

HIDI Data Submission Instructions

OVERVIEW

HIDI's hospital discharge data collection tool is the cornerstone for HIDI's data program. Participating hospitals submit data through a secure, web-based tool. HIDI data submission tools support associations by providing association – defined error checks to assist in ensuring accurate, high-quality data meet hospital reporting needs. A series of reports are provided to assist each hospital and association with information to assist in monitoring and managing data submissions.

LOGIN

The secure login page will prompt for an email address and password for our system. Due to HIPAA security requirements, each individual user must have their own password for this system.

ENHANCED SECURITY

HIDI utilizes **Multifactor Authentication** for additional security to HIDInet user accounts. That means an extra step is added to the login process to verify users' identities.

After entering the password, the user will be prompted to enter the verification code received by the chosen authentication method, phone call or text message.

HOME SCREEN

Successful login will open the HOME screen. This screen provides a list of available menu options placed horizontally across the top of the page. This page will display the list of submission deadlines set forth by the hospital association as well as a list of users authorized to access the account for the facility. Please review the user list and verify the users listed as authorized to access this facilities' data. If changes need to be made, click the "Contact Us" link or email listed above the user list and send a note stating the required changes and reason for the change. The association contact will follow-up if further information is required.

The screenshot shows the HIDInet Home screen. At the top, there is a navigation bar with links: HIDInet, Upload, Status, Reports, Data Submissions, Documentation, and Sign out. Below the navigation bar, the word "Home" is displayed. A table shows submission deadlines for each quarter:

Discharges	Due to HIDI
1st Quarter	Aug 1
2nd Quarter	Nov 1
3rd Quarter	Feb 1
4th Quarter	May 1

Below the table, there is a message: "The following users share access to your facilities. If someone should be removed, please contact HIDI at hidi@mhanet.com or 573/893-3700 ext. 1362."

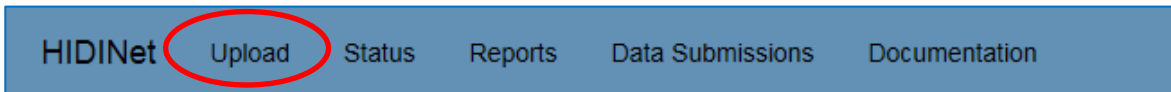
The list of users is:

- WV999999 - WV Test Hospital, WV City, WV
- Admin, Demo
- Thruston, Jon
- User, Demo
- Vendor, Demo
- Warchol, Steven

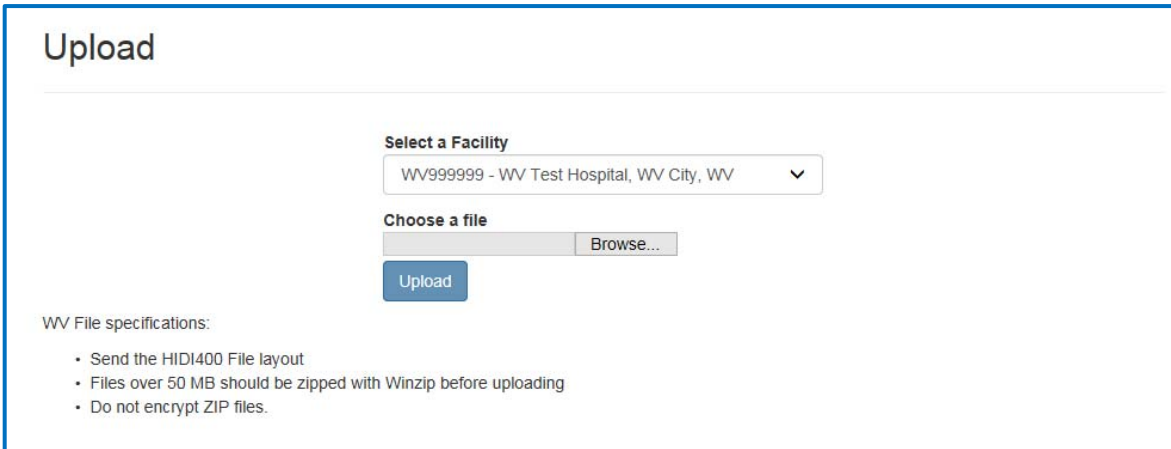
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DATA SUBMISSION

