

# Data Submission Guidelines

Submission file must be comma delimited text file, with \*.txt extension.

Each record must reside on a separate line.

Submission file need not be broken out into separate *data types*, i.e., Inpatient, Outpatient Surgery, Emergency Department, Outpatient Observation, Outpatient Therapies, etc. Please note that each '**record**' consists of:

- A Primary record
- At least one Revenue record(s)
- Diagnosis record(s), if additional diagnoses are applicable
- Procedure record(s), if additional procedures are applicable.

Submission file can be broken into separate *data types*, if preferred by facility. However, the **record types** (Primary, Revenue, Diagnosis, and Procedure) cannot be broken out into separate files – all elements of a single patient record **must** be contained within a single file in order for the submission file to process successfully.

The records may be grouped in the file in one of two ways. One way is to list the Primary record line first followed by Revenue, Diagnosis and Procedure records (if appropriate) in any order on subsequent lines. The other option is to group the records by record type. This means all Primary records can be grouped together followed by their groups of Revenue, Diagnosis, and Procedure records. Please note that with **either** option all record types for the same patient must be in the same file. Another requirement, as described in the Wlpop data dictionary, is that a unique patient control number must be used for each patient record. The patient control number is the link that associates a Primary record with the appropriate Revenue, Diagnosis and Procedure records.

A sample of a single record, grouped in the first method mentioned above, is included after the table structure shown on the next page.

File size limitation is based solely on total file size, not number of records within a file. The maximum file size allowed is 10 MB, due to the amount of transmission time required for large files. However, breaking large files is easily accomplished, since the \*.txt file type allows you to open the file in WordPad or Notepad; you can then cut and paste records to a new file (as long as all related records stay together in that file). Different extracts need not be run to determine where the file 'breaks' would be. Additionally, upload of large files (no size limit) to our secure FTP server is available, if preferred. Please refer to Appendix XIII for more information regarding recommended FTP Clients and configuration options.

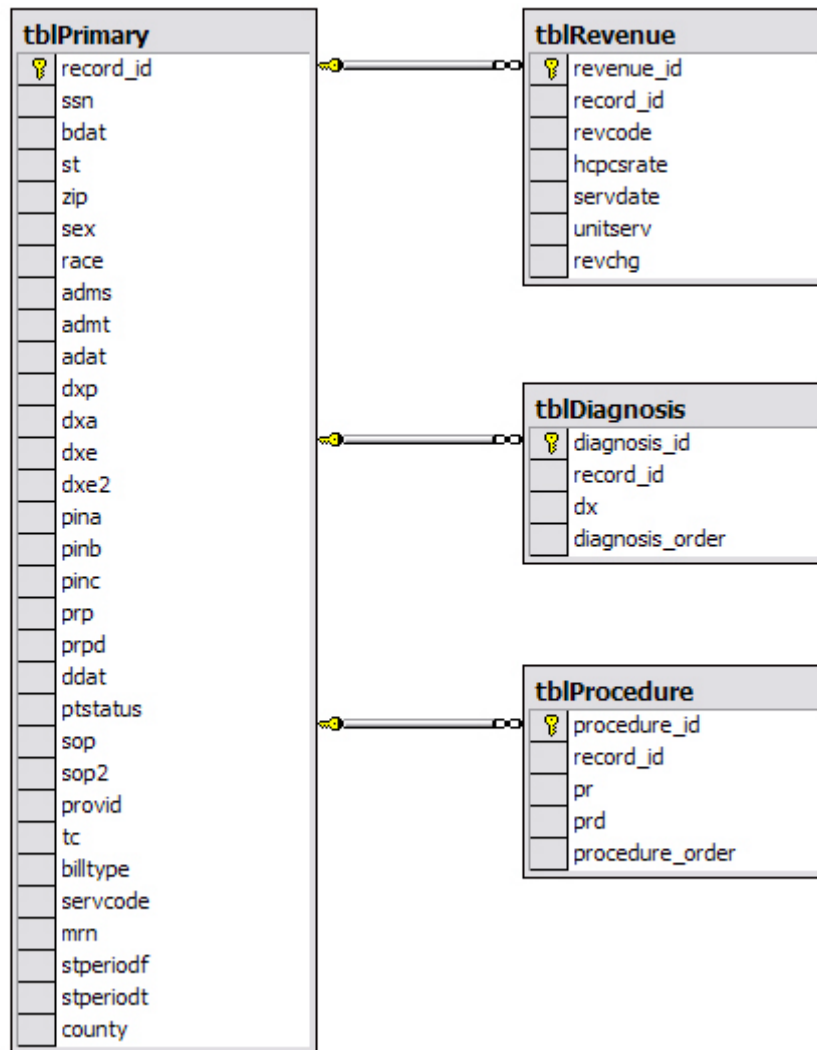
Submission can be done at any point throughout the quarter. Weekly, monthly, or quarterly submission is possible. It is your choice as to what type of time schedule your facility is on as regards to data submission.

