2023 WHAIC WIpop Update

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2023

Data Submitters

WHA Information Center (WHAIC) has been collecting hospital, ASC and survey discharge data as authorized by the Wisconsin Department of Administration, since 2003 as defined by Chapter 153, Wisconsin Statutes.

Inpatient and outpatient data is collected quarterly through a secure, web-based tool known as **WIpop** to produce public use data sets, custom data s and three annual publications.

In addition, all Wisconsin hospitals submit Annual, Fiscal, Personnel and Uncompensated Care survey data annually. Data collected from these surveys used for trending, benchmarking, and other key statistics.

For more information and access to the WIpop or Survey Data Submission Manuals, calendars, training materials, and other updates click on one of th pictures below.

Reporting Requirements

WIpop

Surveys

WHAIC Portal Login

Important Dates & Events

Additional Resources

Wisconsin Statutes, Chapter 153

WHAIC website for more information

Website Resources

https://www.whainfocenter.com/WIPop

Bookmark this page for quick access.

WIpop

Wisconsin 'WIpop' data collection is based on a modified HIPAA Compliant 837 claim file format . The Hospital and Ambulatory Surgery Center Manual's provided below will serve as the cornerstone to help facilities develop accurate high-quality claims files that include data elements not found or reported on the actual claim, but required for requirements.

Not only is the discharge data provided statutorily required, it allows WHAIC to create reports that help hospitals and ASCs grow their organizations market share, benchmark quality, aide in healthcare cost and utilization projects and help state and federal government services develop policies and more.

Last WIpop Manual Update: January 2022

WHAIC CONTACT

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Hospital Manual

Ambulatory Surgery Centers Manual

News & Highlights

Education & Training

Data Submission Calendar

New Facility/Services

Roles and Responsibilities

Primary Contact:

- <mark>Every facility must have at least one, but we prefer two Primary Contact</mark>

- Oversee and **monitor access** requests and users in WIpop.

- Primary source to monitor user's access.

- Address issues/edits with the data submissions.

- Receive confirmation emails of:
  - data submissions,
  - notice of affirmation, and
  - newly registered WIpop Users

- Access to the data deliverables site to download/share the facility data such as profile and validation reports.

- Authority to electronically sign and submit affirmation statement.

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Roles and Responsibilities

Secondary Contact:

Oversee and monitor access in WIpop and contact WHAIC with changes.

Access to all profile and validation reports for review, distribution, and accuracy.

Have access to the data deliverables site to validate/download the facility data.

Serve as back up contact when there are issues with the data.

WIpop Only Role:

Have authority to upload data (may include vendor).

Run reports out of WIpop.

Clear/fix edits.

NEW: November 1 -How to Access WIpop

WE DO NOT ADD PEOPLE, THIS IS A SECURED PORTAL,

REGISTRATION IS REQUIRED!

What can you expect?

- On Wednesday, **November 1**, you will receive a link to the WIpop application via email.
- This is an *activation ink* which is **an invitation to our system** that specifically says

- **"Click Here to Accept Invitation."**

- As a current user, you will not need to reregister to the site, however you will be required to accept the invitation and then authenticate your access to the site using an activation code in order to enter data into the report.

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One time acceptance invitation

- This is an *activation link* which is essentially **an invitation to our system** that specifically says "Click Here to Accept Invitation."

- As a current user, you will not need to reregister to the site, however you will be required to accept the invitation and then authenticate your access to the site using an activation code.

Registration Confirmation

Thank you for signing up for a Wisconsin Hospital Association account.

Application access has been granted for WIpop

Click Here to ACCEPT INVITATION

↩ Reply   ↞ Reply all   ↪ Forward

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Existing WIpop Registration

Existing Users will automatically be added to the WIpop Directory.

But first, two things will happen!

1) Users will get a "Click here to accept invitation" unless user already has a WHA account for one of the other applications we offer.

2) Microsoft Accounts. Once a user is approved, if their hospital/health system uses Microsoft Accounts, they will be prompted to enter their email address and password that they use to access Outlook, Word, Excel, etc. at their facility.
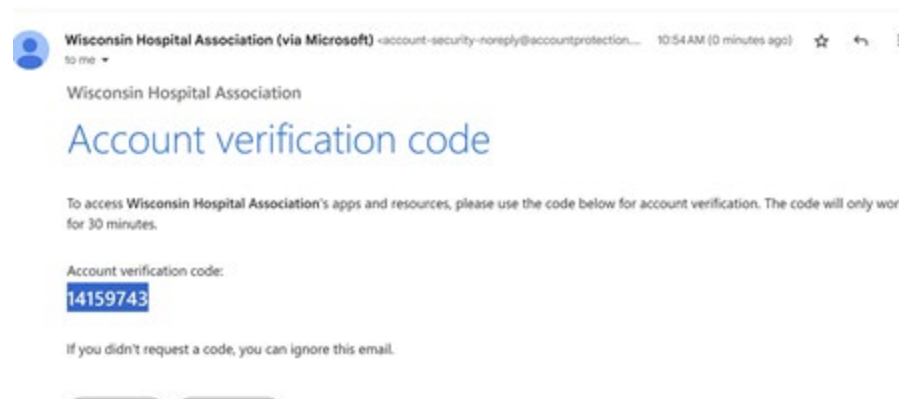
New User Login / Registration