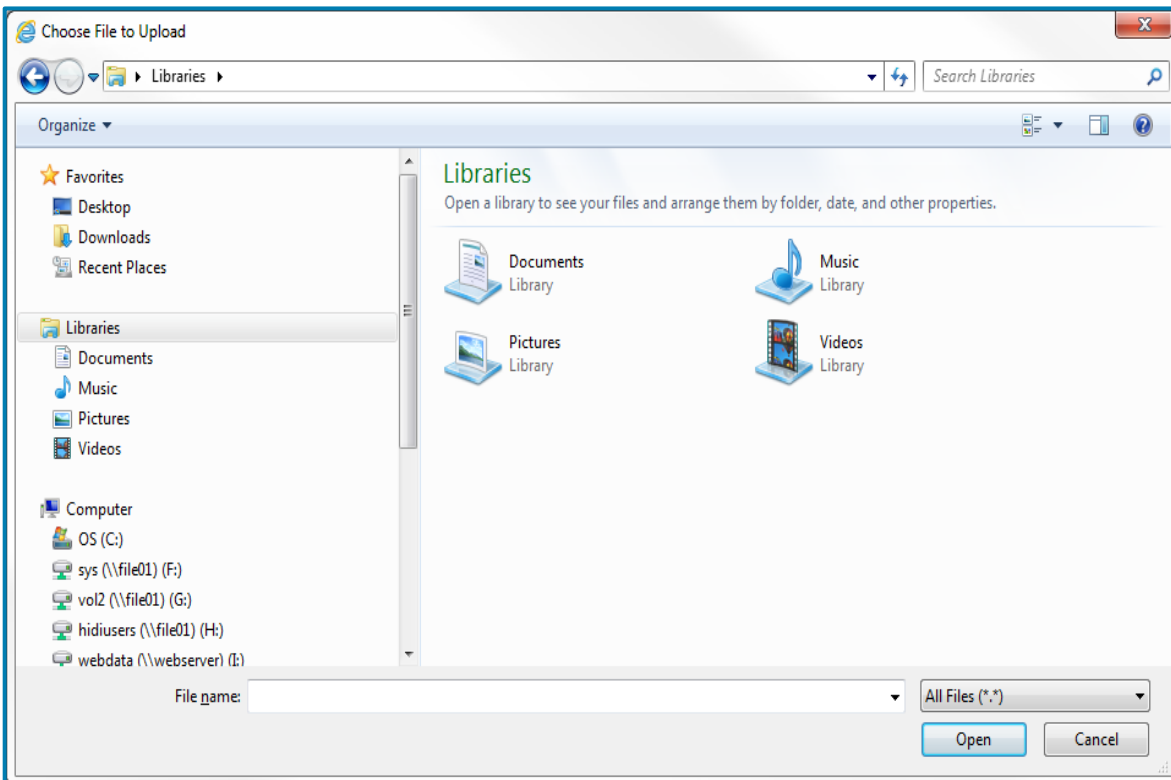
To upload a discharge data file to the system, click the "Upload" menu option.



Select the correct facility from the drop-down menu. Some users may see multiple facilities on their drop-down list. Users may be authorized to submit data for multiple facilities but can only submit one data file at a time.



Once the hospital is selected, click the "Browse" button. This opens a windows browsing screen where the user can navigate to the proper location and select the discharge data file to be uploaded.

