



Rate Increase Reporting Manual

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Questions?

(608) 274-1820 (Madison area)

(800) 231-8340 (Toll Free)

WHAInfocenter@wha.org

WHA Information Center Staff:

Jennifer Mueller, MBA, RHIA, FACHE, FAHIMA

WHAIC Vice President and Privacy Officer

Brian Competente, Director of Operations

(Data Sales and Custom Data Requests)

WHAIC Data Submission and General Questions

Cindy Case, Director Data Management

Heather Scambler, Program Specialist

Justin Flory, Healthcare Application Developer

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I. Wisconsin Hospital Association Information Center (WHAIC)

WHAIC is a wholly owned subsidiary of the **Wisconsin Hospital Association** and was incorporated on October 1, 2003. WHAIC began collecting data in January 2004 under contract with the Wisconsin Department of Administration.

WHA Information Center (WHAIC) is dedicated to collecting, analyzing, and disseminating complete, accurate and timely discharge data and reports about charges, utilization, and quality of care provided by Wisconsin hospitals, ambulatory surgery centers and other healthcare providers.

A. Introduction

The Wisconsin State Statutes ([DHS 120](#)) requires Wisconsin hospitals to report certain price increases to WHA Information Center (WHAIC). When a price increase causes a hospital's gross patient revenue to increase faster than the rate of inflation (specifically, the increase in federal government's consumer price index, or CPI), the hospital must report the price increase to its community and WHAIC.

Publication of Notice: Hospital must publish a price increase at least 30 days, but not greater than 45 days prior to the effective date of that price increase. [To meet the requirements](#), a hospital must **publish** a notice of the price increase in a local paper. The notice must indicate according to the statute the individual [charge elements](#) affected by the increase. The publication then needs to be uploaded to the WHAIC reporting site.

B. What is Rate Increase Reporting?

According to Statute DHS 120.09, a Class 1 notice is required in at least one newspaper likely to give notice to interested persons in the area where the hospital is located. The Notice is required no sooner than 45 calendar days and no later than 30 calendar days before a hospital implements a reportable price increase. [To meet the requirements](#), a hospital must publish a notice of the price increase in a local paper. The notice must indicate the individual [charge elements](#) affected by the increase as defined by the statute.

C. Use of Secured Webpages

WHA and WHA Information Center (WHAIC) has adopted a single sign-on (SSO) functionality for each application, enabling all WHA and WHAIC users to have just one login for all WHA and WHAIC products. The SSO process streamlines the experience for all users as well as those that enter data into the secured portals. This is sometimes referred to as DUO authentication, Multi-factor authentication (MFA) or two-factor authentication (2FA).

Upon registration, the WHAIC staff will review the account for proper access. Once approved, an email will be sent to confirm the account. Once the email is verified, user may begin to login.

Please be sure to **check all** affiliated hospitals. Once you have an approved account, most monthly reminders to complete the Rate Increase reporting and future communications will be sent through an automated email system. Hospitals are responsible for notifying WHAIC staff of any user changes.

Hospital Rate Increases

The Wisconsin State statutes (DHS 120) requires Wisconsin hospitals to report certain price increases to WHA Information Center (WHAIC). When a price increase causes a hospital's gross patient revenue to increase faster than the rate of inflation (specifically, the increase in federal government's consumer price index, or CPI), the **hospital must report the price increase to its community and WHAIC.**

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Once a hospital completes the online form, the reported increase is available in real-time by clicking the CPI Information Tile. For more information on the collection and reporting, refer to **the Instructions and Resources Tile.**



