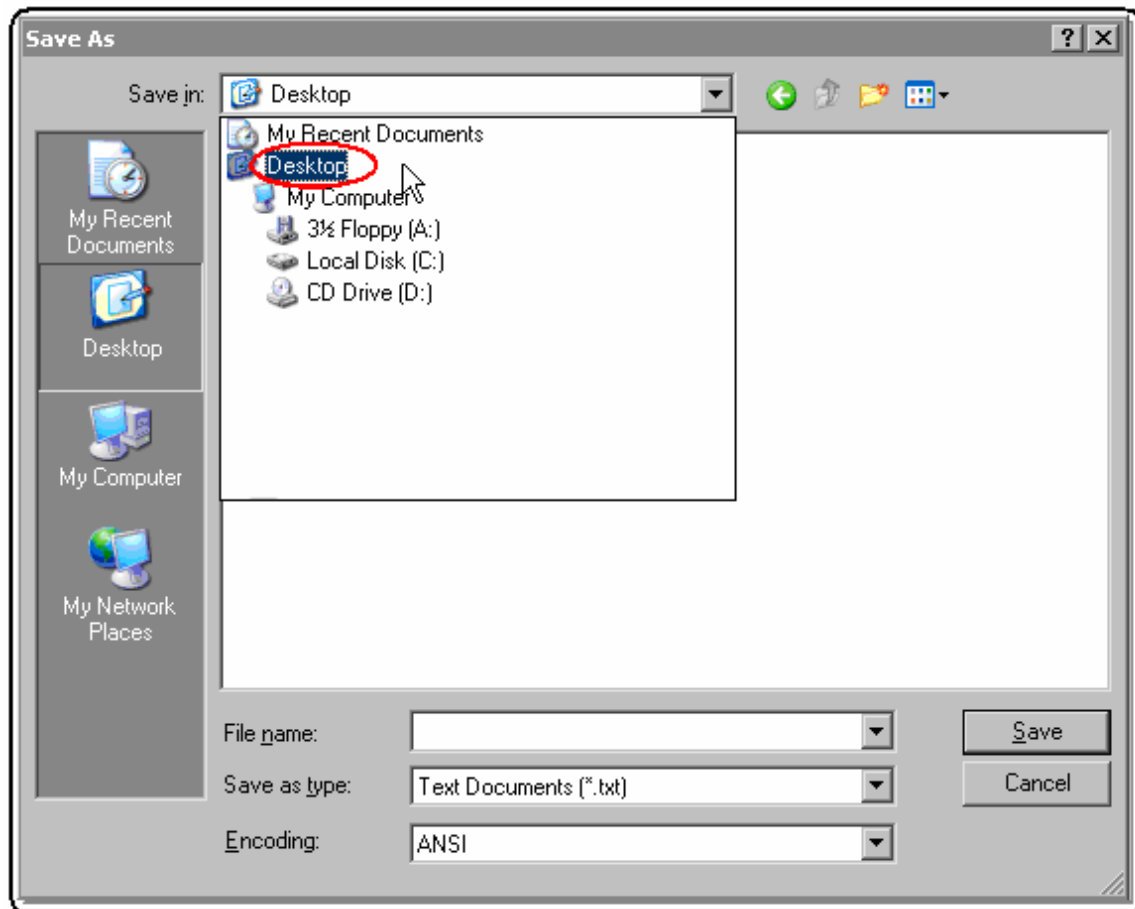
Once you have opened this document, move your cursor (mouse) to the menu bar, select the word 'File' and click on it - this will create a drop-down box. Drop-down menus look like the image below, if you highlight any of the items in the drop down menu and left click the mouse you will select that option. You will want to drag your mouse down to select 'Save As...!'.