1. Click Register

2. Choose Your Role

3. Activated within 24-48 hours

New Look and Feel

WIpop

Sign In — **Existing user**

Register — **NEW USER**

WHAIC does not create accounts for users!

Creating an Account

- WHAIC will first verify if user has an active account

- <mark>If no email is registered,</mark> user will be required to register as a WIpop User and select a role based on primary or secondary contact (see WIpop Roles), as it relates to WHAIC Data Submissions.

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*	Last Name*
Justin	Flory

Job Title	Email*
Healthcare Data Programmer	justin.florytest500@gmail.com

Business Phone*	Mobile Phone
5555555	

Organization*
WHA Information Center

Previous   Next

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
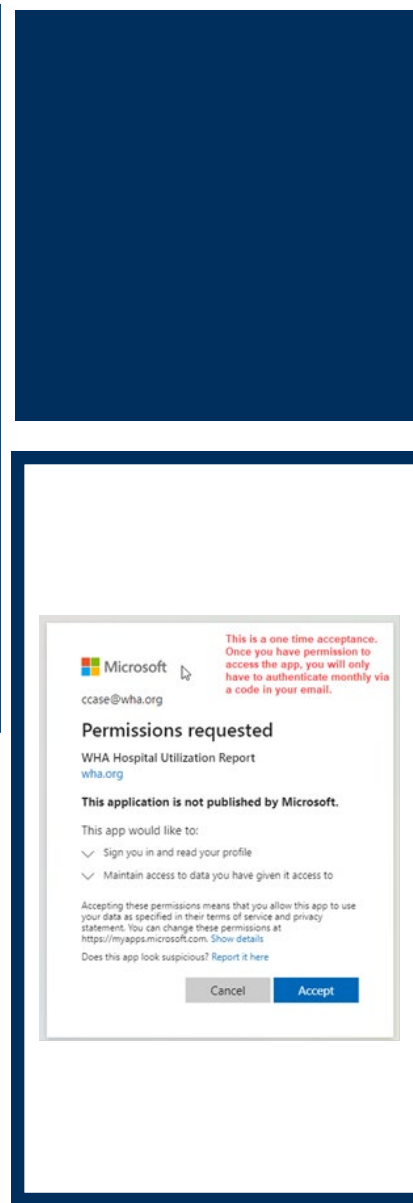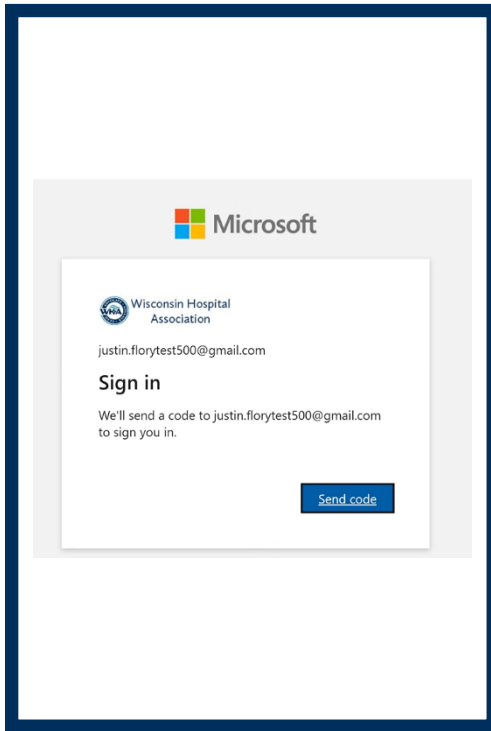
Microsoft Accounts – Single Sign-on

- No longer need a WHAIC Username or Password

- User will use their own facility email address, Username or PW

- Single sing-on is an authentication method that allows users to sign in using one set of credentials to multiple software systems.

- Users sign into Office using their personal Microsoft 365 work account.

WIpop

If you registered using a Microsoft account (hotmail, outlook.com, or business active directory account) you will log in with that username and password.

Sign In

Register

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Roles and Security Policy

- **Important:**

- We will continue to protect the data by:

- Deactivating accounts after 15 months inactivity.

- Reaching out to facilities when we receive bounce back emails.

- Monitoring and working toward at least two primary contacts.

