

FREQUENT EDITS/ERRORS

This reference is to help the user quickly fix and correct edits in the Wlpop system. Locate the edit by name / number on the list and then click the header to go directly to that location.

1. How do I fix records in the batch file

If a batch file is marked complete, the first thing to do is reopen the batch. If you do not reopen the batch it will remain in “Read Only” mode.

Once your data is corrected, Mark the Batch Complete again.

Quarter 1, 2023 (Standard Data Due Date: 5/15/2023 12:00:00 AM) [Data Enter New Batch](#)

Batch Num #223011 (Uploaded 4/7/2023 10:44:01 AM)	Patient Type	Total Records	Valid Records	Invalid Records	Available Options
Delete Batch	Inpatient	701	701	0	Complete
Mark Batch Complete	Outpatient Surgery	827	827	0	Complete
	Emergency Room	4658	4658	0	Complete
	Observation	278	278	0	Complete
	Therapies	4539	4539	0	Complete
	Outpatient Lab/Rad	9752	9752	0	Complete
	Other Outpatient	10403	10403	0	Complete

Batch Num #222847 (Uploaded 3/6/2023 6:57:20 AM)	Patient Type	Total Records	Valid Records	Invalid Records	Available Options
Reopen Batch	Inpatient (Completed)	764	764	0	
Delete Batch	Outpatient Surgery (Completed)	907	907	0	
	Emergency Room (Completed)	4867	4867	0	
	Observation (Completed)	295	295	0	
	Therapies (Completed)	4826	4826	0	
	Outpatient Lab/Rad (Completed)	10829	10829	0	
	Other Outpatient (Completed)	11601	11601	0	

2. How do I delete a Batch?

Deleting a batch file generally takes about 15 minutes. This is a safety net just in case the user accidentally deleted a batch file and needs WHAIC to restore it.

If the batch is accidentally deleted, email whainfocenter@wha.org so we can restore it within 2 business days. The sooner the better.

Quarter 2, 2024 (Standard Data Due Date: 8/14/2024 12:00:00 AM) [Data Enter New Batch](#)

Batch Num #228726 (Uploaded 7/26/2024 1:37:34 PM)	Patient Type	Total Records	Valid Records	Invalid Records	Available Options
Delete Batch	Inpatient	125	125	0	Complete
Mark Batch Complete					

3. How do I mark a Batch Complete?

Marking your Batch files complete is important because we can't run the data processing or close the quarter with open batch files. Once all the edits are completed, simply click on the Green “Mark Batch Complete”

Quarter 2, 2024 (Standard Data Due Date: 8/14/2024 12:00:00 AM) [Data Enter New Batch](#)

Batch Num #228726 (Uploaded 7/26/2024 1:37:34 PM) Delete Batch Mark Batch Complete	Patient Type Inpatient	Total Records 125	Valid Records 125	Invalid Records 0	Available Options Complete
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4. How do I fix an Invalid Batch File due to Duplicate Records

There are **two types of batch file rejects** as it relates to duplicate records that apply.

1. **Duplicates within same file** - two records with the same patient control number in file
2. **Duplicate patient control number of a record/encounter that already exists in Wlpop**

To fix and/or remove duplicates:

Resubmit the batch with the phrase- `exclude_duplicates` -somewhere in the file name.

Example file name: Q226 IN OP `exclude_duplicates.txt`

- This process applies to both types of duplicate rejects.
- If the record already exists, we will keep the original encounter/record.
- The batch file email response will include the number of records submitted and number of duplicates removed.

5. How do I find a Patient Record

Most of the reports contain the patient control number. The patient control # must be used to locate a record/encounter. Under Data Detail, Find Patient Record and then choose the quarter and enter in or paste in the patient control number.

Wlpop Production

Home	User Links ▾	Wlpop Manual ▾	Data Detail ▾	Data Deliverables ▾
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Batch Review

075 - Children's Wisconsin-Milwaukee Hospital

Find Patient Record

Direct Data Entry

Facility Reports

Report Descriptions

Wlpop

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[Wlpop Manual ▾](#)
[Data Detail ▾](#)
[Data Deliverables ▾](#)

Find Patient Record

[Back To Batch Review](#)

000 - WHA Test Hospital

To locate a previously submitted record, enter the Patient Control Number below and press Find Record.