After you have selected 'Save As...' you will get a dialog box that looks similar to this:

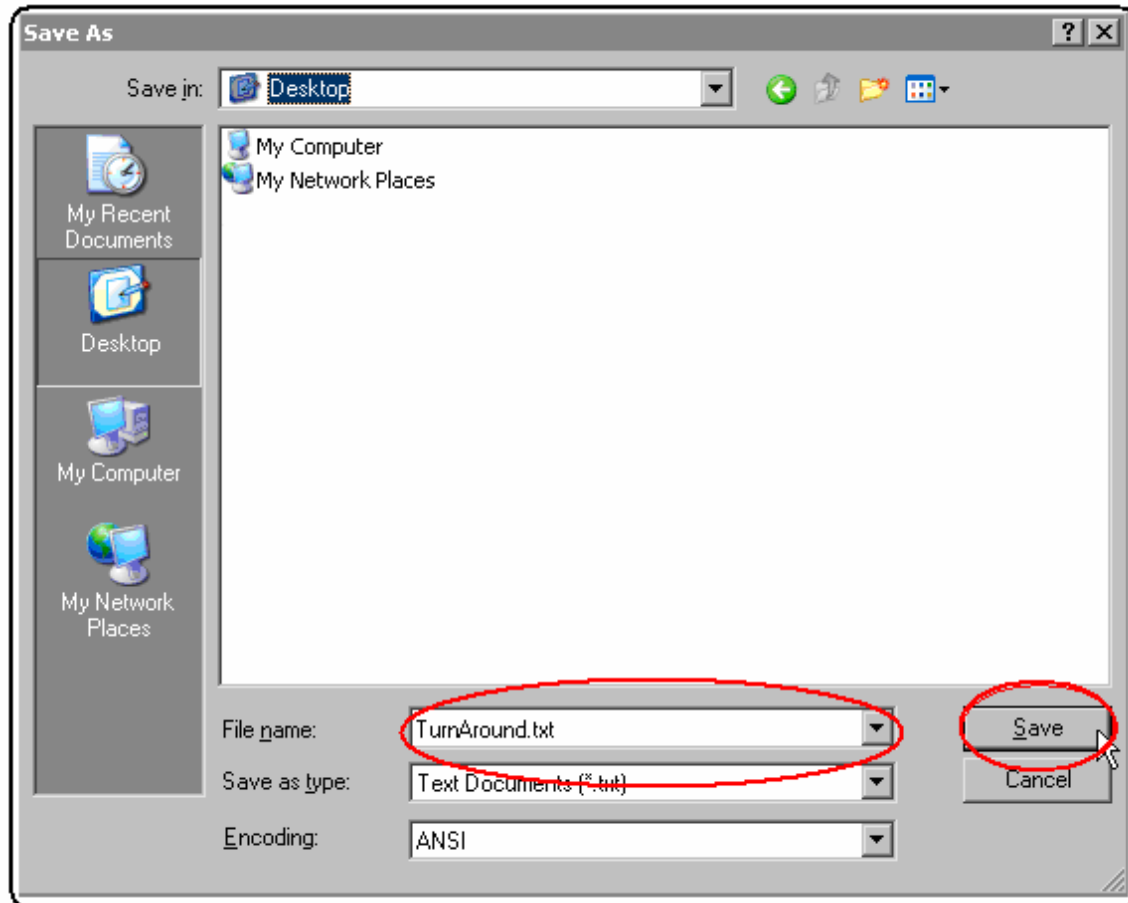


Select the field labeled 'Save in:' and a drop down box should appear that is similar to that below. The 'Save in:' field allows you to change the location of where the file will reside by moving your mouse to the menu item 'Desktop' and left-clicking.



Once you have selected 'Desktop', you'll want to give your folder a name in the 'File name:' field (you're welcome to use the name we used when we sent it). Once your file is named, you'll want to select the box titled 'Save'.

Other ideas that you could use for the naming of your report are: 2###TA, 2###Apr (or whatever month the turnaround is for), errorreport, etc. These are just examples, you are welcome to use whatever naming convention you choose.



Once you select the 'Save' button, the dialog box will go away (that's okay, you're done with it). You have now saved the document!

About the 'Save As' dialog box

The 'Save As' dialog box differs some between individual different applications but all have three basic functions.

