

## **Establishing The Communication Connection And Accessing The Assessment Submission System**

Once your AT &T Global Network Dialer Remote Access software is installed and configured, users will be able to connect to the Medicare Data Communication Network (MDCN) for transmission of facility and/or agency data.

MDS Facilities  
OASIS Agencies  
IRF-PAI Users  
Swing Bed Users

For facility and agency users, there are three basic functions of the Assessment Submission system. They are:

- Establishing the communication connection
- Submitting electronic assessment files
- Receiving and interpreting validation reports

### **Establishing the connection**

The communications part of the Assessment Submission System supports:

- Transfer of MDS data between LTC facilities and their respective state agencies
- Transfer of OASIS data between HHA agencies and their respective state agencies
- Transfer of IRF-PAI data between facilities and the National Assessment Collection Database
- Transfer of Swing Bed data between hospitals and the National Assessment Collection Database

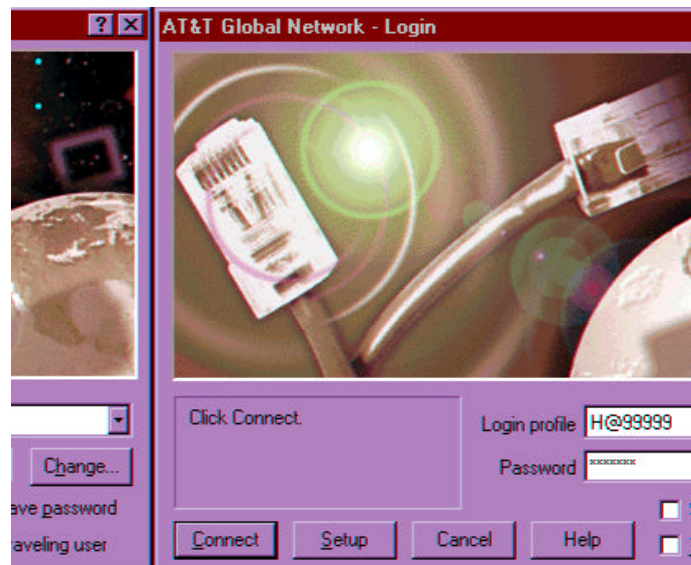
In order to connect to the state agency, you must first ensure that the software and hardware are correctly installed. You should have been provided Network Installation instructions by AT&T.

Once your AT&T software is installed and configured, you will be able to connect to the Medicare Data Communication Network (MDCN) for your file transfer needs.

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**For Windows 95/98/2000, NT and XP Users**

1. Open the shortcut titled AT&T Dialer Shortcut. The AT&T Global Network-Login screen will appear.



**Figure 1**

Type in the password (same as your User ID) assigned to you by AT&T Global and click **Connect** at the bottom of the screen. DO NOT click the save password box as this is a security violation. Your modem will dial and connect to MDCN.

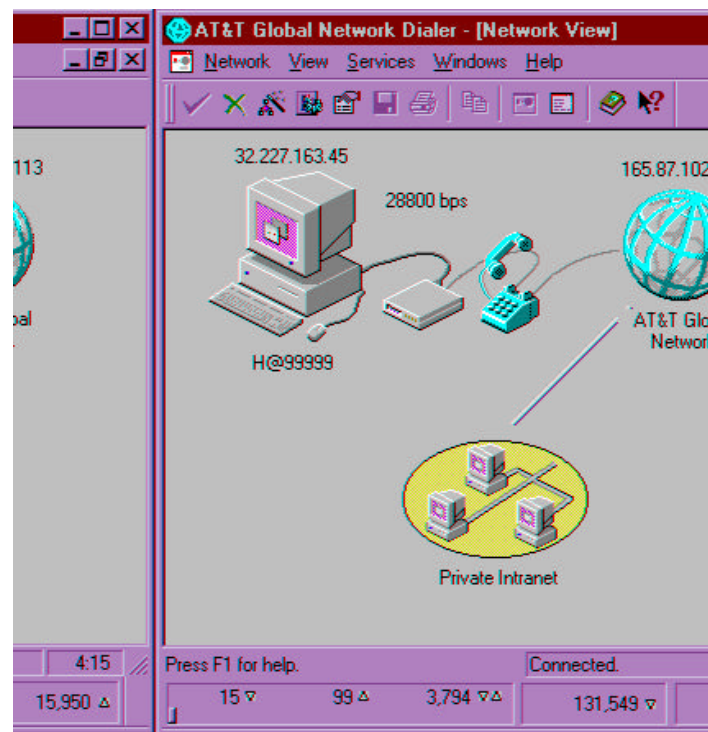
The first time you connect to MDCN through AT&T Global Services and periodically in the future, your password will expire. Type your new password and confirm it in the appropriate boxes.