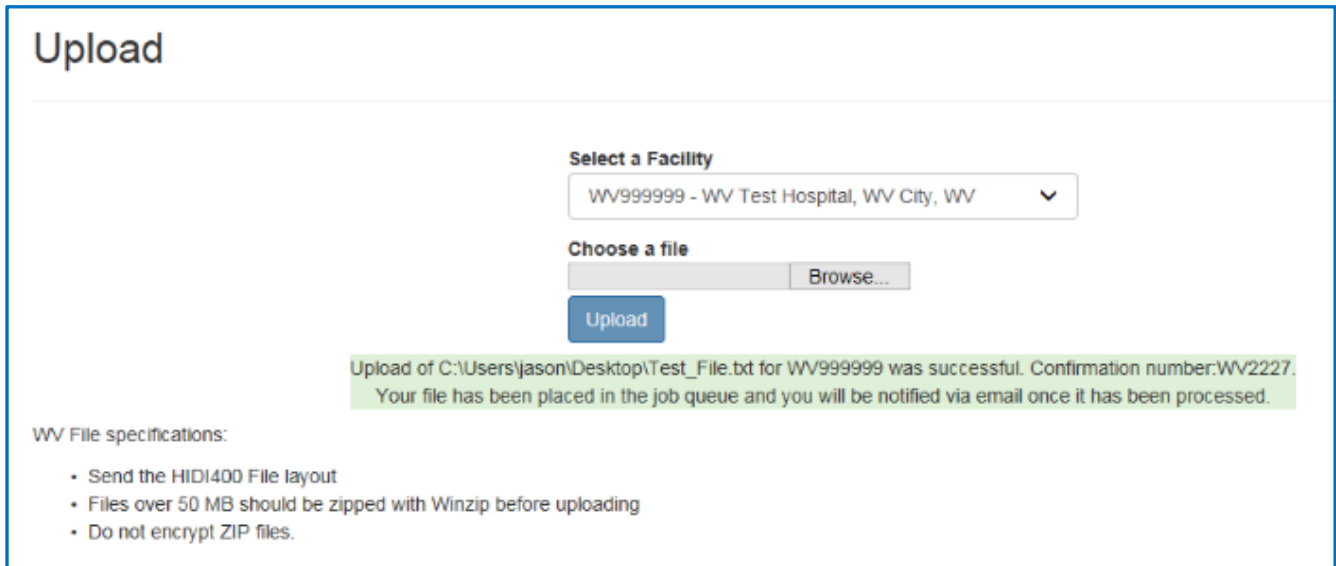


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Select the appropriate file and click "OPEN". The file location should display next to the browse button.

Click "Upload" to send this file to the data collection system. Once the upload is complete, the preprocessor will do an initial verification of the file submitted.

If the upload is successful, a message will display the name of the file uploaded and a confirmation number (also called the batch ID). Please record the batch ID when the file is uploaded for later reference.



The screenshot shows the 'Upload' page of the HIDI system. At the top, there is a heading 'Upload'. Below it, there is a form with the following elements:

- A dropdown menu labeled 'Select a Facility' with the selected option 'WV999999 - WV Test Hospital, WV City, WV'.
- A text input field labeled 'Choose a file' with a 'Browse...' button next to it.
- An 'Upload' button.
- A green confirmation message: 'Upload of C:\Users\jason\Desktop\Test_File.txt for WV999999 was successful. Confirmation number:WV2227. Your file has been placed in the job queue and you will be notified via email once it has been processed.'
- A section titled 'WV File specifications:' with a bulleted list:
 - Send the HIDI400 File layout
 - Files over 50 MB should be zipped with Winzip before uploading
 - Do not encrypt ZIP files.

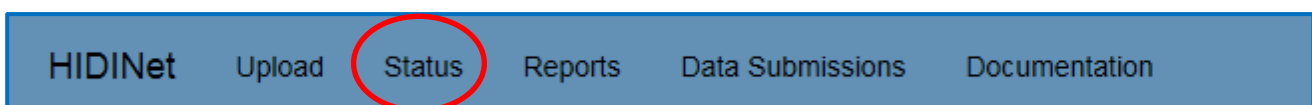
A message in red states, "If uploading a replacement file, be sure to delete the original from the STATUS page first!" Instructions for deleting a batch will be reviewed later in this tutorial.

File types are identified for each state, per association needs. The file parameters are listed on the upload page. The file can have any name, as HIDI only uses the name for reference. The file size must be less than 50 Megabytes. Zip files can only contain one compressed file and they cannot be password protected; the preprocessor is an automated system, if a password is being used to encrypt a zip file, the processor cannot open and validate the data file.

