

HOW TO ACCESS ALERTS

Wipop Batch files will contain an **Alert Records** section for each Patient Type on the far right of the screen. You are not required to work all alerts. **Alerts are not Edits or Errors**. Alerts are intended to be an opportunity to review the data more closely and timely and make changes as needed. For more information on alerts, see the [Introduction to Alerts](#).

VIEWING IN BATCH REVIEW

If the batch is closed or if you just want to see current counts by the specific alert code, facilities can view alerts with a few simple steps by running either the Error Summary report or Error Summary Report By Patient Type and PControl.

1. Go to Batch Review and click view on the open batch.

000 - WHA Information Center LLC Admin Batch/Reports

Batch Review

[Back to Facility Select](#)

1st Quarter, 2021 (Standard Data Due Date: 05/15/2021)

[Upload Batch File](#) [Data Enter New Batch](#)

BATCH #: 216785 (Uploaded 3/22/2021)	Patient Type	Total Records	Valid Records	Invalid Records	Available Options	Alert Records
Delete Entire Batch	Inpatient	1	0	1	View Add Delete	1
	Outpatient Surgery	1	0	1	View Add Delete	1

2. Click dropdown on Patient Type and then for the error and alert dropdown, select All Alerts.

Batch Detail

[Back to Batch Review](#)

Batch #307151

[Create New Record](#)

(All Patient Types) (All Alerts)

	Admission Date (OP)	Discharge Date (IP)	
3	07022020	07042020	Edit

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* For this record, we would select All Patient Types and All Alerts, because there is a single alert, but searching by patient type may be easier for facilities with many alerts.

ALERT REPORTS

If the batch is closed or if you just want to see current counts by the specific alert code, facilities can view alerts with a few simple steps by running either the Error Summary report or Error Summary Report By Patient Type and PControl.

1. Go to Batch Review in Wipop and select Batch/Reports and Create Report.

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Batch/Reports Help Exit

Submit Batch

Find Patient Record

Create Report

Batch Review

[Back to Facility Select](#)

If you recently submitted a batch file it will not appear on this page until it is processed. You will receive an email notifying you that the batch is ready to review.

We are currently accepting data files for the following quarters:

2nd Quarter, 2021 (Standard Data Due Date: 08/14/2021)

Upload Batch File Data Enter New Batch

No Batches found for this quarter.

1st Quarter, 2021 (Standard Data Due Date: 05/15/2021)

Upload Batch File Data Enter New Batch

BATCH #:	Patient Type	Total Records	Valid Records	Invalid Records	Available Options	Alert Records
216785 (Uploaded 3/22/2021)	Inpatient	1	0	1	View Add Delete	1
	Outpatient Surgery	1	0	1	View Add Delete	1

Delete Entire Batch

Batch/Reports Help Exit

Submit Batch

Find Patient Record

Create Report

2. Once in Batch/Reports you may choose the report type, facility, quarter, and batch.

Create Report

Report:
Error Summary Report

Facility:
0: WHA Information Center LLC (Madison)

Quarter:
1st Quarter 2021

Batch:
216785

Create Report Back