Hospital Rate (CPI) Information



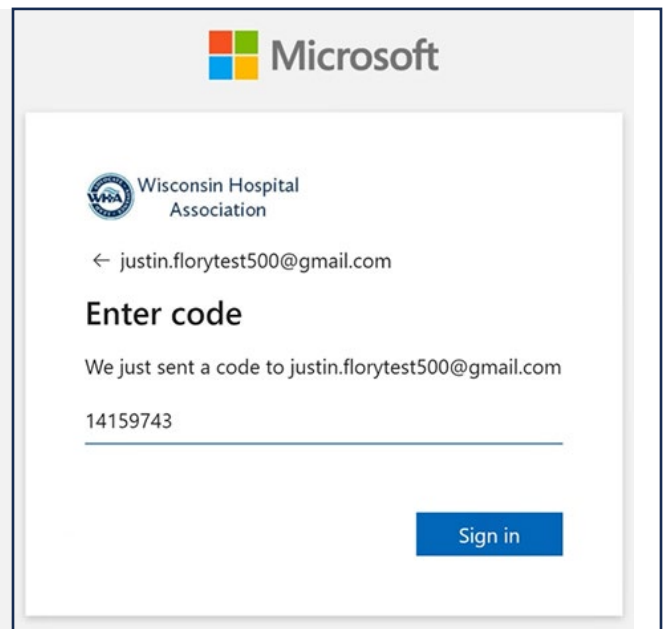
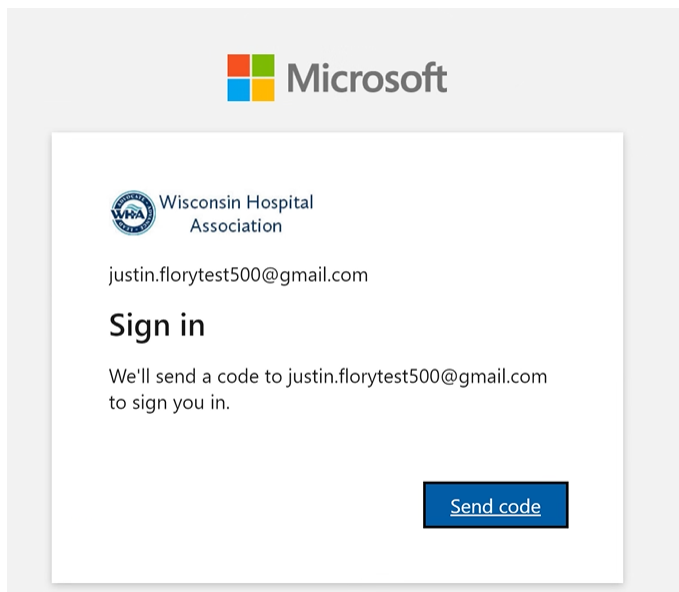
Online Form



Instructions and Resources

[Click here to view historical Hospital Rate Increases list](#)

To register and complete the reportable increase on the form.





Wisconsin Hospital Association (via Microsoft) <account-security-noreply@accountprotection...> 10:54 AM (0 minutes ago) ☆ ↶ ⋮
to me ▾

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.



Rate Increases

If you registered using a Microsoft account (hotmail, outlook.com, or business active directory account) you will log in with that username and password.

Sign In

Register

D. Hospital Rate Increase Roles

Roles are designations assigned to manage and oversee the timely data submission of the rate increases. At this time, WHAIC has one “**User Role**” assignment set up for those that submit the Hospital Rate Increases.

WHAIC requires all data submitters and data users to register prior to reporting. WHAIC staff generally approves all registrations with an affiliated hospital email address within 24-48 hours, followed by an approval email unless additional information is needed.

Questions about the registration process may be directed to the WHAIC email WHAInfoCenter@wha.org.

To begin, users are asked to enter their work email address in order to request access to the system. This allows WHAIC to validate the email address against our contact management system to see if an account with that email address already exists in our system. If it does, the registration page will be completed according to the information we have on file. If not, the user must proceed to registration.

****WHAIC does not add users to our reporting system.**

New users/submitters that have never accessed the WHA/WHAIC sites must register:

1. Open the “Transparency” tab
2. Click on Hospital Rate Increases Tile
3. Go to the “Online Form” and proceed to the “[Rate Increase Login](#)”
4. Once your registration information is entered the next step is to choose your facilities. Please be sure to choose all the facilities for which you will be responsible for.

New users/submitters that have never accessed the WHA/WHAIC sites must register:



Rate Increases

If you registered using a Microsoft account (hotmail, outlook.com, or business active directory account) you will log in with that **email** and password.

Sign In

Register

Rate Increases

User Information

First Name*

Cindy

Last Name*

Case

Job Title*

Director of Data Management and Integrity

Email*

ccase@wha.org

Business Phone*

[Redacted]

Mobile Phone

[Redacted]

Organization*

WHA Information Center

Previous

Next

Create Account

Select Role: **Rate Increase submitters will be assigned a "User" role**

User

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

Please select your affiliated facilities:

017 - Ascension SE Wisconsin - Elmbook Campus(Brookfield)
 018 - Aurora Medical Center Burlington(Burlington)
 032 - Aurora Lakeland Medical Center(Elkhorn)
 043 - Aurora Medical Center - Washington County(Hartford)
 072 - Froedtert Menomonee Falls Hospital(Menomonee Falls)

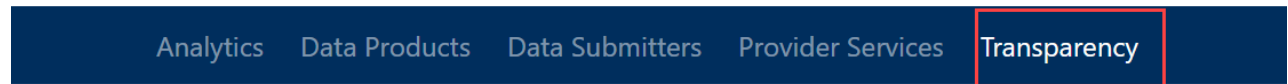
Choose ALL facilities you will enter data for.

