

### 3. WIPOP ACCESS AND DATA SUBMISSION

This section covers access to Wlpop (pronounced WHY-POP). All users must register to the secure portal site in order to submit or correct data. Once registered and approved a confirmation email is sent to both the user and primary contact(s).

All hospitals and ASCs are required to have at least one Primary Contact to oversee the quarterly discharge data process, receive notification of newly registered Wlpop users, and access quarterly reports. *More than one primary contact encouraged.*

All registered users agree that use of the Wlpop and Secure Portal system without authority, is prohibited. Sharing of passwords is not permitted.

Effective 11/1/2023 WHAIC moved to a multi-factor or single sign-on system access. Whereby users are no longer required to maintain a separate username or password, rather they will use their own facility login credentials. In addition, this process will initiate an Account Verification Code in the user email account that will be required in order to access the system. This process will occur every 30 days.

Data Submitters Home Page: <https://www.whainfocenter.com/Data-Submitters>

Wlpop Page: <https://www.whainfocenter.com/WIPop>

#### 3.1 Access to Wlpop

All data submitters, editors and other Wlpop users are required to register for access to Wlpop through the secure Portal. **Wlpop is a role-based system in which** designations are assigned and decided by the facility.

**WHAIC does not add users to Wlpop.** All users must register through the secure Wlpop portal site.

To register, open site <https://portal.whainfocenter.com> in your web browser and enter your email address to see if an account already exists and click submit. If an account exists, the user's information will populate in a form for the user to either update the account information or click "Next" to receive the account information code in order to log in.

## Wlpop

Sign In

Register

Step one:

Choose Sign In or Register. Your email will be required next.

## Wipop

Please enter your work email address to request access to Wipop. Note: *Enter your hospital or business email so that we can check our records to see if an account already exists.*

Submit

- If no email is registered, user will be required to register as a Wipop User and select a role based on primary or secondary contact (see [Wipop Roles](#)), as it relates to WHAIC Data Submissions.

## Wipop

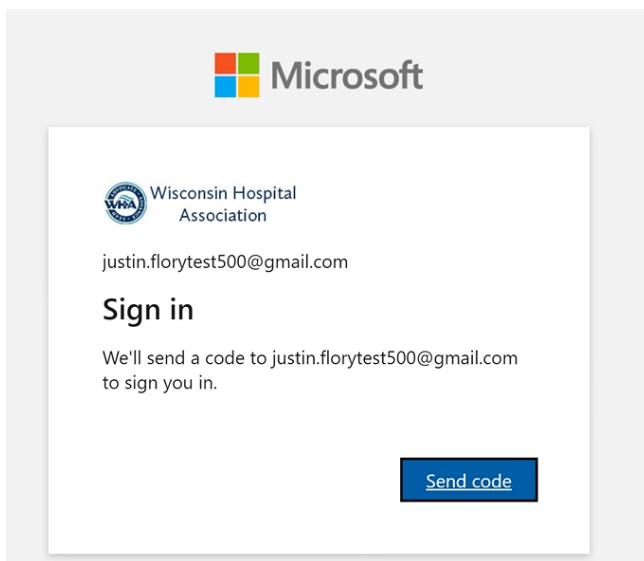
### User Information

First Name*	Last Name*
Justin	Flory
Job Title	Email*
Healthcare Data Programmer	justin.florytest500@gmail.com
Business Phone*	Mobile Phone
5555555	
Organization*	
WHA Information Center	

Previous

Next

- If the user is not registered, he/she will be required to complete the new user registration page and check all facility(s) for which you submit or correct data for and click **Next**.  
**\*In general**, the only hospitals that will populate will be the ones associated with the email address. For example, if you are with Aurora, only the Aurora sites will populate. Please choose all sites or use the “select all” feature to allow us to assign your account correctly.
- Once all the Registration Details are complete and an account is created the user will be required to sign in using their hospital or ASC credentials. Following this, an email is sent with an Account verification code the user must copy and paste into Microsoft Authenticator.