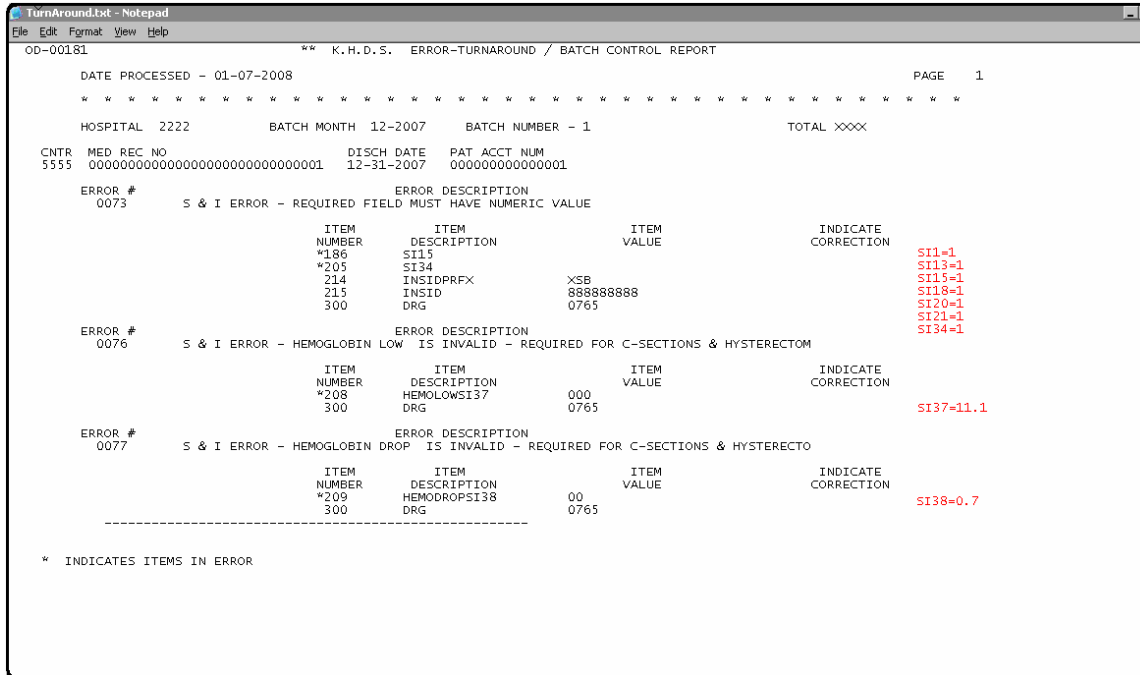
The 'Save As' dialog box allows you to:

- o tell the system **where** you want the file saved
- o give the file a **name**, and
- o (if you care to) change the file format