Quarter:

Patient Control #:

[Find Record](#)

6. How do I delete a record/encounter?

Deleting records/encounters needs to be done in the Edit Record screen. Once the Red Delete Record button is pushed a prompt will be posted to ask user to acknowledge they want to delete record.

Edit Record

Make sure you are in the
Edit Record Screen

[Back To Batch Detail](#)

000 - WHA Test Hospital

Patient Control #PCTRL53351A - Outpatient Surgery

[Delete Record](#)
[Update Record](#)

[Patient Details](#)

wipopcd10.whainfocenter.com says
Are you sure you want to delete this record?

[OK](#)
[Cancel](#)

Wlpop Production

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7. Blank Edits or Ghost Edits or No Records Found

Ghost Edits: Do you have an edit that you can't view but need to clear? When you click on view it goes to the batch but the message says, No Records Found (see below)? If so, that's called a ghost edit and will need to be cleared by [WHAIC staff](#).

Do not delete the edit on the main page, if so, you will delete the entire datatype – all records will be gone! Contact WHAIC with the Batch number and ask that the ghost edit be cleared.

Batch Num #235469 (Uploaded 2/11/2026 2:43:24 PM)	Patient Type	Total Records	Valid Records	Invalid Records	Available Options	Alert Records
Delete Batch	Inpatient	499	499	0	Complete	121
View Errors	Outpatient Surgery	1838	1836	2	View Delete	124
	Emergency Room	2597	2597	0	Complete	145
	Observation	107	107	0	Complete	13
	Therapies	80	80	0	Complete	12
	Outpatient Lab/Rad	4626	4626	0	Complete	274
	Other Outpatient	1530	1530	0	Complete	65

Batch #232412

Outpatient (Lab-Radiology) ▼

(All Errors) ▼

[Create New Record](#)

No Records Found

8. How do I correct Dates of Service (DOS)

WHAIC does not use dates of service in the data release. DOS is used to define the quarter in which the record belongs. The main purpose is to identify the services rendered. In addition, what is submitted to be approved by the

Discharge date (procedure date) determines which quarter to use when reporting.

- For example, if service started on 06/30 and ended on 07/01, the record should be included in the 3rd quarter data submission.
- Date of Service (DOS) can sometimes cause edits in the outpatient surgery data
 - Why does this occur?
 - Discharge or statement date is off due to date it was coded, billed or patient ended treatment.
 - To fix:** Do not delete the record rather try to get the dates to match the quarter you're working by changing the service date or the procedure date.
 - WHAIC does not operate like an insurance company. We're more interested in services rendered.
- DOS must match the dates in the revenue line items
- For most DOS edits - user may change the data to fit the quarter.
 - Be careful to verify actual dates in the EMR before changing dates.

Discharge Status:
 Statement From:
 Reason For Visit Diagnosis 1:
 Principal Procedure Date:

Type of Bill:
 Statement To/Thru: ⚠
 Reason For Visit Diagnosis 2:
 Principal Proc Modifiers:

Leave Days:
 Total Charges:
 Reason For Visit Diagnosis 3:

837I Claim - Hospital

Value Code 1:	Value Code Amount:	Occurrence Code 1:	Occurrence Code 1 Start:	Occurrence Code 1 End:
Value Code 2:	Value Code 2 Amount:	Occurrence Code 2:	Occurrence Code 2 Start:	Occurrence Code 2 End:
Value Code 3:	Value Code 3 Amount:	Occurrence Code 3:	Occurrence Code 3 Start:	Occurrence Code 3 End:
Value Code 4:	Value Code 4 Amount:	Occurrence Code 4:	Occurrence Code 4 Start:	Occurrence Code 4 End:

Additional Diagnosis and External Cause Codes

	Code	POA	Delete	Description
1	I10	☐	☐	Essential (primary) hypertension

Additional Procedures

No Additional Procedure Codes Found.

Create more [Additional Procedure Codes](#)

Revenue Codes

Service Date	RevCode	HCPCS/CPT	Mod1	Mod2	Mod3	Mod4	Units	Charge	Delete	Description
04252024	0510	99214	☐	☐	☐	☐	1	370.00	☐	Clinic - General Classification

Create more [Additional Revenue Codes](#)
[Delete Selected Revenue Codes](#)
[Calculate Total Charge](#)