Wisconsin Hospital Association

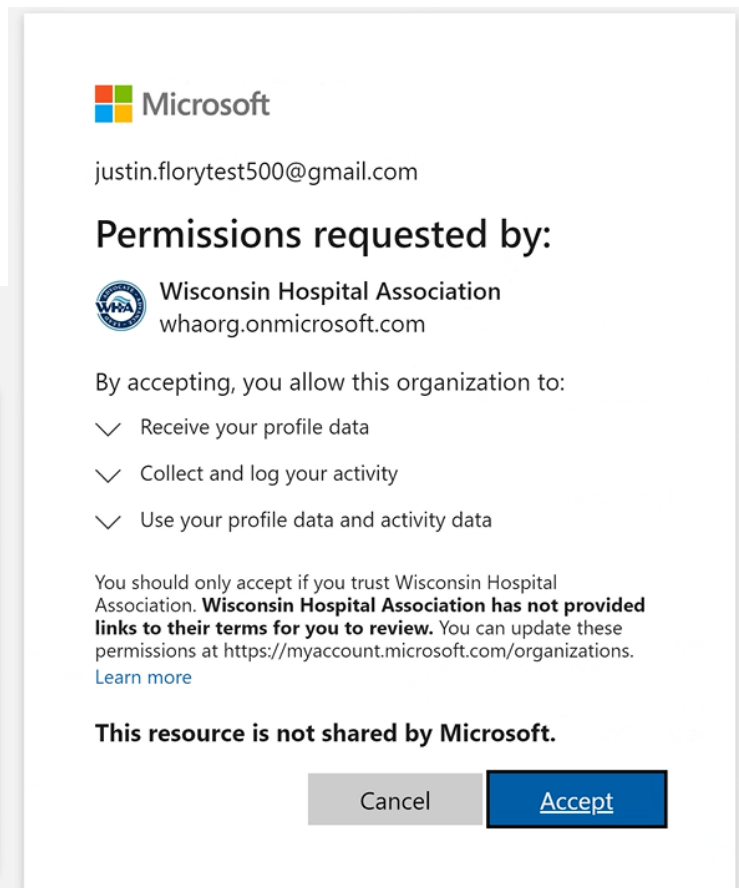
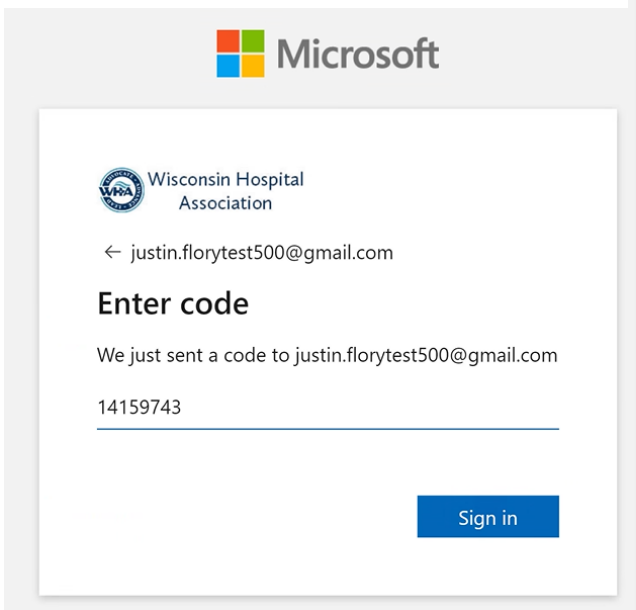
## Account verification code

To access Wisconsin Hospital Association's apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:

**14159743**

If you didn't request a code, you can ignore this email.



Users will be required to copy and paste the code accordingly. This process will occur every 30 days!

Questions about the registration process should be directed to the WHAIC Staff at [whainfocenter@wha.org](mailto:whainfocenter@wha.org).

User will no longer be required to create or enter a separate WHAIC password, rather they will receive an Account Verification Code in their email that will be required in order to access the system.

### 3.2 Inactive Account Policy

WHAIC makes every effort to create and maintain security efficiencies in the systems we operate. Please notify us of any system users no longer with the organization or in a position in which access to our systems is necessary.

In the event we are not made aware of user status, we have an automatic deactivation procedure that has been put in place to enhance portal security and data access. If an account has not been used for an extended period of time, it is more likely to be compromised. All Users with Data Deliverables (Primary, Secondary, Sales, etc.) – deactivated after 15 months.

