

## PHYSICIAN REQUEST REVIEW OF RECORDS

To request a review of records, please complete the online registration form to the WHAIC Portal. Please open the website <https://portal.whainfocenter.com> in your web browser and click the “Register” link:

Log In

Please enter your Username and Password

Username:

Password:

This system is for authorized users only. Individual use of this computer system and/or network without authority, or in excess of your authority, is strictly prohibited. Monitoring of transmissions or transactional information may be conducted to ensure the proper functioning and security of electronic communication resources. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible criminal activity or policy violation, system personnel may provide the evidence of such monitoring to law enforcement or to other senior officials for disciplinary action.

[Register](#)

[Forgot Password](#)

[Change Password](#)

You will be prompted to enter a phrase displayed on the screen to prohibit automated registrations.

**Registration**

Verification...

Please enter the word(s) or number(s) in the image below. This is to prevent automated registrations.



Type the text [Privacy & Terms](#)

 **For Wipop Access:** In order to approve access to new users, a Primary Wipop contact must send an email to [whainfocenter@wha.org](mailto:whainfocenter@wha.org) to authorize your access.

Next, you will be select from a list of options. Please check the box indicated below:

**Registration**

Please check the box(es) below which apply to you (click links for more information):

Register For	Definition
<input type="checkbox"/> Wipop	I will be submitting and/or editing Wisconsin hospital or ambulatory surgery center discharge data
<input type="checkbox"/> Facility-Specific Reports	I am a facility staff person who receives discharge data sets or reports, such as Wipop validation or quality reports
<input type="checkbox"/> Annual Hospital Survey	I submit, verify, review and/or sign off on the annual surveys including Hospital Fiscal Survey, Uncompensated, Personnel, and Medicare Cost Report Surveys
<input type="checkbox"/> Kaavio	I will be using the Kaavio data analysis tool
<input type="checkbox"/> Psych Bed Locator	I will use the utility tool to submit bed availability for emergency staff seeking an inpatient psychiatry bed
<input checked="" type="checkbox"/> Physician Review	I am a physician and would like to receive my quarterly patient reports
<input type="checkbox"/> Other Download Files	None of the above apply, but I occasionally receive or purchase data from the WHA Information Center

Finally, you will see the screen below. Please complete the screen and press Create Account:

**Registration**

**Physician Details (All fields required unless otherwise stated)**

First Name:

Last Name:

Email:

WI License Number (5 digits):

NPI:

Mailing Address on file with WI Reg & Licensing:

Phone:  xxx-xxx-xxxx

Phone Extension:  (optional)

Fax:  xxx-xxx-xxxx (optional)

**Username and Password...**

Username:  (only alphanumeric, please no email)

Password:

Passwords must be at least 8 characters, including 1 uppercase, 1 lowercase, 1 digit and 1 special character: @#\*\_~\$^&=%+

Confirm Password:

Security Question:

Security Answer:

This is all you need to do right now. Your account will be created, but for security purposes, the WHA Information Center will verify all registration requests. ***In a few days after your registration, you will receive in the postal mail a letter from WHAIC containing a one-time account activation password and instructions.***

Once your account is active, you will receive your reports by logging into the <https://portal.whainfocenter.com> site. You will receive an email notification when new reports are available for you to download.

Click the choice labeled **Data Deliverables**:

**WHA Information Center** LLC  
*The Respected Source for Health Care Data*

Welcome jcahay! [ Log Out ]

Please choose a site:

**Data Deliverables**

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WHA Information Center - 5510 Research Park Dr. - Madison - WI - 53711 - 800/274-1820

As the Data Deliverables home page indicates, all files on the site are compressed and encrypted. To decrypt them you will need to install 7-Zip, available for download at <http://www.7-zip.org>

**WHA Information Center** LLC  
*The Respected Source for Health Care Data*

Data Deliverables Home Welcome jcahay! [ Log Out ]

Home File Downloads

Welcome to the WHA Information Center Data Deliverables site.

All downloadable files are compressed and encrypted using 7-Zip: <http://www.7-zip.org/>

Please select an option from the tab menu above.

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To see your files, click the File Downloads tab. Your most recent files will appear at the top of the list. To download, simply click the Download link:



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HomeFile Downloads

Search For:

	File Name	Description	Size	7-Zip Password	Keyword	Date Posted
<a href="#">Download</a>	physician_record_Q12012.zip	Physician Record report for Q1 2012	607744	C82F193A		6/11/2012 8:43:36 AM

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If your quarterly report contained no data, no file will appear in the list for download.

If you have any questions, please contact the WHA Information Center at 800-274-1820 or email [WHAInfoCenter@wha.org](mailto:WHAInfoCenter@wha.org). Thank you!