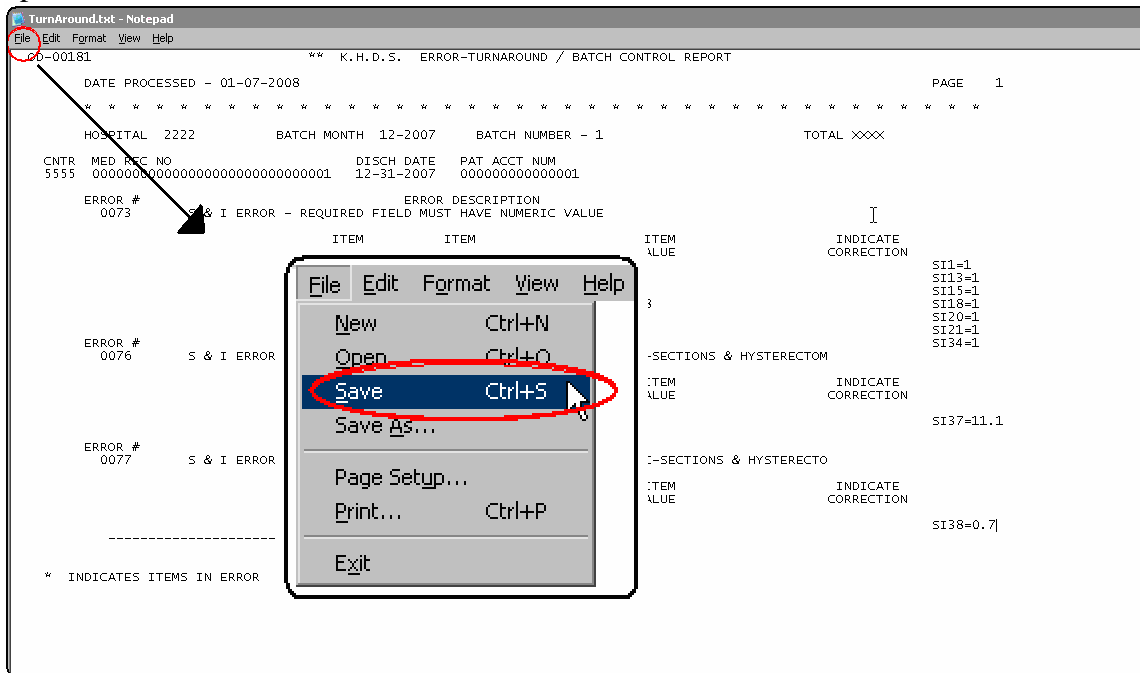
An icon for your error turnaround report should now appear on your computer's desktop. Below is an example of what your icon might look like.

You may select this icon by double clicking on it to open the error turnaround document.

Once you have this file/document pulled up, you may insert your cursor (also known as an I-Beam) anywhere into the text to add your corrections as we have done below in red.



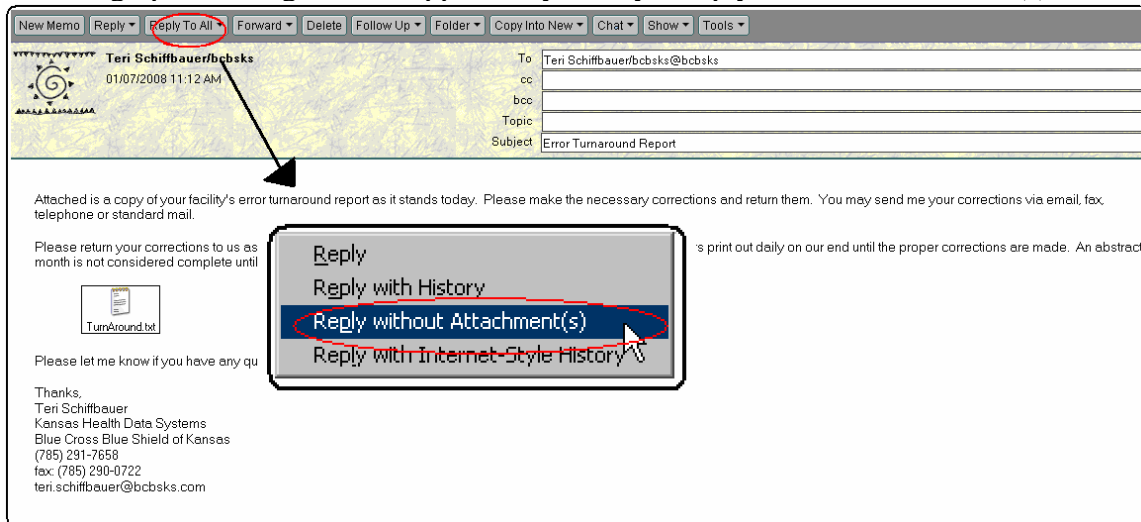
Once your corrections are made, you'll want to select the 'File' menu on the menu bar. From there you will want to drag your cursor down to highlight and select the 'Save' option.



