

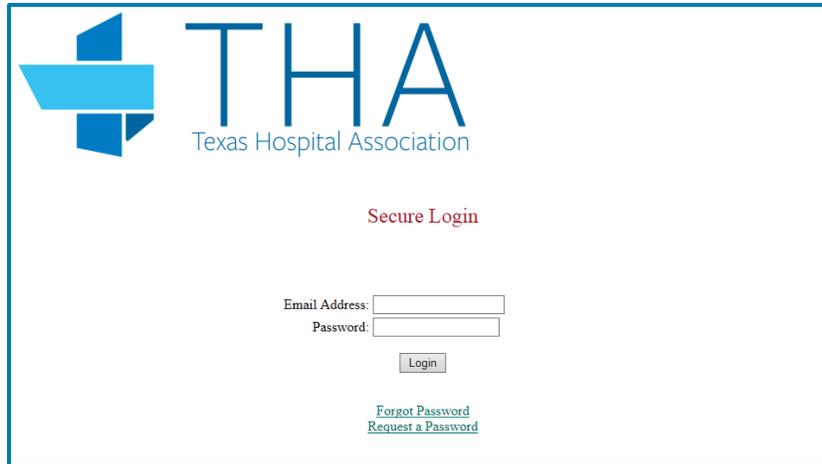
# HIDI Data Collection Instructions

## OVERVIEW

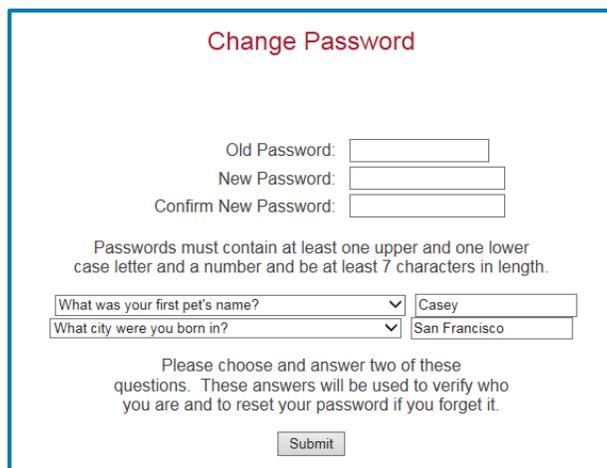
HIDI's hospital discharge data collection tool is the cornerstone for THA's Compass data program. Participating hospitals submit data through a secure, web-based tool. HIDI data submission tools ensure accurate, high-quality data meets your reporting needs.

## THE PROGRAM

Go to: <https://www.hidionline.com/tx/login.aspx>



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. Initially, most users will receive an automated email from our system that includes their email and password for access. If you need access to this system and are not already aware of an existing password, please send THA a request for access at <http://www.tha.org/compass/portal>.



Once you have successfully logged into the system for the first time, a screen will display prompting for creation of an individual password and selection of security questions and answers.

# HIDI Data Collection Instructions

These questions and answers will be used to ensure your identity when logging on from other unknown and/or public locations. Complete the information and select "Submit" at the bottom of the screen.

## HOME SCREEN



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Here is a list of users who share access to your facilities.

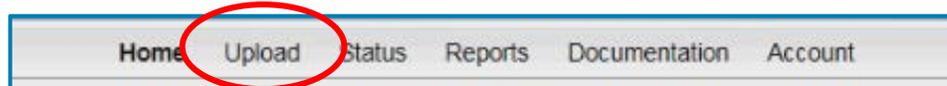
If changes need to be made, contact KHA at [kstock@mhnet.com](mailto:kstock@mhnet.com).

Name	Last Login
Kevin Stock	10/19/2017
Daniel Coyne	

The next page will be referred as your HOME screen. This will be the screen you see when you login to the system. This screen provides a list of available menu options placed horizontally across the top of the page. Below is the list of users authorized to access the account for your facility. Please review the user list when you login and verify the users listed are authorized to access your facilities' data. If changes need to be made, click the email address listed above your user list and send a note to your analyst stating the required changes and reason for the change. They will follow-up with you if further information is required.