- Please continue to monitor, update and/or notify WHAIC staff of any termed employees or to reactivate existing accounts.

  - Contact us at: whainfocenter@wha.org

Roles and Authorized Users

- WIpop Access

Notes:

1. The facility is responsible for managing users. To remove users, update current access, or update names/emails notify WHAIC: whainfocenter@wha.org

2. Review Roles definition before registering so you know what to choose.

3. New users must register in the Portal. WHAIC will authorize within 24-48 hrs.

   - *In general, we automatically approve if user has facility email address. Primary contacts receive notification.*

   whainfocenter@wha.org

Review the Manual

https://www.whainfocenter.com/Data-Submitters

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WIpop Discharge Data Submission Manual

Instructions Related to 837 Health Care Claim/Encounter Requirements and Companion Guide/Technical Specifications

JULY 17, 2023

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NEW: 2023 WIpop Update

2023 WIpop Update

NEW: How to upload your data

- Users can upload data directly in WIpop
  - Locate your file and follow the prompts
  - **No need for a separate 837 File Handler/Black Box**

File Upload

Back to Production

014 - Black River Memorial Hospital

To submit your inpatient/outpatient file please choose a quarter and your preferred upload method below and click upload. Do not close the browser window while the file is being uploaded to our server. Once your file has been accepted, a notice will appear and submitter as well as facility Primary contact(s) will receive an email notification.

Step 1. --Select Quarter--

Step 2. Upload Method:
- ○ Create Encrypted Patient Identifier and Upload File (AKA Black Box) ⓘ — Choose this method if your 837 claim contains patient names.
- ○ Upload 837 Claim file (file contains encrypted patient identifier) ⓘ — Choose this method if your 837 file does not contain patient names.

Step 3. Choose File | No file chosen

Upload | Batch Review

001 - Amery Regional Medical Center

To submit your inpatient/outpatient file please choose a quarter and your preferred upload method below and click upload. Do not close the browser window while the file is being uploaded to our server. Once your file has been accepted, a notice will appear and submitter as well as facility Primary contact(s) will receive an email notification.

Step 1. Quarter 2, 2023 ▼

Step 2. Upload Method: ○ Create Encrypted Patient Identifier and Upload File (AKA Black Box) ⓘ

● Upload 837 Claim file (file contains encrypted patient identifier) ⓘ

Step 3. [Choose File] Facility075_TestFile.txt

[Upload]   [Batch Review]

File Received does not mean the file "Processed" it means we acknowledge the file was submitted. You will either see it in the Batch Review Screen or you will receive an Invalid Batch Email!

File Received

Thank you for uploading your discharge data file. The file is currently being processed, a confirmation email will be sent letting you and the primary contact(s) know if it was accepted as a valid or invalid batch. For more information, please contact whainfocenter@wha.org.

File Received

NEW FILE PROCESSING MESSAGES

Sample Invalid Batch

Email is sent to primary contact and person uploading

[External] 2021Q3 WIpop Test: Invalid Batch

WI   WHA Information Center <whainfocenter@wha.org>
      To   ○
      Cc   ○ WHAInfoCenter

Invalid batch

(i) Some of the content in this message couldn't be downloaded because you're working offline or aren't connected to a network.

Thank you for submitting your quarterly data to WHAIC. The batch submitted to **WIpop Test** on Jul 30 2021 7:58AM could not be processed due to the issues specified below.

Login to the WHAIC Portal and check the upper right corner for "Messages" related to this file.

File Name: 837p_pctrl8_____07302021075111681_upload.dsg
Submitted By:
For Facility: Surgery Center
For Quarter: 3 2021

Transaction	Claim	Error
1	1	Error on field RACE (loop 2010BA/2010CA DMG05-1), maximum length 1, value = 05

Please correct these issues and resubmit the data.

The file submitter will receive this message, with applicable patient control numbers added, in his/her WHAIC portal messages at https://portal.whainfocenter.com

Sample Valid Batch File

- Valid batch email goes to Primary and submitter

From: WHA Information Center <whainfocenter@wha.org>
Sent: Wednesday, September 20, 2023 11:31 AM
To: Flory, Justin <jflory@wha.org>
Subject: [External]000 2023Q2 WIpop Production: Batch Uploaded - Review Your Batch File Now

Batch submitted to WIpop Production on Sep 20 2023 11:30AM has been successfully uploaded.

Invalid records need to be corrected as soon as possible to complete the data submission requirements. If your file does not contain invalid records, we encourage you to run a summary profile report available in real-time in WIpop, to review the accuracy of your submission before the close of the quarter.

To validate and complete your batch submission, go to https://portal.whainfocenter.com, logon to WIpop and select your facility, then click [Go To Batch Review]. From the Batch Review page click [View] on this batch to see a list of invalid records.