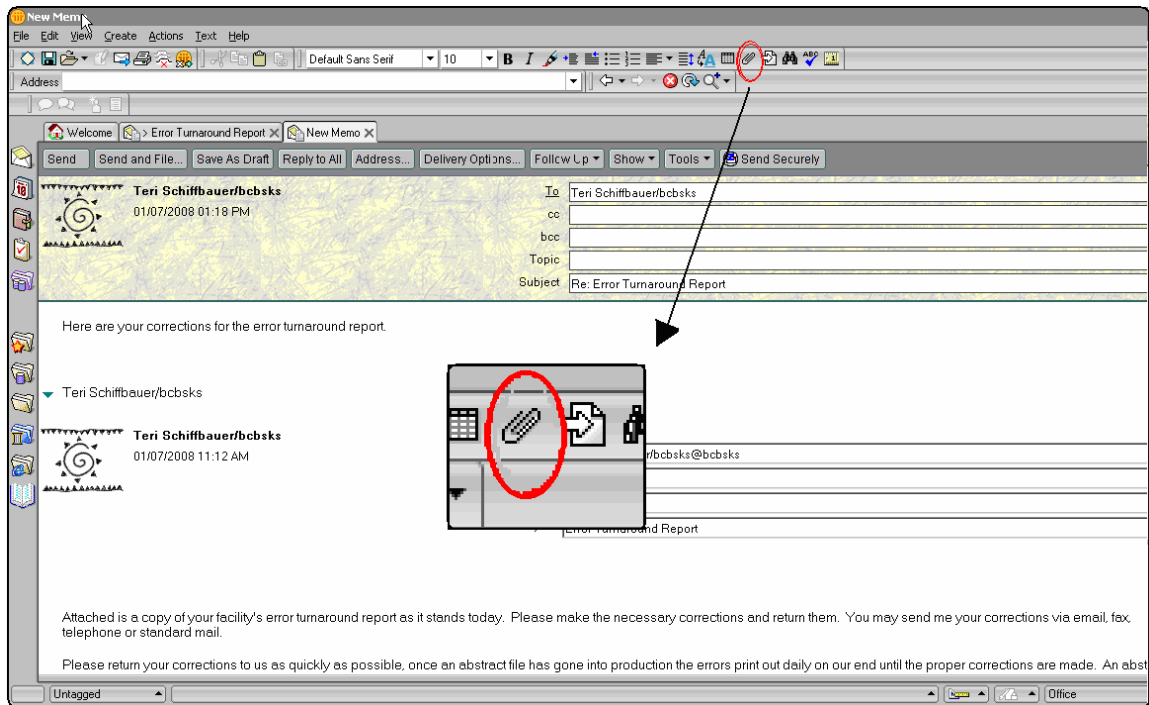
About 'Save' versus 'Save As':

You'll note last time we saved, you called down the 'Save As', not the 'Save' menu item. If you have already given a file a name and a place to live (as we did above) then a simple 'Save' is all you need to save any changes you make in the existing file. If you have yet to give a file a name and a place to live, the 'Save' menu item will automatically call up the 'Save As' dialog box.