If an account was deactivated but access is still needed, notify WHAIC at [whainfocenter@wha.org](mailto:whainfocenter@wha.org) to reactivate the account.

### 3.3 Security of Data Submission

The WHAIC Wlpop system is a Web based application. The Data Submission Process ensures a secure application by:

- User authentication is required to verify the identity of users and determine access rights.
- Secure Sockets Layer (SSL) certificate for establishing an encrypted link between the Wlpop application and browser clients.
- Database server encryption; and
- Files are uploaded to an isolated “edge” server, and only the necessary data is extracted to Wlpop.

### 3.4 Testing HIPAA Compliant 837 File

All new facilities submitting discharge data for the first time are encouraged to test their files with WHAIC prior to submitting files to the production environment.

Most facilities require resources from their vendor or IT department to create the modified 837 claims file. Testing the file allows WHAIC and the facility to evaluate specifics of the file set up that include the facility ID, specific mapping requirements, and validate if it adheres to the technical specifications contained in this Manual and Technical *Guide*. **It may take 3-6 months to develop and test a file.**

All submitted files receive an email response of either a batch process or batch failure/invalid batch.

When testing with WHAIC, do not include patient PHI such as names or SSN. Be sure the file is structurally correct and includes the fields outlined in section 5. If specific fields are missing on too many records, the file will automatically be rejected.

### 3.5 How to Submit Data in Wlpop

**Registration to use the Wlpop Secure Portal site is required to submit data.** The use of the facility 3-digit ID must be used to submit the file. Any Wlpop user may submit data through the portal and run detailed reports.

Data Submitters Home Page: <https://www.whainfocenter.com/Data-Submitters>

Wlpop Page: <https://www.whainfocenter.com/WIPop>



# Wipop

Sign In

Register

Once you have a valid account, choose Sign in to get to the main Wipop page. Once there you will see this:

## Wipop

Home Site Links ▾ Wipop Manual ▾ Facility Detail ▾ Data Deliverables ▾

### Announcements & Important Dates

9/29/2023	Rice Lake Wipop Training	<a href="#">Add To Calendar</a>
9/28/2023	<a href="#">Milwaukee Wipop Training</a>	<a href="#">Add To Calendar</a>

Wipop Production

Wipop Test

## Attention Wipop Users

### Reminders:

- We at WHAIC **DO NOT** register new users. All users must register and create their own secured account. The WHAIC website has instructions for how to register. If an existing user needs access removed or updated, email [whainfocenter@wha.org](mailto:whainfocenter@wha.org).
- Please review your current Wipop users regularly.

### Quarterly Data Update:

Refer to the online [calendar](#) for more information. Please be sure to review your online reports in Wipop, correct edits and maintain the timelines below.

2023 Q2 Data Submission	
Standard Data Submission Deadline – Data Due	8/14
Standard Deadline <a href="#">fix Edits</a> & Mark QTR Complete	8/28
<b>Extended Deadline - Due Date for Data Submission</b>	<b>9/1</b>
Ext. Deadline <a href="#">fix Edits</a> & Mark QTR Complete	9/11
✦ Validation Reports in Portal – review data!	9/13
<b>Deadline to Validate and Return Affirmation</b>	<b>9/28</b>
Data Released	10/10

*Thank you for all you do to make sure the data is timely, accurate and complete.*

1. To submit a file, click on “**Wipop Production or Wipop Test**” to get to the “**File Upload**” Screen and then choose the quarter the data is for, using your internal browser locate your file. **\*\*Do not close the browser while the file is being uploaded to our server. After clicking ‘Upload,’ a status bar will appear with the progress of the batch file upload.**
2. If you manage multiple facilities, be sure to select the facility you are intending to upload data for.