Periodically AT&T will make updates to your software by downloading updated files at the time of connection. Allow the download to be completed ? click OK ? then go to the next step.

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Password rules:

- A new password must begin with an alphabetic character.
  - Passwords can contain alpha or numeric characters (no special characters).
  - You may not reuse a password for six months.
  - Passwords are a minimum of 5 characters and a maximum of 8 characters.
3. The AT&T Global Network Dialer - [Network View] screen will open. It will take a few moments for this screen to appear. This screen will depict a connection between your computer, the AT&T Global Network and a private intranet. This private intranet is the CMS access point for your data submission.



**Figure 2**

You are now ready to begin using the Medicare Data Communication Network. Open your browser and select MDS or OASIS. This will connect you to your state's Welcome page (See Screen Prints).

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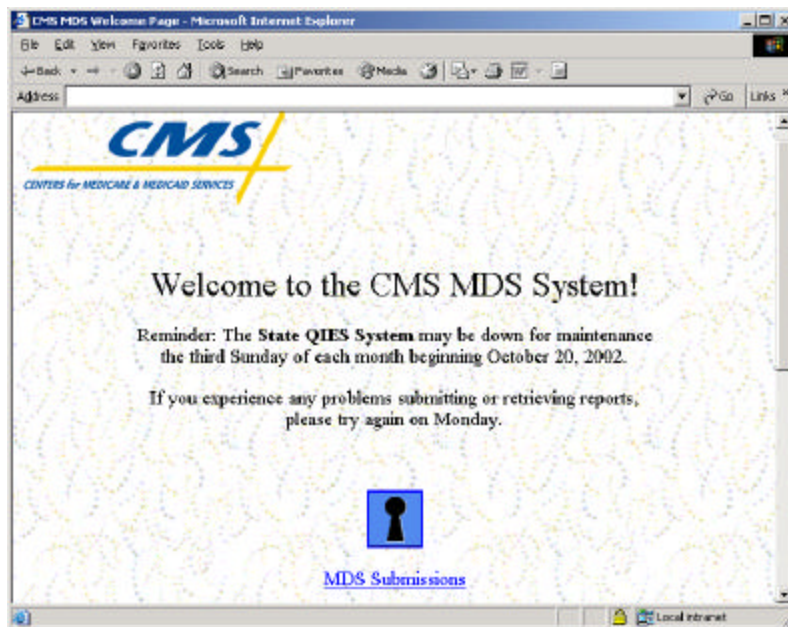