Batch file **email receipts are sent to the data submitter and the primary contact only.** If others in your organization rely on this information to correct edits, run reports or validate data, please forward accordingly.

Batch #:	224514
File Name:	Facility194_02_TestFile.txt
Submitted By:	Justin Flory
For Facility:	000 -
For Quarter:	2 2023
Total Records:	120
Valid Records:	0
Invalid Records:	120
Inpatient Valid:	0
Inpatient Invalid:	46
Outpatient Surgery Valid:	0
Outpatient Surgery Invalid:	0
Emergency Room Valid:	0
Emergency Room Invalid:	0

The following alerts were detected in this batch. Alerts are mapping conditions that should be reviewed and updated if appropriate. A high percentage of records with alerts may indicate a problem.

Alert	Count	% of batch
A011-Race is Unavailable	17	14%
A020-Ethnicity is Declined	8	6%
A060-Unknown or Other Primary Payor	1	0%
A067-Primary and Secondary Payors are the same	1	0%
A090-Inpatient stay under 2 days	4	3%

User Messages

- If an invalid batch contains PHI, this is where the errors will display

Upper Right Corner

Welcome, Cindy C. | Sign out
✉ Messages (0) | 🔒 Administration

Message

Back To List

| Subject: | 001 2023Q2 WIpop INTERNAL TEST: Invalid Batch |
| Received: | 9/19/2023 3:28:32 PM |

Thank you for submitting your quarterly data to WHAIC. The batch submitted to WIpop INTERNAL TEST on 9/19/2023 3:28:23 PM could not be processed due to the issues specified below.

Login to the WHAIC Portal and check the upper right corner for "Messages" related to this file.

File Name:	Facility212_TestFile.txt
Submitted By:	jflory@wha.org
For Facility:	001 - Amery Hospital & Clinic
For Quarter:	2 2023

Transaction	Claim	Error
0	0	Value in ISA06: 212 does not match the facility number specified for this file: 001

Please correct these issues and resubmit the data.

If you need further assistance, please contact us at whainfocenter@wha.org

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User Messages

User Messages

Subject	Received
001 2023Q2 WIpop INTERNAL TEST: Invalid Batch	9/19/2023 3:28:32 PM
001 2023Q2 WIpop INTERNAL TEST: Invalid Batch	9/19/2023 3:21:36 PM
001 2023Q2 WIpop INTERNAL TEST: Invalid Batch	9/19/2023 9:08:25 AM
001 2023Q2 WIpop INTERNAL TEST: Invalid Batch	8/3/2023 3:30:55 PM
001 2023Q2 WIpop INTERNAL TEST: Invalid Batch	8/3/2023 3:28:55 PM
002 2023Q2 WIpop INTERNAL TEST: Invalid Batch	9/19/2023 3:51:55 PM
003 2023Q2 WIpop INTERNAL TEST: Invalid Batch	9/19/2023 4:00:40 PM
008 2023Q2 WIpop INTERNAL TEST: Invalid Batch	9/19/2023 3:23:26 PM
194 2023Q2 WIpop INTERNAL TEST: Invalid Batch	9/19/2023 9:27:01 AM

Showing 1 to 9 of 9 entries

Previous 1 Next

- After "Messages" is clicked, user is taken to their list of messages

- Click on the Subject link to open up the specific message

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Valid Data Submission

- Confirmation email is sent to submitter and primary contact.

- Email summarizes total records and edits in each datatype.

- Please correct edits as soon as possible.

- We removed the "Mark Complete" until all invalid records are fixed.

- We encourage monthly files if possible.

Batch Review — TEST DATA ONLY — Back To Production

014 - Black River Memorial Hospital

Quarter 2, 2023   (Standard Data Due Date: 8/14/2023 12:00:00 AM)   Data Enter New Batch

We removed the option to "Mark Complete" until all edits are done.

Batch Num #223307	Patient Type	Total Records	Valid Records	Invalid Records	Available Options		Alert Records
(Uploaded 8/3/2023 4:13:49 PM)	Inpatient			5	View	Delete	49
	Outpatient Surgery			23	View	Delete	40
Delete Batch	Emergency Room			30	View	Delete	227
	Observation			9	View	Delete	10
View Errors	Therapies			0	Complete		36
	Outpatient Lab/Rad			20	View	Delete	76
	Other Outpatient			12	View	Delete	29

Fixing edits

- Fix edits one by one; or

- by data type; or

- by type of error.

New Edit Look

Batch Detail

014 - Black River Memorial Hospital

Batch #223307

Use the drop-down feature to isolate record type and errors/edits.