## Wipop Production

Home Site Links ▾ Wipop Manual ▾ Facility Detail ▾ Data Deliverables ▾

Select Facility:

*To choose which facility use the drop down arrow.*

Wipop (pronounced WHY POP) has two secured databases. This is the **Production** site to submit/upload and FIX edits in your quarterly discharge data. *Test your batch files for errors/omissions in the **Test Site**.*

Discharge Data is due monthly or quarterly as follows:

1st Quarter	January 1 - March 30 dates of service	Due Date:	5/15
2nd Quarter	April 1 - June 30 dates of service	Due Date:	8/15
3rd Quarter	July 1 - September 30 dates of service	Due Date:	11/15
4th Quarter	October 1 - December 30 dates of service	Due Date:	2/15

Hospitals and ASC's Primary contact(s) assumes responsibility for the quarterly files and Affirmation Statement.

### Wipop Users

Please take a moment to review your facility's Vendor Name, and list of Wipop Users or Vendor(s) authorized to access the WHAIC secure Wipop System. If the Vendor Name is incorrect, or if any of the names listed no longer require access to Wipop, please contact [whainfocenter@wha.org](mailto:whainfocenter@wha.org), as it is the facility's responsibility to notify WHAIC with any staff updates or corrections. Primary contacts may make changes to your list of current users, please see upper right corner "User Management" for more information.

Vendor Name: Epic [Click here for Roles definition](#)

First Name	Last Name	Email Address	Role
Justin	Flory	justin.florytest500@gmail.com	IC Primary User

## File Upload

### 014 - Black River Memorial Hospital

To submit your inpatient/outpatient file please choose a quarter and your preferred upload method below and click upload. Do not close the browser window while the file is being uploaded to our server. Once your file has been accepted, a notice will appear and submitter as well as facility Primary contact(s) will receive an email notification.

Step 1.

Step 2. Upload Method:  Create Encrypted Patient Identifier and Upload File (AKA Black Box) Choose this method if your 837 claim contains patient names.  
 Upload 837 Claim file (file contains encrypted patient identifier) Choose this method if your 837 file does not contain patient names.

Step 3.  No file chosen

### Two main functions of the Black Box/837 File Handler:

- The **first function** allows user to remove patient name and create the 64-character UCID.
- The **second function** will upload the output file directly to Wipop.

**Tips:**

1. Do not close browser while the file is being uploaded.
2. A status bar will appear with the progress of the batch file upload.
3. An acknowledgment email will be sent once batch is processed.

# Wipop Production

## Batch Review

[Back To Production](#)

Quarter 2, 2023 (Standard Data Due Date: 8/14/2023 12:00:00 AM) [Data Enter New Batch](#)

Quarter 1, 2023 (Standard Data Due Date: 5/15/2023 12:00:00 AM) [Data Enter New Batch](#)

Batch Num #	Patient Type	Total Records	Valid Records	Invalid Records	Available Options	Alert Records
(Uploaded 3/28/2023 1:10:12 PM)	Inpatient	85	85	0	Complete	21
<a href="#">Delete Batch</a>	Outpatient Surgery	126	126	0	Complete	2
<a href="#">View Errors</a>	Emergency Room	473	473	0	Complete	37
	Observation	22	22	0	Complete	0
	Therapies	814	813	1	<a href="#">View</a> <a href="#">Delete</a>	48
	Outpatient Lab/Rad	1446	1446	0	Complete	76
	Other Outpatient	505	464	41	<a href="#">View</a> <a href="#">Delete</a>	15

- Distinct batch numbers are assigned to each batch file.
- Edits may be worked once the file is uploaded.
- Mark Data Complete once all edits are worked.
- Users may reopen or delete an entire batch using the keys under the Batch Number.

### 3.6 Request an Extension

Extension requests may be submitted under specific circumstances such as vendor changes and catastrophic situations (fire, tornado, or flood) that prevent the facility from submitting timely data.

Extension requests must be filed 10 days before the data is due. Data is due 45 days after the close of the quarter. To file for an extension, log into Wipop secured portal and to the right of the Select a Facility, click on the “Request Extension” to begin the process. Once the extension is filed, you will have an extra 20 days to submit the data.

Although a facility may file for an extension, WHAIC may continue to contact the facility to better gauge and understand the situation and when the data will be submitted.

# Wipop Production

Select Facility:

[Batch Review](#)

Wipop (pronounced WHY POP) has two secured databases. This is the **Production** site to submit/upload and FIX edits in your quarterly discharge data. *Test your batch files for errors/omissions in the **Test Site**.*

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[File Upload](#)

[Request Extension](#)