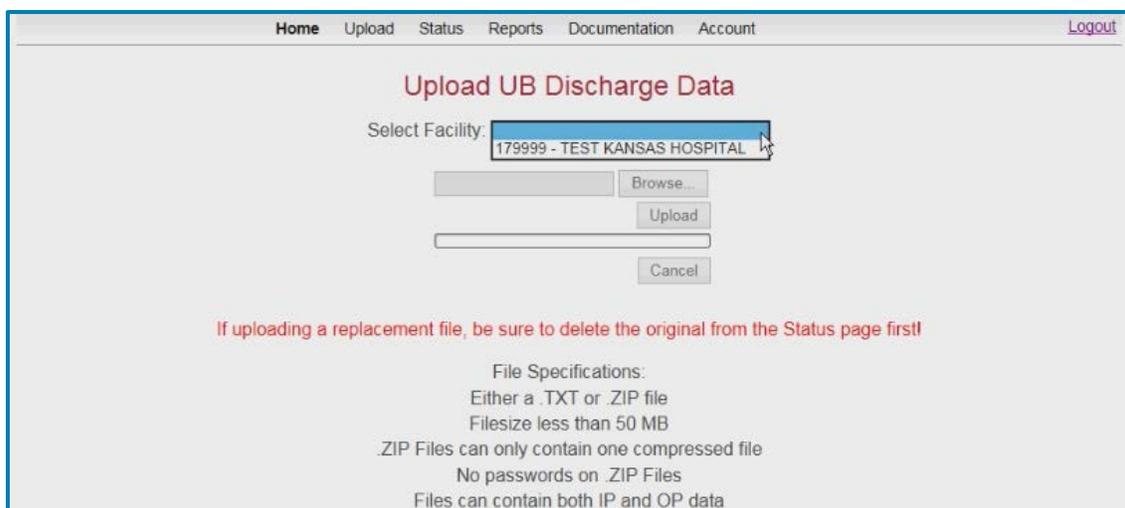
## DATA SUBMISSION

To upload a discharge data file to the system, scroll over the "Upload" menu bar and select "UB Discharge Data".



Home **Upload** Status Reports Documentation Account

Select the correct facility from the dropdown menu. Some users may see multiple facilities on their drop-down list. You may submit data for multiple facilities but only one at a time.



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### Upload UB Discharge Data

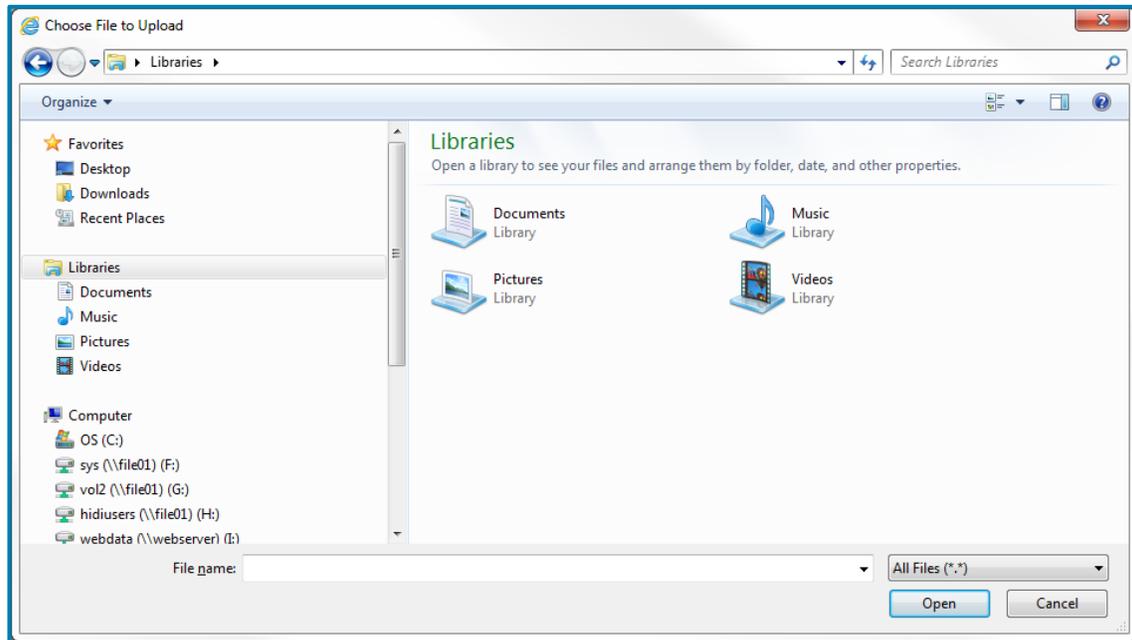
Select Facility:

**If uploading a replacement file, be sure to delete the original from the Status page first!**

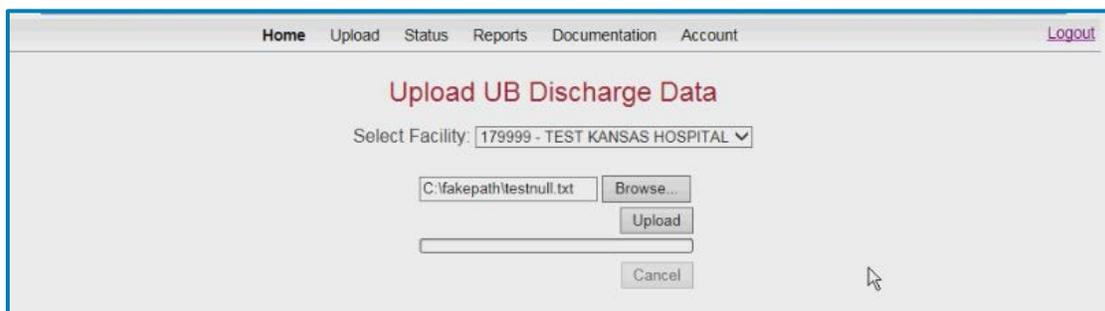
File Specifications:  
Either a .TXT or .ZIP file  
Filesize less than 50 MB  
ZIP Files can only contain one compressed file  
No passwords on .ZIP Files  
Files can contain both IP and OP data

# HIDI Data Collection Instructions

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



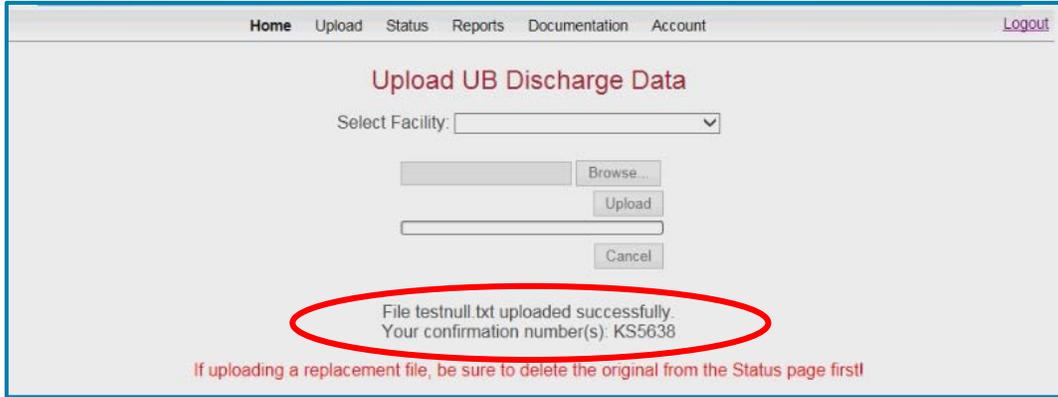
Select the appropriate file and click “OPEN”. The file location should display next to the browse button.



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 use.