Outpatient Surgery

Create New Record

Total Records With Errors: 23

Patient Control	MRN	Admissio (OP)	

(All Errors)

(All Errors)
CPT/HCPCS/Rate Errors (20)
Ethnicity Errors (1)
Operating NPI Errors (1)
Primary Language Errors (1)
Principal Procedure Errors (20)
Revenue Code Errors (1)
Service Date Errors (1)
Statement Covers Period Through Errors (1)
(All Alerts)
Date of Birth Alerts (9)
Ethnicity Alerts (27)
Expected Source of Pay ID Alerts (1)
Payer ID Alerts (2)
Race Alerts (27)

041
061
041
041
041

05082023   05092023   Edit
04052023   04052023   Edit

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WIpop Production

Home | User Links ▾ | WIpop Manual ▾ | Data Detail ▾ | Data Deliverables ▾

Edit Record

Back To Batch Detail

001 - Amery Regional Medical Center ← **Facility Name moved**

Patient Control #Test CC123 - Outpatient Surgery

Delete Record

⚠ Click on this for info

Update Record

Patient Details

Unique Case ID:		MRN:		Gender:		Race:		Patient Type:	2
Census Block Group:		Zip Code:		Marital Status:		Ethnicity:		Place of Service:	1
Generate UCID		Birth Date:		Primary Language:		Race 2:			

837 Claim Details

NPI Billing Provider: ___
Rendering NPI: ___
Referring NPI: ___
Point of Origin: ___
Admit Type: ___
Discharge Status: ___
Type of Bill: ___
Leave Days: ___

Attending NPI: ___
Operating NPI: ___
Other Operating NPI: ___
Admission Date/Time: ___
Discharge Date/Time: ___
Statement From: ___
Statement To/Thru: ___
Total Charges: 0.00

Reason For Visit Diagnosis 1: ___
Reason For Visit Diagnosis 2: ___
Reason For Visit Diagnosis 3: ___

Expected Source of Payment ID/Type: ___
Secondary Source of Payment ID/Type: ___
Insurance Certificate Number: ___
Principal Diagnosis: ___
Admitting Diagnosis: ___
Principal Procedure Date: ___
Principal Proc Modifiers: ___

Principal Diagnosis POA: ___
Principal Procedure: ___

Claim File Indic Code: ___
Prov Based Loc: ___
Payer ID: ___
Condition Code 1: ___
Condition Code 2: ___
Condition Code 3: ___
Condition Code 4: ___
Accident State: ___

837I Claim - Hospital

Mark your batch files complete

- Once all edits are done, mark the batch complete.

- To fix edits in a closed batch, you need to click the "reopen" option

- Once the Batch is marked complete, you'll be in Read ONLY mode

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

Batch Num #223011	Patient Type	Total Records	Valid Records	Invalid Records	Available Options	Alert Records
(Uploaded 4/7/2023 10:44:01 AM)	Inpatient	701	701	0	Complete	219
	Outpatient Surgery	827	827	0	Complete	55
Delete Batch	Emergency Room	4658	4658	0	Complete	223
	Observation	278	278	0	Complete	22
Mark Batch Complete	Therapies	4539	4539	0	Complete	245
	Outpatient Lab/Rad	9752	9752	0	Complete	780
	Other Outpatient	10403	10403	0	Complete	757

Batch Num #222847	Patient Type	Total Records	Valid Records	Invalid Records	Available Options	Alert Records
(Uploaded 3/6/2023 6:57:20 AM)	Inpatient (Completed)	764	764	0		256
	Outpatient Surgery (Completed)	907	907	0		48
Reopen Batch	Emergency Room (Completed)	4867	4867	0		317
	Observation (Completed)	295	295	0		18
Delete Batch	Therapies (Completed)	4826	4826	0		257
	Outpatient Lab/Rad (Completed)	10829	10829	0		851
	Other Outpatient (Completed)	11601	11601	0		845

Running Reports

- Reports are available in real-time once data is submitted.

- We're open to suggestions… what do you need?

- Users **don't have to wait** till the end of the quarter to validate data.

- Reports can/should be run throughout the quarter.

Running Reports

- How do you know if you're missing data?

Inventory Report

- Reports are continuing to be refined.

- Are there areas you would like to see added?

- Do you use the reports we offer?

Edit User

New Option to Update Users:

Primary Contacts can update users ROLES only

Users can only update their personal demographic information

Portal Overview – once data is processed

To get data off the portal go to the tool bar, Data Deliverables

DHS 120.11   Common data verification, review and comment procedures.

(1) APPLICABILITY. The data verification, review and comment procedures in this section apply to data submitted by hospitals and ambulatory surgery centers as described in ss. DHS 120.12 (5) (c) and (d), (5m) (c) and (d), (6) (d) and (e) and 120.13 (3) and (4).

(2) DEFINITION. In this section, "facility" means hospitals and freestanding ambulatory surgery centers.