STATUS PAGE

Click on the "Status" heading.

The Status page shows current and previous 8 quarters of data including record counts, error rates and a link to access the error correction screens for the selected facility.



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WV999999 - WV Test Hospital, WV City, WV

	Monthly IP Records			Monthly OP Records			IP Error Rate	OP Error Rate	
Q118	0	0	0	0	0	0	100	0	Correct
Q218	139	156	149	0	0	0	100	0	Correct
Q318	0	0	0	0	0	0	0	0	Correct
Q418	0	0	0	0	0	0	0	0	Correct
Q119	0	0	0	0	0	0	0	0	Correct
Q219	0	0	0	0	0	0	0	0	Correct
Q319	0	0	0	0	0	0	0	0	Correct
Q419	0	0	0	0	0	0	0	0	Correct

REPORTS PAGE

To access edit detail and verification reports, click on the "Reports" heading. For each batch processed by the system an edit detail report and a verification report will display.

[HIDINet](#)
 [Upload](#)
 [Status](#)
 [Reports](#)
 [Data Submissions](#)
 [Documentation](#)

WV999999_EditDetailTab_Q218.txt	3/5/2019
WV999999_EditDetail_Q218.pdf	6/27/2019
WV999999_Verification_2018.xlsx	3/5/2019

HIDI Data Submission Instructions

EDIT DETAIL

To view the list of record errors and other details, click the "Edit Detail" report link.

INPATIENT ERROR SUMMARY REPORT DISCHARGE PERIOD FROM 4/1/2018 TO 6/30/2018					
ERROR #	F/W	ERROR MESSAGE	ERROR COUNT	ERROR RATE	EDIT STATUS
402	F	Primary payer is missing	1	0.22%	ACTIVE
403	F	Payer is invalid	1	0.22%	ACTIVE
1002	F	Patient disposition is missing	8	1.75%	ACTIVE
1301	F	Principal DX POA is missing	1	0.22%	ACTIVE
1304	F	Other DX POA is missing	3	0.66%	ACTIVE
1501	F	Principal DX missing	2	0.44%	ACTIVE
1602	F	Principal PX is invalid	2	0.44%	ACTIVE
1603	F	Other PX is invalid	2	0.44%	ACTIVE
1702	F	Other PX date is missing	1	0.22%	ACTIVE
1707	F	Principal PX date is not between stmt from date and discharge date	1	0.22%	ACTIVE
1708	F	Other PX date is not between stmt from date and discharge date	1	0.22%	ACTIVE
2001	F	Zip code is missing	5	1.09%	ACTIVE
2201	F	Point of origin is missing	1	0.22%	ACTIVE
2203	F	Point of origin is invalid for newborn	3	0.66%	ACTIVE
2508	F	Total charges more than +-5% of line item total	4	0.87%	ACTIVE
2601	F	Attending physician missing	1	0.22%	ACTIVE
3301	F	Patient SSN is missing	1	0.22%	ACTIVE
3701	F	Revenue code is missing	1	0.22%	ACTIVE
3801	F	Revenue units missing	1	0.22%	ACTIVE
4101	F	Bill type is missing	14	3.06%	ACTIVE
4501	F	Admit DX is missing	2	0.44%	ACTIVE
4502	F	Admit DX is invalid	1	0.22%	ACTIVE
5203	F	Statement from date is prior to admit date	4	0.87%	ACTIVE
6002	F	Medicare number is invalid	458	100.00%	ACTIVE
6303	F	Facility NPI is not on file	458	100.00%	ACTIVE
404	W	Payer is missing	2	0.44%	ACTIVE
407	W	Patient Age >= 65 and primary payer not Medicare	23	5.02%	ACTIVE
1202	W	Length of stay greater than 3 years	1	0.22%	ACTIVE
1203	W	Length of stay greater than 90 days	1	0.22%	ACTIVE
1204	W	Length of stay not equal to R&B units	12	2.62%	ACTIVE
1303	W	Principal DX POA reported, DX code exempt	7	1.53%	ACTIVE
1306	W	Other DX POA reported, DX code exempt	101	22.05%	ACTIVE
1520	W	Principal DX indicates poisoning or injury, no ECM code present	5	1.09%	ACTIVE
1521	W	Other DX indicates poisoning or injury, no ECM code present	15	3.28%	ACTIVE
1530	W	ECM code is invalid as other DX	1	0.22%	ACTIVE
1601	W	Operating physician, but no principal PX	197	43.01%	ACTIVE

