

Hospital Rate Increase Registration

It is 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 within 24-48 hours 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 (Cindy or Suzy) at 608-274-1820 or email 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:

[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.

TIPS:

1. All user Passwords expire annually.
2. Accounts will deactivate after a specified period of inactivity. Contact WHAIC at WHAInfoCenter@wha.org to reactivate.
3. Contact WHAIC for password resets.
4. Contact WHAIC to remove 'Users'.
5. Contact WHAIC for questions or assistance as needed.


2. A list of “Role” options will be presented. Check the box marked Hospital Rate Increase.

Registration

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

Register For	Definition
<input type="checkbox"/> Wlpop	I will be submitting and/or editing Wisconsin hospital or ambulatory surgery center discharge data
<input type="checkbox"/> Facility-Specific Reports	Check this box if you are registering as a: <ul style="list-style-type: none"> • Wlpop Primary or Secondary Contact (also check Wlpop above) • Recipient of Quality Reports
<input type="checkbox"/> 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
<input type="checkbox"/> Kaavio	I will be using the Kaavio data analysis tool
<input type="checkbox"/> Psych Bed Locator	I will use the facility tool to submit bed availability for emergency staff seeking an inpatient psychiatry bed
<input type="checkbox"/> Hospital Utilization Report	I will be submitting the Hospital Utilization Report (aka Milwaukee Report) for my facility(s)
<input checked="" type="checkbox"/> Hospital Rate Increase	I will be submitting the Hospital Rate Increase notices 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

Choose Hospital Rate Increase Role



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** are responsible for entering hospital rate increase data for.

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

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

Rate Increase Login

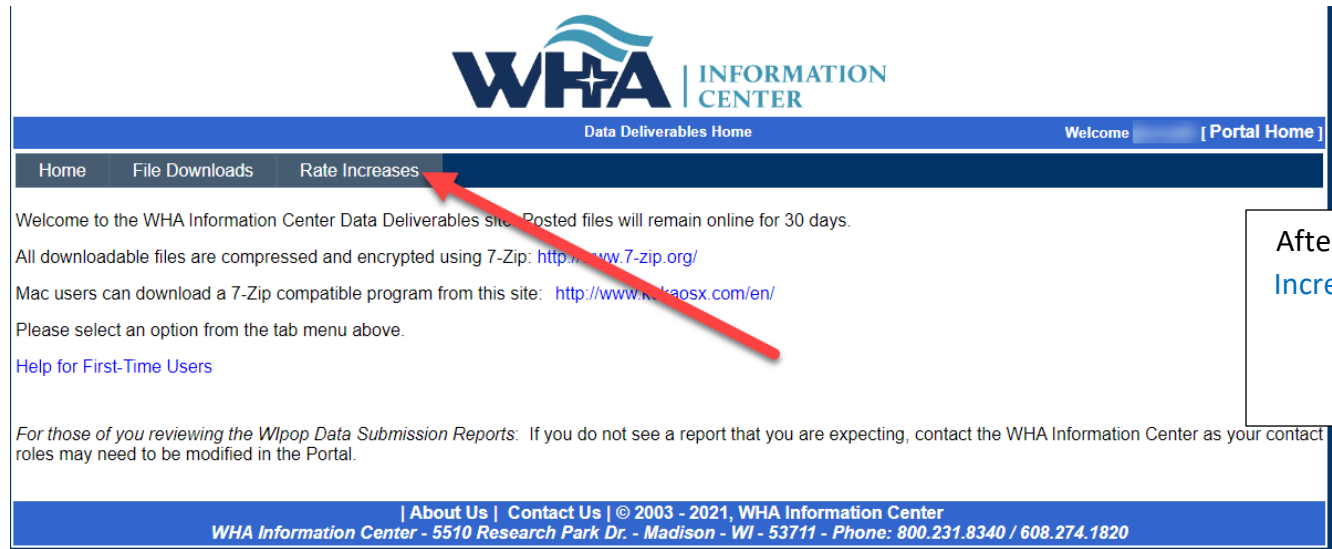
Once your account is activated you may access the site by logging into the WHAIC portal at <https://portal.whainfocenter.com>

Please choose a site:

[Data Deliverables](#)

Choose Data Deliverables. Some users may have more than one site link.

After clicking on Data Deliverables, **click on Rate Increases in the upper left tab menu / toolbar.**



After clicking on Data Deliverables, **click on Rate Increases** in the upper left tab menu / toolbar *to access the Hospital Rate Increase Form.*

 **Please see our Website for documentation on how to complete the Rate Increase Form.**