[Previous](#) [Register](#)

II. Online Reporting and Entering Rate Increase Data

All reporting is done through the online submission site using a secured form. WHAIC requires hospitals to complete the form and report **regardless** if an increase above the current CPI is published or not. This allows WHAIC to perform regular audits and properly communicate with those who are required to report.

An email response will be sent to the submitter acknowledging the date and amount of increase. Access the Rate Increase and reporting site via the WHAIC website

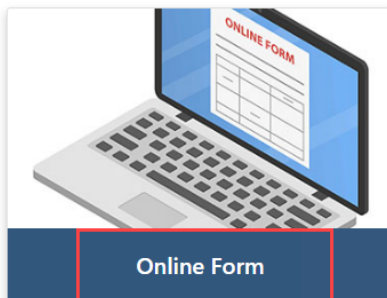


Hospital Rate Increases

The Wisconsin State statutes ([DHS 120](#)) requires Wisconsin hospitals to report certain price increases to WHA Information Center (WHAIC). When a price increase causes a hospital's gross patient revenue to increase faster than the rate of inflation (specifically, the increase in federal government's consumer price index, or CPI), the **hospital must report the price increase to its community and WHAIC.**

Publication of Notice: Hospital must publish a price increase at least 30 days, but not greater than 45 days prior to the effective date of that price increase. **To meet the requirements,** a hospital must publish a notice of the price increase in a local paper. The notice must indicate the individual **charge elements** affected by the increase as defined by the statute.

Once a hospital completes the online form, the reported increase is available in real-time by clicking the CPI Information Tile. For more information on the collection and reporting, refer to **the Instructions and Resources Tile.**



[Click here to view historical Hospital Rate Increases list](#)

To register and complete the reportable increase on the form.

Rate Increases

Select Facility for Rate Increase: Choose your hospital →

Effective Date of Rate Increase: Separate forms are required for each facility.

Check if No Rate Increase Applies: Use this box to note the increase is under the current CPI or there was no increase to report. WHAIC uses this field to audit facilities.

Percent of rate increase: % Specify the rate increase percent.

Select rate increase notice file: No file chosen Click on "Choose File" to attach a PDF copy of the rate increase notice that was published in the local paper.

Enter comments if desired:

Required **Submission of this form and all necessary documentation is accurate to the best of my knowledge and completes our facilities statutory obligation as defined in State statutes ([DHS 120](#)) that require Wisconsin hospitals to report certain price increases to WHA Information Center (WHAIC).*

Exit takes user back to the WHAIC website.

III. Correcting or submitting an additional Rate Increase

Users may correct or submit an additional Rate Increase by going to the online form. If a previous rate increase was submitted in error, user can fix it by replacing it by choosing between the two options provided on the form. The second option only populates if a current rate increase is on file for that year.

If an additional rate increase is submitted, a second line item on the published form will appear.

Rate Increases

Select Facility for Rate Increase:

Effective Date of Rate Increase:

ATTENTION: A rate increase of 4.60% was submitted for this calendar year on 1/9/2024 11:43:15 AM [View Details](#)

Please choose between the following: **To correct or submit an additional increase!**

- The previous submission contained errors. This submission will REPLACE the original submission.
- This submission is in ADDITION to the previous submission. This is the second rate increase for this calendar year.

Check if No Rate Increase Applies:

Percent of rate increase: %

Select rate increase notice file: No file chosen

Enter comments if desired:

**Submission of this form and all necessary documentation is accurate to the best of my knowledge and completes our facilities statutory obligation as defined in State statutes ([DHS 120](#)) that require Wisconsin hospitals to report certain price increases to WHA Information Center (WHAIC).*

IV. Timeline and Automated Reminders

Reporting should be done according to the statutory requirements outlined in the DHS Admin Rule 120.09 based on the Fiscal Year (FY) of the facility. An automated email will be sent notifying registered users the rate increase is due as follows.

Publication of Notice: Hospital must publish a price increase at least 30 days, but not greater than 45 days prior to the effective date of that price increase. [To meet the requirements](#), a hospital must publish a notice of the price increase in a local paper. The notice must indicate the individual [charge elements](#) affected by the increase as defined by the statute.

To the degree possible, we automate data submission reminder emails as follows:

- **June 1** – for July FY
- **September 1** – for October FY
- **December 1** – for January 1 FY

The Rate Increase Report is posted and updated in real-time on the WHAIC website.

