WHAIC WIpop 101 Agenda

This session is intended for those that are new to the data submission process. This is intended to be an open dialogue to promote a more thorough review of the processes involved to submit data, a review of edits, how to run reports, where to find information and look up questions and a thorough review of the portal and downloading reports.

1. Overview of Manual – **Section 1**
    a. Location
    b. Statutory requirements
    c. Data types required
    d. Review of Appendices
    e. FAQ
    f. Calendar

2. Data Submission Procedures and Review of Extract – **Section 5**
    a. The files must be variable-length, comma delimited with a .txt extension. File names are assigned by the facility. There are three criteria needed for a batch to be processed:
        i. The file must have a .txt extension.
        ii. Record layout must be valid for EVERY record.
        iii. Patient Control Number must be valid (i.e., not a duplicate) for EVERY record.

        Each record type contains a specific number of fields and those fields are linked together by the patient control number within the primary record. The fields are submitted in a comma delimited text file with .txt extension. In other words, each field in the record is separated by a comma.

        The Primary record – is required and has 49 fields. There is only one primary record
        The Revenue record – is required and has 12 fields. Each revenue line item will have its own record row.
        The Additional Diagnosis record – has 5 fields, each additional diagnosis will have its own row.
        The Additional Procedure record - has 8 fields, each additional procedure will have its own row.
    b. Sample WIpop Extract File
        i. How to count fields
    c. Crosswalk of extract to data dictionary – **Section 3 of Manual**

3. Data Submission Process – **Section 2 & 5**
    a. Logging into WIpop
    b. Reviewing account users
    c. Uploading and testing data and manual data entry
    d. Notifications by email
        i. Accepted submission data (good data)
        ii. Rejected submission (bad data)
        iii. Portal notifications

4. Correcting Edits – **Section 2**
   a. Common edits and trouble shooting
   b. How to correct a record
   c. Deleting a record vs. deleted a batch – know the difference

5. Reports in WIpop – **Section 6**
   a. Creating a report
   b. Find a patient record

6. Validation and Profile Reports
   a. http://www.whainfocenter.com/uploads/PDFs/Updates/IC_newsletter_2015_06_23.pdf

7. Portal Overview – **Section 4**
   a. What is the "Portal"?
   b. Where/how to download 7-Zip

      i. After accessing the WHAIC Portal, click the **Data Deliverables** option.
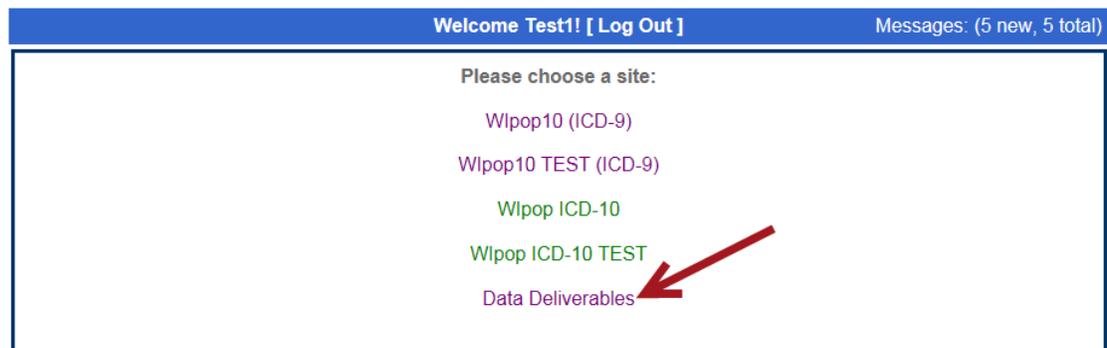
      ii. You will then download 7-Zip if you do not have it. It is a one-time download. Please check with your IT staff to see if you need to download the 32-bit or 64-bit system time for Windows from the 7-ZIP website. If you have issues in using 7-ZIP, there is a link that says **"Help for First-Time users."**

c. Downloading and retrieving profile and validation reports

        iii. Once you have 7-Zip downloaded, you can click on **file downloads** tab

You will see a list of your reports in a table. One spot that you want to be mindful of there is the 7-Zip password (you will need that later).

		File Name	Description	Size	7-Zip Password	Keyword
Select	Download	1.zip	Sample file	162803	A843DE9	

1) Click download and save the report where you want it on your PC.

		File Name	Description	Size	7-Zip Password	Keyword
Select	Download	1.zip	Sample file	162803	A843DE9	

You have a couple of options for opening the file – We will go over these. There are videos and a document to walk you through how to access them if you have trouble. You can find these under the help file.

    d. Where to find "Help"

8. Submitting NPI Requests

   Applies to physicians & other qualified healthcare providers

- We will not contact you once completed. Generally these are in the system within 24 hours, contact us within 48 hours if it does not clear **after you click update**.
- Errors – Does not necessarily mean the physician is not in our system. We can enter them, but they can be missing a credential. It will not error for me, but will edit for you. I will not know unless you contact me.
- Please remember that per the statute, we cannot collect NPI's on non-MD/DO physicians for Inpatient or Outpatient Surgery records - for these records only, you will put in ten zeroes (examples include podiatrists and nurse practitioners). For all other data types, we do accept NPI's for all.

   Submit the NPI in the format shown below to whainfocenter@wha.org.

NPI Number	Provider Name	Name of person submitting request

9. Questions/Answers