WHA Information Center LLC

Procedure Title: Physician Review Policy		
Procedure #: 500-1	Version: 3	Effective Date: 1/1/17
Authored By: SMS Approved By: CC		Date Approved: 1/30/17

Policy Statement:

The WHA Information Center, LLC, (WHAIC) has been authorized by the Wisconsin Department of Administration since 2003 to collect and report hospital and freestanding ambulatory surgery center data.

As per *Wisconsin Administrative Rule **DHS 120.11(4)**, (a) "during the facility-submitted data verification, review and comment procedures described in [the WHAIC Data Submission Manual,]... physicians have an opportunity to concurrently review the facility-submitted data associated with the physician's license number".*

2015 Wisconsin Act 287, the "Wisconsin Health Care Data Modernization Act" removes outdated provisions in Chapter 153 that will help providers more efficiently target health care resources in order to improve population health outcomes. The Act will also eliminate antiquated regulations that require the distribution of paper publications and standardize the process for submitting discharge information to the WHA Information Center, LLC. Act 287 maintains a physician review process, but permits WHAIC to fulfill that process utilizing an online notice process rather than a mail-based process.

Physician Review Process:

If a physician wishes to review *facility-submitted data associated with their license:*

Physician
1. Register on the WHAIC Portal.
2. Once registered, physician will receive an email confirmation that the registration was received by WHAIC.
3. In order to maintain integrity of the data, WHAIC will verify the physician identify using a variety of resources.
    a. Affirmative match:
        i. The physician will receive a letter in the mail, at the address of record, with a link and a one-time activation code.
        ii. Once the account is activated, the physician account will be authorized and the physician may begin using the password that was set up during the registration process.
        iii. Physicians that have data submitted (regardless of facility) and a patient account that is associated with his/her NPI will receive an automated reports notification email at the close of the quarter.
        iv. If no records are associated with the physician's NPI, there will be no email communication.
    b. If the WHAIC Staff cannot verify the identity of the Physician:

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i. WHAIC will make every effort to work directly with the physician and provide contact information to the Department of Safety and Professional Services.
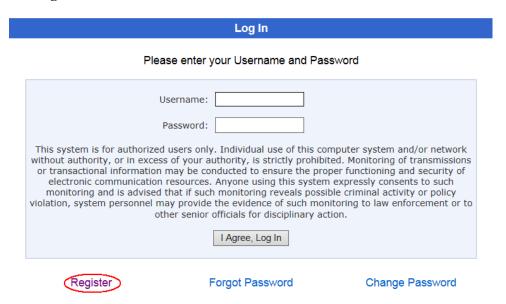
Physicians that no longer wish to receive reports, emails or future communications from WHAIC, may opt-out of the review process by contacting us at whainfocenter@wha.org or calling 608-274-1820.

Please note: All accounts are deactivated after 12 months of no activity.

Physician Registration Steps

If a physician wishes to review their records, they may register on the WHAIC website at https://portal.whainfocenter.com/Account/Login.aspx.
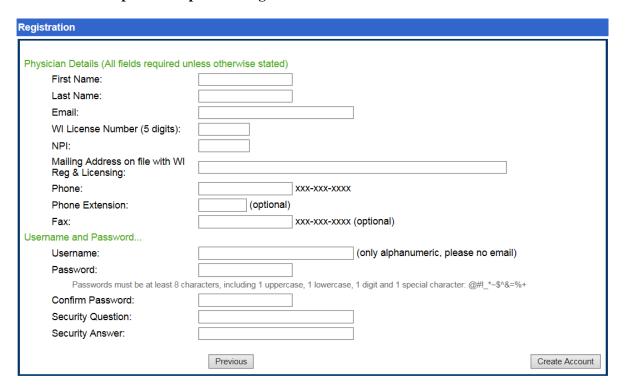
1. **Register**

2. **Proceed through the Captcha verification process and click continue:**

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3. **Select Physician Review and click next:**

Registration

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

Register For	Definition
☐ WIpop	I will be submitting and/or editing Wisconsin hospital or ambulatory surgery center discharge data
☐ Facility-Specific Reports	I am a facility staff person who receives discharge data sets or reports, such as WIpop validation or quality reports
☐ 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
☐ Kaavio	I will be using the Kaavio data analysis tool
☐ Psych Bed Locator	I will use the utility tool to submit bed availability for emergency staff seeking an inpatient psychiatry bed
☑ Physician Review	I am a physician and would like to receive my quarterly patient reports
☐ Other Download Files	None of the above apply, but I occasionally receive or purchase data from the WHA Information Center

[Next]

4. **The final step is to complete the registration form and then click 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:	

[Previous]   [Create Account]

Physicians may request changes related to data submitted, as per outlined in the Administrative Rule:

(e)1. If a physician files a timely request to review data before release, [WHAIC] shall make the data available to the physician as it is submitted to the department through the process outlined above.

2. If the physician wants to dispute the data, the physician shall attest to the problem associated with the data on the authorization form [provided upon request], and an

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authorized representative of the facility shall indicate on the form if the facility agrees to the change.

3. The physician shall return the form to [WHAIC] within 20 working days after the date on which the data were made available to the physician.

4. When [WHAIC] receives the signed "permission to change" form, [WHAIC] shall change the data within the facility dataset before its release.

5. If the facility does not agree to the physician's change, the physician may submit his or her written comments on the data to [WHAIC] within the same 20 working days after the date of the department transmittal. The facility shall also submit its reason for concluding that the submitted data are correct within the same 20 working days. [WHAIC] may not change the data submitted by the facility, but shall include both sets of comments with the data released to data requesters.

6. A physician desiring to comment on data he or she submits shall submit his or her comments in a standard electronic word processing format. Comments shall be limited to a maximum of 1000 words. All comments shall be submitted no later than the 20th working day following the department's transmittal.

(f) If the department receives comments from a physician after the release of data, the department shall retain the comments and provide them as part of the documentation released to future data requesters. The department shall note as caveats to the completed data the subsequent discovery of data errors by either the department or the data submitter after the release of data.

Resources:

For more information about the physician review process, go to our website and click on the physicians tab: http://www.whainfocenter.com/physicians/

WHAIC Portal website: https://portal.whainfocenter.com/Account/Login.aspx

Physician verification, review and comment procedures on hospital-submitted claims data
http://docs.legis.wisconsin.gov/code/admin_code/dhs/110/120/II/08

Summary of the Modernization Act (ACT 287)
http://www.whainfocenter.com/newsroom/?ID=36

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