WIpop Registration and Roles

January 2024

7.11 WIpop Registration

To use the secured WHAIC portal to submit, correct or complete discharge data users will NOT need a WHAIC Username or Password. Users will use their own facility email address and password.

The WHAIC uses a single sign-on authentication method that allows users to sign in using one set of credentials to multiple software systems. In other words, users sign into the WHAIC applications using their personal/facility Microsoft 365 work account.

Creating an Account:
To register, open site **https://wipopicd10.whainfocenter.com/** enter your email. Our system will check for an active account.

If no email is found or registered, the user will be required to register as a WIpop User and select a role based on what role the user intends to play in the discharge data submission process and choose all facilities that will apply to that position. Below is a description of roles.

WIpop

Please enter your work email address to request access to WIpop. Note: *Enter your hospital or business email so that we can check our records to see if an account already exists.*

c_____

Submit

WIpop

User Information

First Name*
Justin

Last Name*
Flory

Job Title
Healthcare Data Programmer

Email*
justin.florytest500@gmail.com

Business Phone*
5555555

Mobile Phone

Organization*
WHA Information Center

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Once registered, WHAIC will receive an email to review and approve for specific access requested. Primary contact will be notified of newly registered users.

Once approved, the user will receive an authentication email to validate the users' credentials and establish the identity of the user.
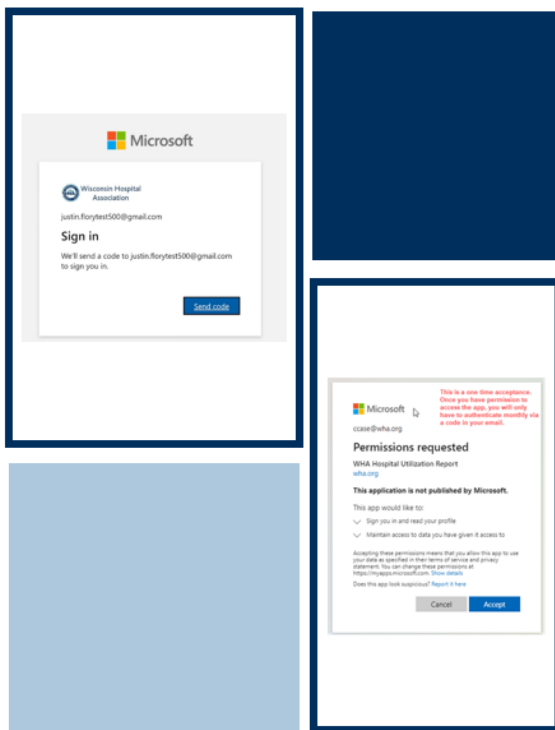
Authentication

- The left side is what you can expect from an authentication point

- The Right slide is a one-time acceptance to access our secured site

Roles are designations assigned by the facility to manage and oversee the statutorily required and timely data submissions and corrections to the quarterly inpatient and outpatient data.

> *Users that need to add newly acquired sites to perform edits or submit data to their account once registered and approved must contact WHAIC to add or update facility listing.*

The Primary Contact will:

- Oversee and monitor access requests and requirements in WIpop. Notify WHAIC with changes that cannot be made in the WIpop app.
- Serve as primary contact to address issues with the data or timely submission/training.
- Receive confirmation emails of:
    o data submissions,
    o notice of affirmation, and
    o newly registered WIpop Users
- Have access to the data deliverables site to download/share the facility data.
- Retrieve and review all profile and validation reports for review, distribution, and accuracy.
- Authority (granted / delegated) to electronically sign and submit affirmation statement.

The Secondary Contact will:

- Oversee and monitor access requirements in WIpop and contact WHAIC with changes
- Receive all profile and validation reports for review, distribution, and accuracy.
- Have access to the data deliverables site to validate/download the facility data; and
- Serve as back up contact when there are issues with the data.

WIpop Only Role will:

- Have authority to upload data.
- Run reports out of WIpop; and
- Clear/fix edits.

If your account is deactivated, contact **whainfocenter@wha.org** to reactivate it.