RPT001
Version N2 ©2019 Hospital Industry Data Institute

6/27/2019 7:05:10 PM
Page 1

The first page will be the Inpatient Error Summary report. The error number and error message are specific to HIDI. The F/W column identifies the error as a fatal error (F), warning error (W) or an informational error (I). Fatal errors must be corrected before the batch is accepted. Warning errors need to be reviewed for accuracy. Informational errors provide direction in determining the data element that may be causing the fatal error within that patient record.

For example, error 402 has a fatal error that states "Primary payer is missing" on the record.

The next page is the edit detail report, which displays a summary of the discharge record details that contains errors. This information allows users to correct the errors in their internal system and resubmit the batch to the HIDI system.

HIDI Data Submission Instructions

INPATIENT ERROR DETAIL REPORT					
DISCHARGE PERIOD FROM 4/1/2017 TO 6/30/2017					
PATIENT #:	TEST11557	BIRTH DATE:	01-03-1973	DISCHARGE DATE:	04-03-2017
MED REC:	TEST11557	BILL TYPE:	1 111	ADMIT DATE:	03-31-2017
Error No./F/W	Field Value	Error Message			
3705	I 999	Verify revenue code			
3803	I 1	Verify revenue units			
3901	F \$0.00	Revenue charge is missing			
PATIENT #:	TEST10026	BIRTH DATE:	05-22-1991	DISCHARGE DATE:	04-20-2017
MED REC:	TEST10026	BILL TYPE:	111	ADMIT DATE:	04-16-2017
Error No./F/W	Field Value	Error Message			
9726	I Z880	Verify other ICD10 diagnosis			
9808	F Y	POA reported, but other ICD10 diagnosis is exempt			
PATIENT #:	TEST14236	BIRTH DATE:	01-07-1929	DISCHARGE DATE:	04-25-2017
MED REC:	TEST14236	BILL TYPE:	111	ADMIT DATE:	04-21-2017
Error No./F/W	Field Value	Error Message			
0502	F X	Sex is not valid			

The example above shows patient number TEST14236 with a submitted invalid sex code. The code submitted was an "X". At this point, the user would go back to the patient record, replace the invalid sex code with a valid code on the internal record, delete the batch on the HIDI collection system and resubmit with the corrected data.

Detail edit descriptions and listing are available under the documentation heading on the homepage. This document is named "Error Messages — Fatal.txt". For additional assistance, please contact the Programmer/Analyst at HIDI or the association contact. The contact information is listed on the homepage above the user list for the facility as shown on page 1.

VERIFICATION

From the reports page, click the "Verification" report link. The verification report is an excel document that displays different distributions of inpatient and outpatient records by month and patient data elements.

WV999999_EditDetailTab_Q218.txt	3/5/2019
WV999999_EditDetail_Q218.pdf	6/27/2019
WV999999_Verification_2018.xlsx	3/5/2019

Data elements may include some or all the following: priority of admission, point of origin, patient discharge status, age, sex, race, ethnicity, number of diagnosis codes, number of procedure codes, and length of stay.

