

IBHRS Static Site Configuration

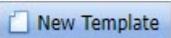
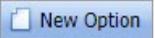
Last Modified on 03/10/2022 4:27 pm EST

Path: Main Menu > Admin Tools Menu > System Setup (Supplemental) > Setup Dropdown Templates tab

About

If all Sites are under the same Provider at an Agency (within NSS Clinical) then the Provider ID can be set up to be static by following the steps below and the Site field can be removed from any billable Forms or Notes, see [IBHRS User Workflow \(Create IBHRS Billing Services\)](#).

Configure a Static Site

1. Navigate to **Dropdown Templates** by following the path above.
2. Click the **New Template** button .
3. In the **Template Name** field, enter "IBHRSDefaultProvider."
4. Click the **Save Changes** button.
5. Click **+** next to IBHRSDefaultProvider template to expand it.
6. Click the **New Option** button .
7. In the **Display Text** field, enter anything you want (this field is not connected to anything).
8. In the **Value Text** field, enter the Provider SRI (Site Record Identifier) from IDPH, see [Site Source Identifier](#).
9. Enter an **Added Date**.
10. Click the **Save Changes** button.
11. Click **+** next to the option to expand it.
12. Click the **Add New Reporting Value** button . The Report Value is the value that is exported.
13. In the **Report Value** field, enter the Provider SRI (same number you added to Value Text in step 8).
14. In the **Report Agency** field, enter IBHRS.
15. Enter an **Added Date**.
16. Click the **Save Changes** button.

Example: In the image below, the value of 1000 is being used as an example, please refer to the steps above.

Options in IBHRSDefaultProvider:					Delete
Display Text	Value Text	Added Date	Discontinued Date	Delete	
Can be anything (example "Default")	1000	9/28/2021		Delete	
Reporting Values for Can be anything (example "Default"):					
Report Value	Report Agency	Added Date	Discontinued Date	Delete	
(Provider SRI) Will be unique to each agency example is 1000	IBHRS	9/28/2021		Delete	