(3) FACILITY DATA VERIFICATION, REVIEW AND COMMENT PROCEDURES. **(a)** Each facility shall review its collected data for accuracy and completeness before submitting the data to the department. **(b)** The department shall check the accuracy and completeness of all submitted data and record all questionable data based on standard edits or the electronic editing features of the department's data submission system.

(c) If the department determines data submitted by the facility to be questionable, and the department has determined that the data cannot be verified or corrected by telephone or electronic means, the department may return the questionable data to the facility or the facility's qualified vendor with information for revision and resubmission.

What are Validation Reports?

- 7 different types of reports posted.

- Pay particular attention to the SPR.

- The SPR only has 12 pages max!

- This report includes:
  - Breakdown of each patient type, by month, by current qtr vs prev qtr. % change
  - Includes expired patients, payer summary, gender, age, race, ethnicity
  - Includes record totals by provider-based location
  - Includes graphs for each data type with number of visits over 12-month period.

Name

- PDF Diagnoses Not Present On Admission Froedtert Hos...
- PDF OBS Over 5 Days Froedtert Hospital
- PDF Outpatient Surgery Principal Procedure Report Froe...
- PDF Payer Detail Report Froedtert Hospital
- PDF PBL Validation Froedtert Hospital
- PDF Profile Report Froedtert Hospital
- PDF Summary Profile Report Froedtert Hospital
- PDF Unknown Payer Froedtert Hospital

The summary profile report is available in real-time once a batch is uploaded into WIpop and included with your quarter-end validation files. The purpose of this report is to provide you the tools you need to review, analyze and validate your quarterly discharge data submission against the number of patients seen and prior quarter submissions.

Evaluate in greater detail:
- Variance in percent (%) change of 20% (highlighted in RED) *20% variances will require a thorough explanation on the Affirmation Statement*
- Significant shifts or spikes in the month by month detail
- Increase in declined or unavailable race/ethnicity reporting (New batch failure for files with >25% unknown or declined)
- Missing months on page 3
- Missing Provider Based Locations (PBLs), if applicable.

Total record volume submitted in each data type/month should run consistent. Any irregularities (spikes/declines) should be addressed immediately. Review each patient type and verify the monthly data represents the correct number of patient encounters. Verifying the data may require numerous internal analytical tools, internal Census, Abstract or Audit Reports and/or communication with your vendor. Any change in patient volume over or under 20% should be investigated.

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What's to know about Validation Reports?

2023 Q3 Data Submission	
Standard Data Submission Deadline – Data Due	**11/14**
Standard Deadline <u>fix Edits</u> & Mark QTR Complete	11/28
Extended Deadline - Due Date for Data Submission	**12/1**
Ext. Deadline <u>fix Edits</u> & Mark QTR Complete	*12/13*
❖ **Validation Reports in Portal – review data!**	**12/15**
Deadline to Validate and Return Affirmation	12/29
Data Released	1/9/24

◊ Reports are posted early or on time

◊ Each time a batch file is opened, and data reviewed, **new reports/affirmation are automatically** run

◊ NEW the validation and affirmation return date is the same now!

Validation Reports Wrap Up

- **Available in** the portal approx. 6 weeks after the end of the quarter.
  - *These are also available in real-time in WIpop once data is submitted.*
  - Review the data, what historically trended – use the summary profile report, validate what has been submitted, review for missing data, and submit additional records, if needed.
  - Run internal census or request audit reports for comparison detail.

- Records that may need to be reviewed/corrected (Payor, POA, PBL, etc.):

  1) Login to WIpop and go to Batch Review.

  2) Click on Reopen Batch

  3) Go to "Data Detail" Find Patient Record using the patient control number.

  4) Make corrections and mark batch closed.

  5) Electronically sign/submit affirmation

- **Download and save your reports!** This is most helpful when validating the historical trends and knowing what's normal in any month or quarter.
  - Keep a copy for your records for at least 5 quarters.

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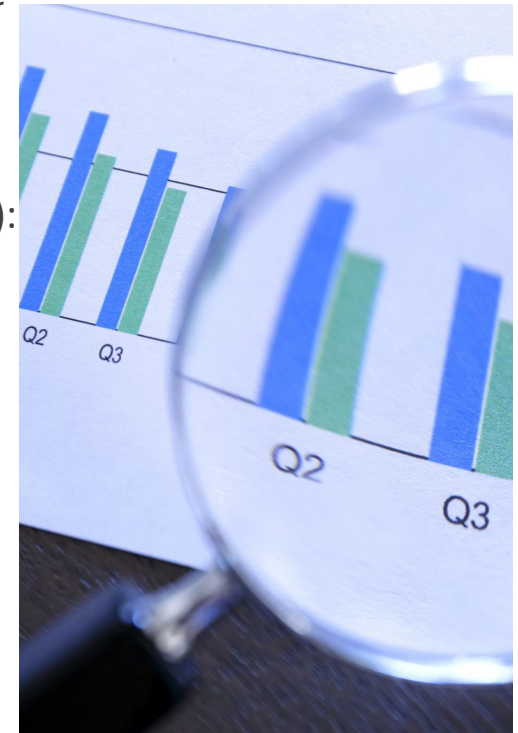
Affirmation Statement

- The data submission and sign off process is 100% electronic.