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Verification Report - Inpatient WV999999 - WV Test Hospital - WV City, WV													6/27/2019
	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	
Discharges/Visits													
Inpatient	0	0	0	139	156	149	0	0	0	0	0	0	
Priority of Admission													
1-Emergency	0	0	0	80	83	95	0	0	0	0	0	0	
2-Urgent	0	0	0	12	16	11	0	0	0	0	0	0	
3-Elective	0	0	0	38	48	29	0	0	0	0	0	0	
4-Newborn	0	0	0	9	9	14	0	0	0	0	0	0	
5-Trauma Center	0	0	0	0	0	0	0	0	0	0	0	0	
9-Information Not A	0	0	0	0	0	0	0	0	0	0	0	0	
Missing	0	0	0	0	0	0	0	0	0	0	0	0	
Invalid	0	0	0	0	0	0	0	0	0	0	0	0	
Point of Origin for Admission													
1-Non-Health Care F	0	0	0	89	95	79	0	0	0	0	0	0	
2-Clinic or Physician'	0	0	0	29	38	40	0	0	0	0	0	0	
4-Transfer from a Ho	0	0	0	8	12	9	0	0	0	0	0	0	
5-Transfer from a SN	0	0	0	0	0	2	0	0	0	0	0	0	
6-Transfer from anot	0	0	0	3	1	3	0	0	0	0	0	0	
8-Court/Law Enforce	0	0	0	0	1	0	0	0	0	0	0	0	
9-Information not A	0	0	0	0	0	0	0	0	0	0	0	0	
D-Transfer from one	0	0	0	0	0	2	0	0	0	0	0	0	
E-Transfer from ASC	0	0	0	0	0	0	0	0	0	0	0	0	
F-Transfer from a Ho	0	0	0	0	0	0	0	0	0	0	0	0	
5N-Born Inside Hosp	0	0	0	8	8	13	0	0	0	0	0	0	
6N-Born Outside Ho:	0	0	0	0	0	0	0	0	0	0	0	0	
Missing	0	0	0	1	0	0	0	0	0	0	0	0	
Invalid	0	0	0	1	1	1	0	0	0	0	0	0	

Data Submissions

Click on the "Data Submissions" heading.

HIDINet Upload Status Reports **Data Submissions** Documentation

Select Facility
WV999999 - WV Test Hospital, WV City, WV

Submit Id	Date Received	Low Date	High Date	Status	IP Recs	OP Recs	Skipped	Overlaid	Test	
WV1911	3/5/2019	4/1/2018	6/30/2018	LOADED	458	0	0	0	N	Delete
WV1890	3/5/2019	4/1/2018	6/30/2018	LOADED	458	0	0	0	N	Delete
WV1887	3/4/2019	1/2/2018	3/31/2018	LOADED	542	0	0	0	N	Delete
WV1868	2/21/2019	1/1/2018	1/31/2018	DELETED	682	0	0	0	N	
WV1866	2/21/2019	1/1/2018	1/31/2018	LOADED	34	0	648	0	N	Delete

HIDI Data Submission Instructions

This page displays the list of the current Batch IDs submitted. The most recent batch submission will appear at the top of the list.

For each batch submitted, the display shows date received, date range contained within the data file, number of records loaded and skipped, and the type of file submitted. The status for each file will change from "Pending" to "Loaded" once the system edit process is complete.

If an error was found by the processor or the analyst and the file was unable to be loaded, the message will show "failed". The system edit process will begin immediately upon file upload. Once the edit process is completed, the user will be notified by email.

To view batch details, click the batch ID link to display the data submission report.

The data submission report screen displays the batch ID, original filename, submission date, facility Medicare number, user submitting the file, date range of data within the file, date the file was processed, date the file was deleted and the user that deleted it (if applicable), status of the batch and format of the data file received.

The screenshot shows the HIDI Data Submissions interface. On the left, there is a 'Data Submissions' table with columns for 'Submit Id' and 'Date Received'. The table lists several batches, with the most recent being WW1911 on 3/5/2019. A 'Submission Details' modal window is open for batch WW1911, displaying the following information:

- Submit Id: WW1911
- Submitted File Name: WV999999-20180401-20180504-1501.837
- Date Submitted: 3/5/2019
- Facility: WV999999 - WV Test Hospital, WV City, WV
- Submitter: swarchol@mail.mhanet.com
- Date Processed: 3/5/2019
- Status: LOADED
- Comments:
- Deleted On:
- Deleted By:
- File Format: ISA837