Figure 3 – MDS Welcome Page

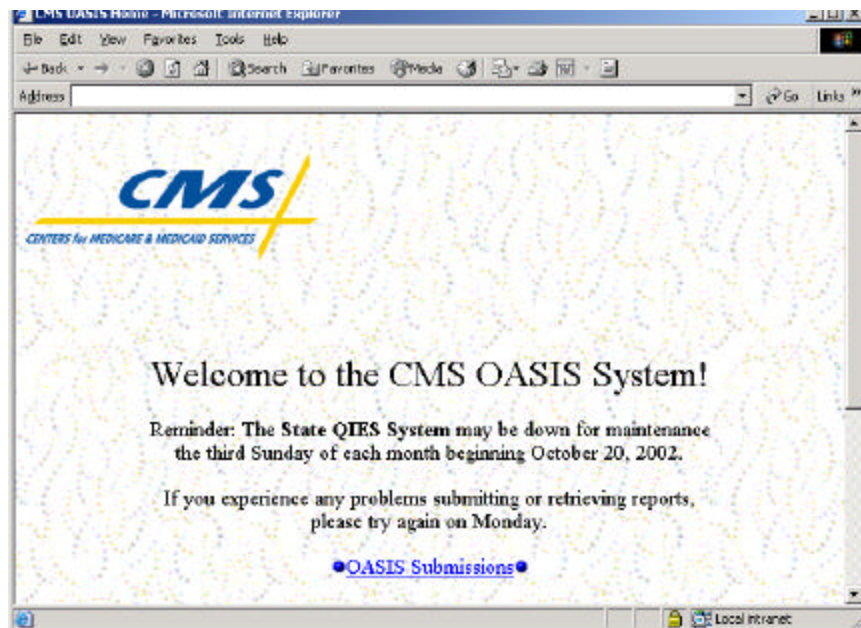


Figure 4 – OASIS Welcome Page

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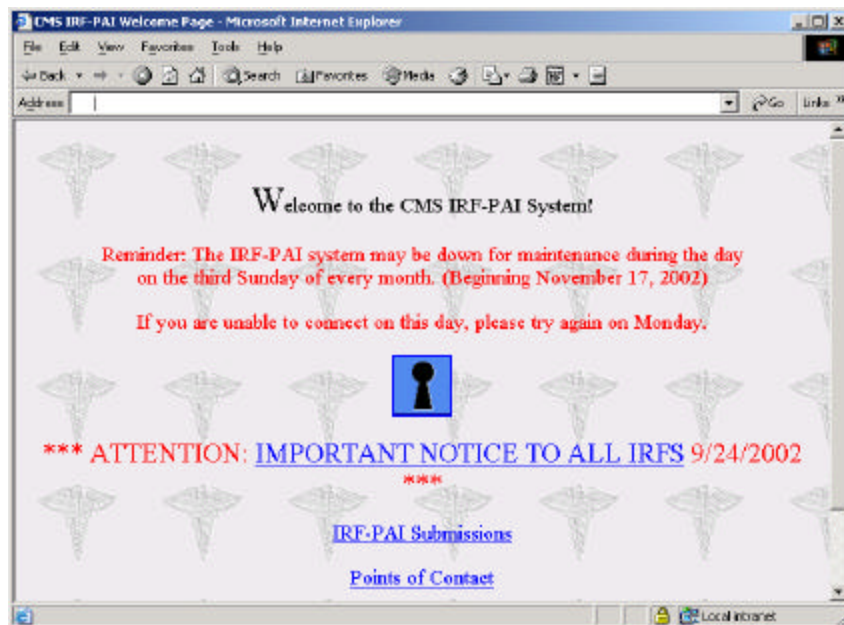


Figure 5 – IRF-PAI Welcome Page

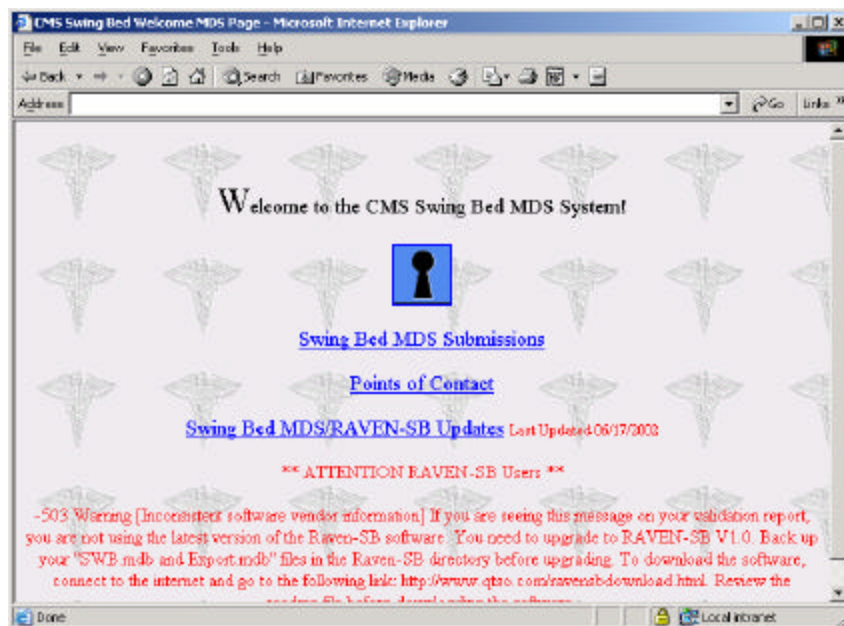


Figure 6 – Swing Bed Welcome Page

MDCN Help Desk  
Mail Code: AK-175  
PO Box 100145  
Columbia, SC 29202-3145  
(800) 905 - 2069 – FAX (803) 935-0194

QTSO Help Desk  
6000 Westown Parkway, Ste 350E  
West Des Moines, IA 50266-7771  
(888) 477 - 7876 – FAX (888) 477-7871