- The Affirmation Statement is a two-prong process to confirm the data was validated.
  - Requires reviewer to check a box verifying data was reviewed; and
  - Requires comments if there is a 20% variance in the data.

- In general, the number of patients seen each month is relatively consistent.

- **Download and save either** *an electronic or paper copy* of your summary profile report **and** affirmation statement for future reference.

Reports and Affirmation are deleted after 30 days.

Affirmation

Home   User Links ▾   WIpop Manual ▾   Data Detail ▾   Data Deliverables ▾

Facility Affirmations

No longer have to go to separate portal location.

Back to Affirmation List

WHA Information Center, LLC - WIpop Data Affirmation

Q4 2022

Data Affirmation

1 **Facility ID and Name**

The affirmation statement is a high-level summary of the quarterly discharge data submitted, by month, for each data type. As stated under (DHS) 120.11, each facility must review its data for accuracy and completeness through internal reports such as a census, abstract or other internal reports or auditing methodology. Once the data is verified and validated it must be attested to and electronically signed by the chief executive officer or administrator of the hospital or freestanding ambulatory surgery center, or his/her designee.

WHAIC encourages facility contacts to share this information with the data analytics and/or end user staff. Please keep a copy of this document for your records.

Variances in data must be reviewed prior to form submission.

Patient Type	October	November	December	Current Quarter	Prior Quarter	% Change
Inpatient	91	85	99	275	262	5.0%
Outpatient Surgery	120	100	99	319	315	1.3%
Emergency Dept Visit	572	562	530	1664	1678	-0.8%
Observation	26	28	23	77	100	-23.0%
Therapies	87	78	73	238	170	40.0%
Outpatient (Lab-Radiology)	57	65	69	191	243	-21.4%
Other Outpatient	1467	1036	923	3426	2704	26.7%
Total	2420	1954	1816	6190	5472	13.1%

☐ Variances over or under 20% in any of the patient types (data in red) requires a thorough explanation/comment. Please provide enough detail to describe the reason for the change in record volume, how data will be corrected in future submissions, and if a caveat is necessary. For questions, or to provide additional information, contact WHAIC at whainfocenter@wha.org

☐ I HEREBY ATTEST, to the best of my knowledge, the data for the **fourth** quarter **2022** that was submitted to WHA Information Center by was reviewed internally, and is accurate. Submission of this form is considered a signed affirmation from the CEO/designee whose name appears below.

CEO/Designee:

Comments:

Justin will add a Print Option to allow users to share with others prior to submitting.

Save a copy for your records so you can compare quarter to quarter.

Submit

www.whainfocenter.com

WHA INFORMATION CENTER

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2024 New Edit

- **New Payer ID Edit Coming**

- Effective Q1 2024

- Payer ID will be required for the following insurance types
  - Medicare
  - Medicare Advantage
  - Medicaid
  - BadgerCare
  - Commercial

Q123 - New Plan Code to Identify Medicare Part C

- New Plan Code MPC-09

- What is Medicare Part C?
  - *https://www.hhs.gov/answers/medicare-and-medicaid/what-is-medicare-part-c/index.html* *Learn more about Medicare Advantage Plans.*

- A Medicare Advantage Plan (like an HMO or PPO). Medicare Advantage Plans, sometimes called "Part C" or "MA Plans," are offered by private insurance companies.

- Medicare Advantage Plans provide all Part A (Hospital Insurance) and Part B (Medical Insurance) coverage and may offer extra coverage, such as vision, hearing, dental, and/or health and wellness programs. Most include prescription drug coverage (Part D).

- Medicare pays a fixed amount for care every month to the companies offering Medicare Advantage Plans. These companies must follow rules set by Medicare.

Extension Requests

- Extension requests must be done in the WIpop Application.

- Not to be used to delay the quarterly submission requirements due to vacations or holidays.
  Should be used only when:

  - Fire, Flood, Weather Event, Vendor Changed, etc.

- We may contact you even with an extension request on file ☺

  - Experience has taught us to never make assumptions.

  - We have statutory timelines we must adhere to.

Invalid Batch File – 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 WIpop**

To fix and/or remove duplicates:

Resubmit the batch with the phrase "exclude_duplicates" somewhere in the file name.

Example file name: Q218 IN OP exclude_duplicates.txt

- This process applies to both types of duplicate rejects.

- If the record already exist, we will keep the original encounter/record.