Below the details, there are two tables:

Discharges by Month	
2018-04	139
2018-05	164
2018-06	155

Discharges by Bill Type	
111	443
117	7
211	8

At the bottom, there is a 'Misc Counts' table:

Misc Counts	
Bad Discharge Dates	0
Invalid Facility Ids	0
Invalid Bill Types	0
Duplicates Skipped	0
Duplicates Overlayed	0

The background shows a 'Data Submissions' table with columns for 'Submit Id', 'Date Received', and 'Status'. The table lists several batches, with the most recent being WW1911 on 3/5/2019. The interface also includes a 'Select Facility' dropdown, a 'Sign out' button, and a 'West Virginia Hospital Association' logo.

Scrolling down, additional information displays including a list of record counts for each bill type, a total record count loaded, a summary of records that were not loaded and a list of record counts by month-year.

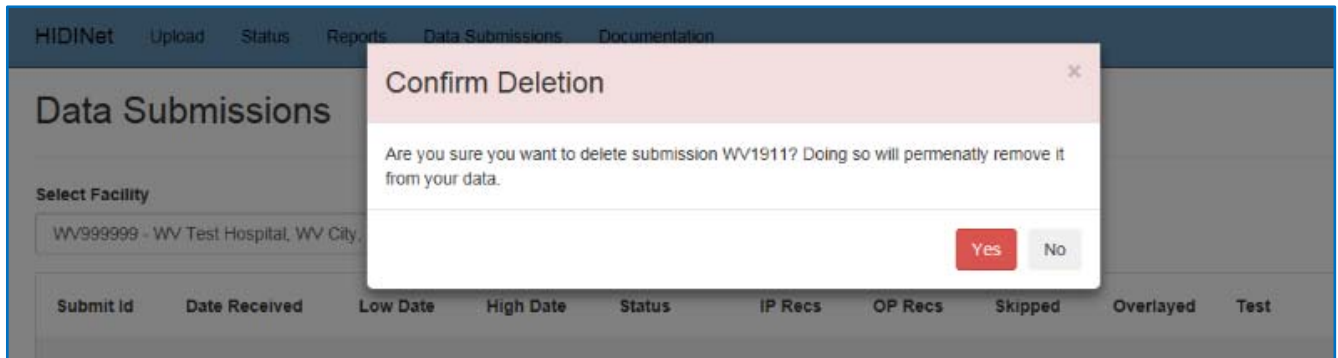
The status page also shows IP/OP error rate and IP/OP record counts separated by quarter.

HIDI Data Submission Instructions

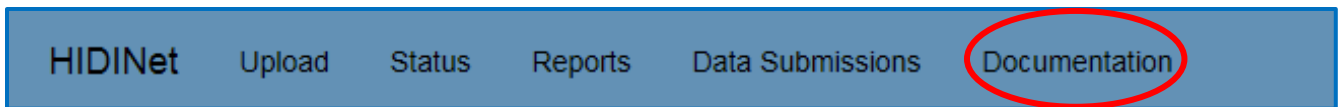
TO DELETE A BATCH

Returning to the Data Submissions page, as shown below, click "Delete" to the right of the batch status record. A screen will display asking the user "Are you sure?" this must be verified before the batch is deleted.

Submit Id	Date Received	Low Date	High Date	Status	IP Recs	OP Recs	Skipped	Overlaid	Test	
WV1911	3/5/2019	4/1/2018	6/30/2018	LOADED	458	0	0	0	N	Delete
WV1890	3/5/2019	4/1/2018	6/30/2018	LOADED	458	0	0	0	N	Delete
WV1887	3/4/2019	1/2/2018	3/31/2018	LOADED	542	0	0	0	N	Delete
WV1868	2/21/2019	1/1/2018	1/31/2018	DELETED	682	0	0	0	N	
WV1866	2/21/2019	1/1/2018	1/31/2018	LOADED	34	0	648	0	N	Delete



DOCUMENTATION



The documentation heading contains additional documentation and instructions, including a copy of this document, a training video and other supporting material.