Manual data entry is available for those facilities that wish to manually enter their data. Please refer to Appendix XV for data entry documentation and worksheets that assist with manual data entry.

# Table Structure for the Different Record Types

There is a *one-to-many* relationship between tblPrimary to tblRevenue, tblDiagnosis and tblProcedure. For every **one** row in tblPrimary (a patient record) there can be **many** rows related to that patient record in tblRevenue, tblDiagnosis, and/or tblProcedure. This allows an unlimited amount of revenue codes, diagnoses and/or procedures to be associated with one patient record. Additionally, there could be records that do not have associated additional diagnosis and/or procedure records.

Please note that the diagram below may not contain all fields required – please refer to the Wlpop Data Dictionary and Record Layout(s) for full description of data elements.



# Sample Wlpop Record Layout

Please note that this file layout does not contain information in every field of the record. It is provided as a visual sample of the layout only. Please refer to the Wlpop Data Dictionary, Record Layout, and Appendices provided on our website [www.whainfocenter.com](http://www.whainfocenter.com), Wlpop section, for all field descriptions and requirements.

**A,0056325B01,1234567890,02082006,53719,F,5,2,4,1,02092006,7503,,7503,7503,,,,,,,,,,,,,,,,,,,,,,,,,,,,,I26425,B53300,I26425,3173,,,,,02102006,02182006,01,T19,01,,,13245768,52140.03,,0111,1,,981276435,,,,,9876543210,S550S**  
R,1003130101,1234567890,172,404.10,,,,,3,1212.30  
R,1003130101,1234567890,174,601.60,,,,,6,3609.60  
R,1003130101,1234567890,233,,,,,9,14692.50  
R,1003130101,1234567890,250,,,,,113,3266.23  
R,1003130101,1234567890,271,,,,,23,998.30  
R,1003130101,1234567890,272,,,,,21,755.80  
R,1003130101,1234567890,300,,,,,72,4468.90  
R,1003130101,1234567890,306,,,,,1,95.90  
R,1003130101,1234567890,312,,,,,1,128.50  
R,1003130101,1234567890,320,,,,,5,1035.90  
R,1003130101,1234567890,324,,,,,15,1290.00  
R,1003130101,1234567890,360,,,,,265,10732.50  
R,1003130101,1234567890,370,,,,,265,2835.50  
R,1003130101,1234567890,402,,,,,1,440.00  
R,1003130101,1234567890,410,,,,,4,1367.60  
R,1003130101,1234567890,471,,,,,1,132.80  
R,1003130101,1234567890,480,,,,,3,1476.60  
R,1003130101,1234567890,731,,,,,9,2858.40  
R,1003130101,1234567890,920,,,,,3,742.70  
D,1003130101,1234567890,7705,  
D,1003130101,1234567890,5121,  
D,1003130101,1234567890,75989,  
D,1003130101,1234567890,77089,  
D,1003130101,1234567890,77981,  
D,1003130101,1234567890,7746,  
D,1003130101,1234567890,V053,  
P,1003130101,1234567890,3404,,,  
P,1003130101,1234567890,9604,,,  
P,1003130101,1234567890,9671,,,

Lines that begin with 'A' identify the primary record.

Lines that begin with 'D' identify the diagnosis records associated with the primary record.

Lines that begin with 'P' identify the procedure records associated with the primary record.

Lines that begin with 'R' identify the revenue records associated with the primary record.