- The batch file email response will include the number of records submitted and number of duplicates removed.

WHA | INFORMATION CENTER

Edits: Finding a Patient

- Most of the reports contain the patient control number.

- The patient control # must be used to locate a record/encounter.

EDITS: Fixing records

- Edits can seem scary and overwhelming.

- **Click on the Triangle to see what the edit says!**

- Fixing edits usually goes faster with each quarter.

- Don't stress it looks like there's hundreds, one record might have 6.

- Reference the Wipop Manual – Appendix 7.9 – Edit Codes and Descriptions

Additional Diagnoses and External Cause Codes: ◇ **This Section Contains Edits**

	Code		POA	Delete	Description
1	G8191	↓	Y	☐	Hemiplegia, unspecified affecting right dominant side
2	Q211	↑ ↓	Y ◇	☒	Error 5312: Diagnosis Present on Admission is exempt from the reported Diagnosis and can not be submitted.
3	I10	↑ ↓	Y		
4	R29810	↑ ↓	Y		
5	R471	↑ ↓	Y		

Click on the diamond for the edit description.

WHA | INFORMATION CENTER

EDITS: Correcting Dates of Service

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?
    - o Discharge or statement date is off due to date it was coded, billed or patient ended treatment.
      - To fix: Do not delete record, rather try to get the dates to match the quarter you're working by changing the service date or the procedure date.
    - o 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.

WHA | INFORMATION CENTER

EDITS: Type of Bill

- Type of Bill Codes are on the 837i claim and required in WIpop.

- Type of bill (TOB) codes are published in the UB-04 National Uniform Billing Committee guidelines (NUBC).

- The TOB gives three specific pieces of information.
  - The first digit identifies the type of facility.
  - The second digit classifies the type of care.
  - The third digit indicates the sequence of the bill in any episode of care. It is referred to as a "frequency" code.

- Cannot use an outpatient type of bill with an INP record and vice versa.

ASCs can map field to 0851 or 0999

Edits applicable to TOB:

1160	Type of Bill is a required field.
3180	Type of Bill does not correspond to accepted values.
3181	Type of Bill 0999 is not allowed for hospitals
3185	Zero charge records require Nonpayment/Zero charge Bill Type
3186	**NEW EDIT**: Type of bill must match the record type Edit 3186 will apply when either of these is true: • The record is inpatient and the type of bill is NOT in the 110-121 range • The record is outpatient and the type of bill is in the 110-121 range

External Cause Codes

How to communicate with WHAIC

Email is best way to reach us.

Always include your 3-digit facility ID number and name.

Include your issue in subject line or body of email.

Include patient control number if needed to look at record.

Contact Information

- Cindy Case, Manager of Compliance, Education and Training

- ccase@wha.org

- Heather Scambler, Program Specialist

- hscambler@wha.org

- Justin Flory (For Technical difficulties with the files only)

- jflory@wha.org

- Best way to reach us at WHAIC or ask questions.

- whainfocenter@wha.org

2023 Q4 Data Submission		2024 Q1 Data Submission	
Standard Data Submission Deadline – Data Due	**2/14**	**Standard Data Submission Deadline – Data Due**	**5/15**
Standard Deadline fix Edits & Mark QTR Complete	2/28	Standard Deadline fix Edits & Mark QTR Complete	5/29
Extended Deadline - Due Date for Data Submission	**2/29**	**Extended Deadline - Due Date for Data Submission**	**5/30**
Extended Deadline for Edits & Quarter Complete	3/13	*Extended Deadline for Edits & Quarter Complete*	6/13
❖ **Validation Reports in Portal – review data!**	**3/15**	❖ **Validation Reports in Portal – review data!**	**6/14**
Deadline to Validate and Return Affirmation	3/29	Deadline to Validate and Return Affirmation	6/28
Data Released	4/10	Data Released	7/11
2024 Q2 Data Submission		**2024 Q3 Data Submission**	
Standard Data Submission Deadline – Data Due	**8/14**	**Standard Data Submission Deadline – Data Due**	**11/14**
Standard Deadline fix Edits & Mark QTR Complete	8/28	Standard Deadline fix Edits & Mark QTR Complete	11/28
Extended Deadline - Due Date for Data Submission	**8/30**	**Extended Deadline - Due Date for Data Submission**	**11/29**
Ext. Deadline fix Edits & Mark QTR Complete	9/11	*Ext. Deadline fix Edits & Mark QTR Complete*	12/13
❖ **Validation Reports in Portal – review data!**	**9/13**	❖ **Validation Reports in Portal – review data!**	**12/16**
Deadline to Validate and Return Affirmation	9/27	Deadline to Validate and Return Affirmation	12/27
Data Released	10/10	Data Released	1/9/24

❖ *Physician Request for Review of Reports* see our website for process.

Data is DUE

2024