V. Hospital Rate Increase Report

This [report](#) is available in both PDF and Excel format

[Download PDF](#)

January 1, 2024 to December 31, 2024; Last Updated 1/10/2024

	Date of Increase	Annualized % Increase	Date of Increase	Annualized % Increase	Analysis Area
City and Hospital Name	2024	2024	2023	2023	
Altoona/OakLeaf Surgical Hospital			*	*	5A-West Central
Amery/Amery Regional Medical Center	01/01/2024	3.50	*	*	5A-West Central
Antigo/Aspirus Langlade Hospital			*	*	6-North Central
Appleton/Ascension NE Wisconsin - St. Elizabeth Campus			*	*	3-Lake Winnebago
Appleton/ThedaCare Medical Center Orthopedics, Spine and Pain			01/01/2023	11.00	3-Lake Winnebago
Appleton/ThedaCare Regional Medical Center - Appleton, Inc.			01/01/2023	11.00	3-Lake Winnebago
Ashland/Tamarack Health Ashland Medical Center			*	*	7-Western Lake Superior
Baldwin/Western Wisconsin Health			*	*	5A-West Central
Baraboo/SSM Health St. Clare Hospital – Baraboo			*	*	1-Southern
Barron/Mayo Clinic Health System - Northland in Barron	*	*	*	*	5A-West Central
Beaver Dam/Marshfield Medical Center – Beaver Dam			*	*	1-Southern
Beloit/Beloit Health System	01/01/2024	4.00	*	*	1-Southern

Whitehall/Gundersen Tri-County Hospital and Clinics					5B-Southwestern
Wild Rose/ThedaCare Medical Center - Wild Rose			*	*	3-Lake Winnebago
Wisconsin Rapids/Aspirus Riverview Hospital and Clinics, Inc			*	*	6-North Central
Woodruff/Howard Young Medical Center			*	*	6-North Central
	Average	4.74	Average	5.41	
	Maximum	7.14	Maximum	16.00	
	Minimum	1.90	Minimum	2.00	
Official CPI Index	CPI Index	3.40	CPI Index	6.50	

NOTE: The AVERAGE rate increase only includes hospitals that raised and reported their rates.

Hospital Name Changes

St. Josephs Hospital in West Bend has been changed to Froedtert West Bend (NC 11/19)

VI. Definitions

NAME	DEFINITION
Annualized percentage	Means an estimate of the percentage increase in a hospital's gross revenue due to a price increase in charges for patient services for the 12-month period beginning with the effective date of the price increase.
Change in consumer price index	Means the percentage difference between the consumer price index, as defined in s. 16.004 (8) (e) 1., Stats., for the 12-month period ending on December 31 of the preceding year and the consumer price index for the 12-month period ending on December 31 of the year prior to the preceding year.
Charge element	Means any service, supply, or combination of services or supplies that is specified in the categories for payment under the charge revenue code of the uniform patient billing form
Class 1 notice	Means, in accordance with s. 985.07 (1), Stats., the publication of a notice at least once in a newspaper likely to give notice to interested persons in the area where the hospital is located.
Room and board	Means the charges associated with all services provided to the patient in a private or semi-private room.

VII. Frequently Asked Questions

Question	Response	Date
Why did the reporting format change?	Our policy is to evaluate and implement the best security practices and processes available in order to use and enter data in our secure environment for all data collection routines.	January 2024
What if I miss the deadline to submit the Rate Increase?	WHAIC sends out numerous emails and reminders. We ask that you submit as soon as you can. Periodic audits are done	January 2019

	throughout the year and it's the responsibility of the facility to respond, comply and report accurate and timely information.	
I forgot to include one of our hospitals, how do I get it added?	Users may request to add additional hospitals at any time, email the whainfocenter@wha.org to request changes to the list of hospitals available for reporting.	February 2021
How do I add another rate increase to an existing increase?	<p>If a second rate or mid-year increase is implemented, the facility must login and complete the new data, if an existing increase is in the system, user will be asked if the new RI is a replacement or an additional increase and proceed accordingly.</p> <p>A secondary line item will appear on the spreadsheet reflecting the additional increase. n</p>	February 2021
Do I have to do anything if our facilities do not raise rates?	Yes, in order to maintain our compliance with the statute, we ask that all facilities regardless of impending rate increase is planned or not, log in and acknowledge it via a check box indicating no increase or no increase above the current CPI. This helps with our auditing and tracking.	January 2024

End