



December 2023

# WHAIC Survey Updates

*Wishing you all Happy Holidays!*



December 22, 2023	Christmas Eve observed (Friday), close at noon
December 25, 2023	Christmas Day (Monday) closed
December 29, 2023	New Year's Eve observed (Friday), close at noon
January 1, 2024	New Year's Day Closed

## **Annual Survey Submission Update!**

As 2023 comes to a close, it's our pleasure to take this opportunity to provide a few updates and reminders to help you complete your surveys on time.

### **Survey Roles:**

Each facility must have at least one (we prefer many) primary contact listed in order to maintain compliance with reporting and receive communications from WHAIC. When you login to the survey application, be sure to check your list of users and contact us for changes. All new users must [register](#) to our system in order to gain access to reporting. As a reminder, your access is automatically suspended if there's no activity after 15 months. There's no need to reregister. If an account has been deactivated, contact [whainfocenter@wha.org](mailto:whainfocenter@wha.org) to request the account to be reactivated.

## Medicare Cost Reports (MCR):

### \* Clarification to reporting Ancillary Services

Question 39 – line 75 on the Schedule/Worksheet C of the Medicare Cost Report (MCR) refers to ASC (non-distinct part). Where should all of the categories for the Ancillary Services be reported that WHAIC doesn't specifically spell out on the MCR survey? For example,

75.02 Cardiopulmonary

75.03 Sleep Lab

75.04 Wound care

75.05 Oncology

75.06 Nutrition

Since WHAIC does not separate those out individually like they are in the MCR Schedule/Worksheet C, we are asking for a sum total of those Ancillary services in line 40 to make things easier on the facility. All of question 76 (which may be listed as 75.0x) would go into line 40. If you have questions about this, please email [whainfocenter@wha.org](mailto:whainfocenter@wha.org).

39. ASC (Non-Distinct Part) - Line 75

Inpatient	Outpatient	Total
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

40. Other Ancillary (if multiple "Other ancillary services", provide sum totals below) - Line 76

Inpatient	Outpatient	Total
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Please be sure to complete your Medicare Cost Report (MCR) on time and provide an uploaded copy of your Schedule C. If you need to file for an extension, you may do so online in the survey app. Worksheet/Schedule C due dates are allowed to match CMS due dates. If given a CMS extension, please inform WHAIC **as soon as possible** via email. If you have questions about MCR reporting, see the [CMS.gov](https://www.cms.gov).

### Filing for an extension:

The extension request is located in the survey app. As previously mentioned, we begin running reports and validating the data as it comes in. We ask that you do your best to complete the surveys on time so we can manage our statutory obligations in order to create and release the publications as required.

### \* Clarification to Medical Staff reporting

Section VII. Facility and Physician Arrangements and Medical Staff of the [Annual Survey](#) addresses reporting of Active and Associate Medical Staff. We received a few questions about the language addressing emergency department medicine as it was confusing in the manual. We agree - the section stated to count all physicians with admitting privileges, whether they were employed or not, but then question 191 stated to only count those emergency department physicians that are on the hospital payroll. We have clarified the intent and updated the language in this section of the Annual Survey Manual to remove both items in the hopes of being clearer for reporting medical specialty staff with privileges in your facility.

It was decided that gathering the correct number of active and board-certified medical staff would provide the greatest benefit and continuity for the survey data. Therefore, the Annual Survey Manual has been updated as shown below to better reflect exactly what we're looking for in this section.

As discussed during training, we are working on a survey rewrite in 2024 and will continue to take these questions among others into account. Please continue to share your opinions, areas of concern and/or ask us questions for clarity in the Survey so that we can provide you with a quality survey that will collect the most relevant data.

The new instructions in the Annual Manual have been rewritten to better reflect collection of medical staff:



**Medical Specialties**

For lines 182-198 indicate the number of practitioners on the active and associate medical staff in each of the specialty groups as of **September 30, XXXX**. If your hospital closed prior to September 30, use the last normal week the hospital was open as your full week. A normal week means the numbers closely reflect average data for the year. For more information see question 2 of the general section of the [Frequently Asked Questions](#).

**Active Staff:** Physicians, dentists, and podiatrists who regularly provide patient care and maintain a continuing involvement in the clinical, research, and/or academic programs of the hospital, and who otherwise maintain an ongoing interest in the organizational and administrative functions of the medical staff. Active staff pay dues, participate in special medical and administrative assignments, attend meetings, and may vote, hold office, and serve on committees. Exclude those physicians in the following Medical Staff categories: courtesy, consulting, honorary, or provisional.

**Associate Staff:** Generally, Associate staff admit or are involved in the care of a *very limited number of patients* in a calendar year.

**Board Certified. Physician** who has passed an examination given by a medical specialty board and has been certified by that board as a specialist. Do not include board eligible physicians. For physicians certified by more than one board, include only the primary certification board. For each line, the number of board-certified staff reported in column (2) must not exceed the respective number of medical staff reported in column (1).

2023 ANNUAL SURVEY : 000 - Wisconsin Hospital Association, Madison, 53725.

- I. HOME
- II. HOSPITAL INFORMATION AND CLASSIFICATION (42%)
- III. SELECTED INPATIENT UNITS (92%)
- IV. SELECTED ANCILLARY AND OTHER SERVICES (100%)
- V. SELECTED SERVICE UTILIZATION (0%)
- VI. TOTAL FACILITY UTILIZATION AND BEDS (0%)
- VII. MEDICAL STAFF (0%)
  - Physician Arrangements (172 - 181) (0%)
  - Selected Specialty (182 - 198) (0%)
- VIII. PERSONNEL ON HOSPITAL PAYROLL (0%)

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### VII. MEDICAL STAFF

Selected Specialty

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**Instructions and Guidelines:--**

If information for a category is zero, fill in 0. If information for a category is Not Applicable, fill in 0. Do NOT use spaces, dashes, NA, N/A, or M.

-- As of September 30, 2023 --

**191. Other: Emergency medicine**

Medical Staff  
*(Includes Board Certified)*

Count Emergency medicine  
on medical staff.

Board Certified Staff  
*(Not to exceed Medical Staff)*

The Fiscal Year 2023 calendar is available. You may download a copy of it [here](#).

Survey training is available upon request, please do not hesitate to contact me, Heather Scambler, at [hscambler@wha.org](mailto:hscambler@wha.org)

*Thank you for your support and all that you do to submit accurate and timely data.*