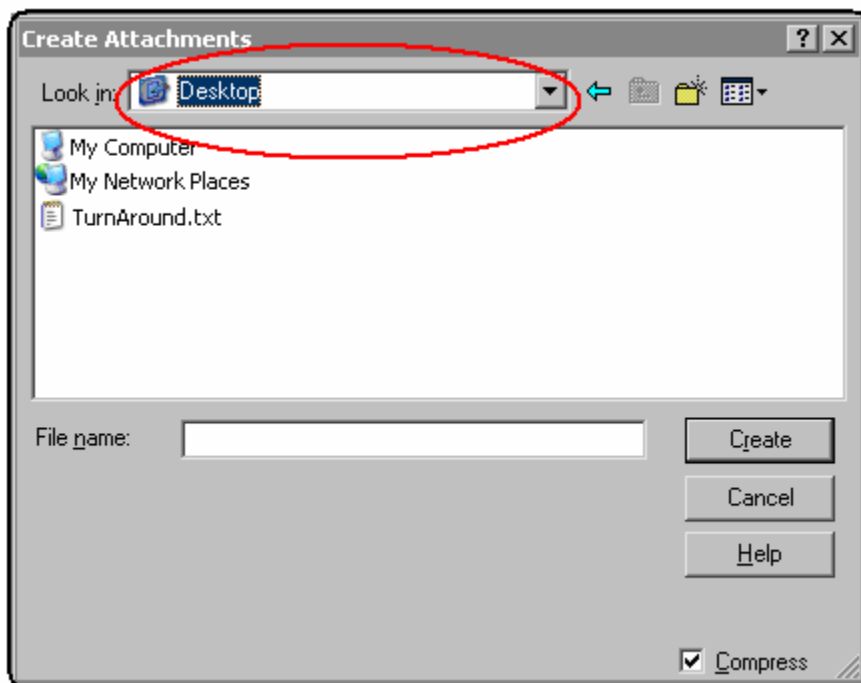
Once your file has been saved, you will want to pull up the original email sent you from KHDS. You'll select the 'Reply' or 'Reply To All' option (whichever your particular email application allows). From there, you may get a drop down menu with the following options. If given the opportunity, always 'Reply without Attachment(s)'.



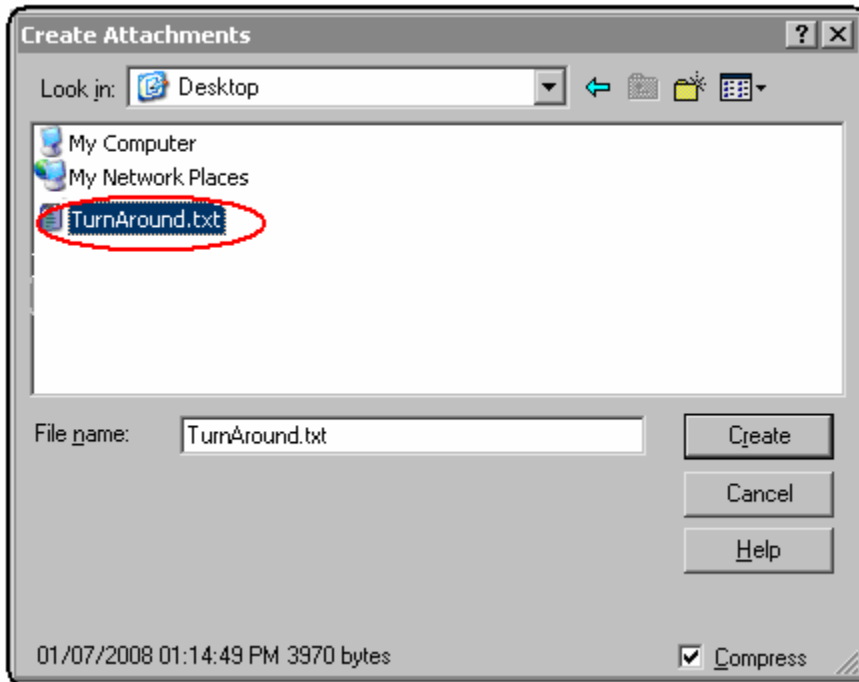
Once you've pulled up your reply email, on the menu bar of your email application, there should be a button to enclose an attachment. This option is sometimes called 'Attachment' and sometimes called 'Enclosure'. Typically this button appears as a paperclip, see below. You will want to select this attachment button.



