

# Hospital Utilization Report Registration

It's WHAICs policy that all data submitters and data users register for a role in our secured database, prior to reporting. WHAIC staff reviews all registrations followed by an approval email, or if needed, a request for additional information. If you have any questions about the registration process, please contact the WHAIC data collection staff at 608-274-1820 or email [WHAInfoCenter@wha.org](mailto:WHAInfoCenter@wha.org).

- 1. To register, please open site <https://portal.whainfocenter.com> in your web browser and click the "Register" link:

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

**Log In**

Please enter your Username and Password

User Name:

Password:

**Log In**

**Register**      [Forgot Password](#)      [Change Password](#)

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

2. A list of “Application” options will be presented. Check the box marked Hospital Utilization Reports.

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

**Check the box next to Hospital Utilization Report**

**Registration**

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

Register For	Definition
<input type="checkbox"/> Wipop	<a href="#">I will be submitting and/or editing Wisconsin hospital or ambulatory surgery center discharge data</a>
<input type="checkbox"/> Facility-Specific Reports	Check this box if you are registering as a: <ul style="list-style-type: none"><li><a href="#">Wipop Primary or Secondary Contact</a> (also check Wipop above)</li><li><a href="#">Recipient of Quality Reports</a></li></ul>
<input type="checkbox"/> Annual Hospital Survey	<a href="#">I submit, verify, review and/or sign off on the annual surveys including Hospital Fiscal Survey, Uncompensated Personnel, and Medicare Cost Report Surveys</a>
<input type="checkbox"/> Kaavio	<a href="#">I will be using the Kaavio data analysis tool</a>
<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"/> Hospital Utilization Report	I will be submitting the Hospital Utilization Report (aka Milwaukee Report) for my facility(s)
<input 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

3. Scroll through the list of facilities and check all that apply to your role as a data submitter and click Next:

Select the facilities that you represent...

- Amery Regional Medical Center (Amery)
- Appleton Medical Center (Appleton)
- Arthroscopic Surgery Center LLC (Appleton)
- Aspirus Stevens Point Surgery Center (Stevens Point)
- Aspirus Wausau Hospital (Wausau)
- Aurora BayCare Medical Center in Green Bay (Green Bay)
- Aurora Health Center - Fond du Lac (Fond du Lac)
- Aurora Health Center - Marinette (Marinette)

**STOP**: Check **ALL facilities that you represent** and are responsible for entering hospital utilization data for.

#### 4. Complete the User Details screen and click Create Account.

##### Personal Details...

First Name:

Last Name:

Email:

Title:

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

WHAIC must activate all accounts.  
*Allow 24-48 weekday hours to receive your approval notice.*

## Hospital Utilization Report Login

Once your account is activated you may access the site by logging into the WHAIC portal at <https://portal.whainfocenter.com>

Please choose a site:

[Hospital Utilization Report](#)

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Choose the Hospital Utilization Report site.  
Some users may have more than one site listed.

#### Please see our website for documentation on how to:

1. Reactive an account
2. Remove a user
3. Retrieve a User Name
4. Change a Password