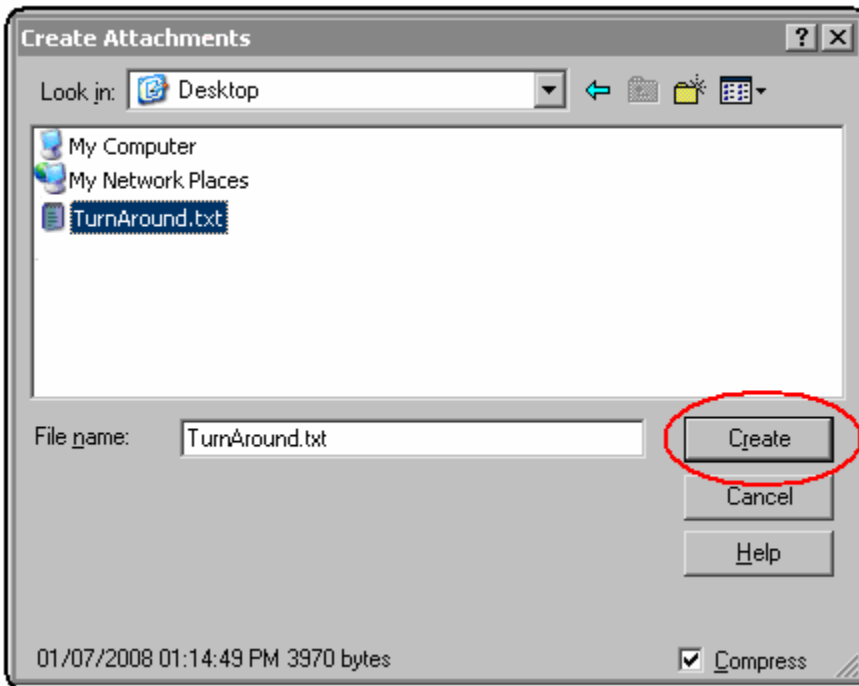
Once you have selected this button, a 'Create Attachments' dialog box should appear similar to that below. Make sure your 'Look in:' field is showing 'Desktop' as is showing below.



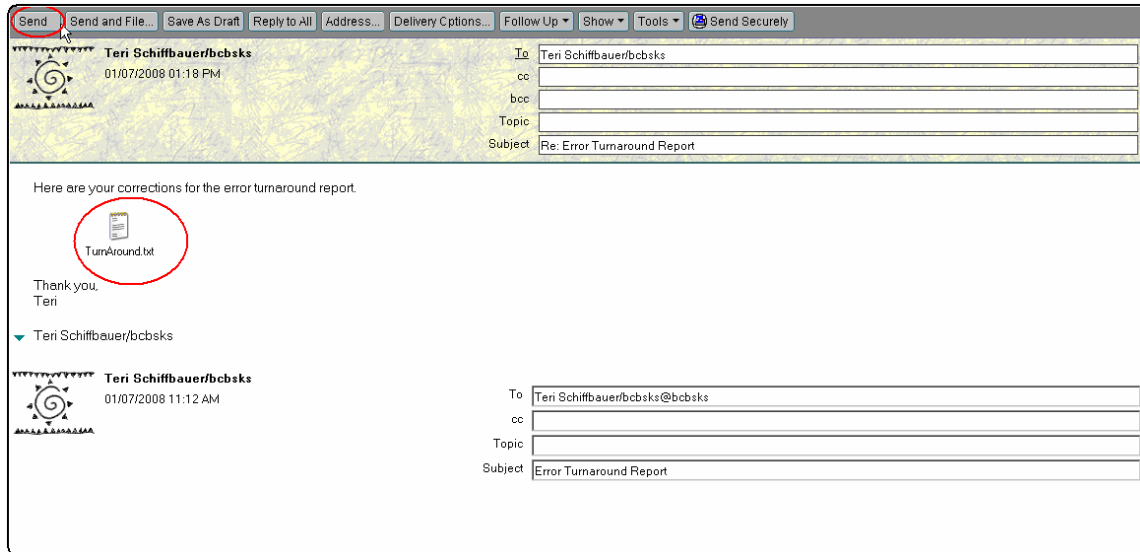
From here you should be able to select the file containing your corrected error turnaround report.



Once your corrected error turnaround report has been selected, you'll want to select the button labeled 'Create' as shown below.



This should place the corrected error turnaround document in your reply email. Once the document appears, select the 'Send' button and your file should be sent to us.



Once the corrections are received on our end, we will be more than happy to make the necessary corrections in our system.