# HIDI Data Collection Instructions



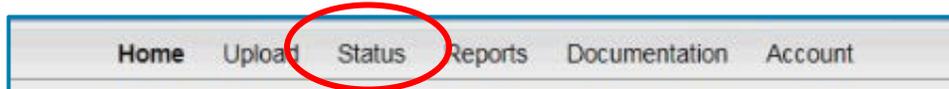
A message in red states, "If uploading a replacement file, be sure to delete the original from the STATUS page first!" We will show you how to delete a batch later in this tutorial.

There are certain restrictions to the files to be uploaded. Files can be either .txt, .bat or .zip files. The file can have any name, as we only use the name for your 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 your data file.

Before we go to the status page, remember the confirmation number (or batch ID) is "KS5638" in the example above.

## **STATUS PAGE**

Click on the "Status" heading.



IP/OP	Q1 16	Q2 16	Q3 16	Q4 16	Q1 17	Q2 17	Q3 17	Q4 17
IP Error Rate	0.00%	0.00%	0.00%	0.00%	0.00%	0.72%	0.00%	0.00%
OP Error Rate	0.00%	0.00%	0.00%	0.00%	0.00%	0.87%	0.00%	0.00%
IP Records	0	0	0	0	0	1522	0	0
OP Records	0	0	0	0	0	15067	0	0
	<a href="#">Correct</a>							

Batch ID	Received	Low Date	High Date	Recs Loaded	Recs Dropped	Status	Test	Type
<a href="#">KS5638</a>	10/19/2017			0	0	PENDING		UNKNOWN
<a href="#">KS5632</a>	10/18/2017	04/01/2017	06/30/2017	16589	0	LOADED		HIDI400 <a href="#">Delete</a>
<a href="#">KS5579</a>	10/12/2017	04/01/2017	06/30/2017	16600	0	DELETED		HIDI400

The lower half of the status page shows a list of the current Batch ID's submitted. Your most recent batch submission will appear at the top of the list.

# HIDI Data Collection Instructions

For each batch submitted, you are shown a date received, date range contained within the data file, number of records loaded and dropped 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 your file was unable to be loaded, the message will show "failed". The system edit process will begin immediately upon file upload. Depending on record count, this process can be completed instantaneously. Once the edit process is completed, the user will be notified by email.

Examples are provided on the screen. The file that was uploaded on 10/12/17 (Batch KS5579) was replaced with Batch KS5632. The status of KS5579 shows "Deleted" because a replacement file was loaded on 10/18/17 and the original was removed. A notice is provided on the upload page, when submitting replacement batches, the original must be deleted first.

To view some of the 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.

**Batch Details - Internet Explorer**  
https://www.hidionline.com/hidinet/BatchDetail.aspx?ID=vpapwW

Batch ID: KS5579  
Original Filename: TESTFILEMODIFIED  
Date Submitted: 10/12/2017  
Facility: 179999  
Submitted by: kstock@mhnet.com  
Date Range: 4/1/2017 6/30/2017  
Processed on: 10/12/2017  
Deleted on: 10/17/2017  
Deleted by: kstock@mhnet.com  
Status: DELETED  
Record Format: HID1400

Bill Type	Records
110	1
111	1484
121	2
130	111
131	11919
132	894
133	1057
134	193
999	939

Continuation Recs  
Inpatient Discharges: 1522

**Records not loaded**  
Bad Discharge Dates: 0  
Bad Hospital IDs: 0  
Bad Bill Types: 0  
Bad Record Lengths: 0  
Duplicate Records: 0

**Records by Month**  
04-2017 5127  
05-2017 5702  
06-2017 5771

Inpatient Discharges: 1522

Scrolling down, there is a list of record counts for each bill type and a total record count loaded. Then 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 Collection Instructions

## TO DELETE A BATCH

Returning to the status page, as shown below, and click "Delete" to the right of the batch status record. It will ask if you are sure.

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**Current Status**

▲179999 - TEST KANSAS HOSPITAL

IP/OP	Q1 16	Q2 16	Q3 16	Q4 16	Q1 17	Q2 17	Q3 17	Q4 17
IP Error Rate	0.00%	0.00%	0.00%	0.00%	0.00%	0.72%	0.00%	0.00%
OP Error Rate	0.00%	0.00%	0.00%	0.00%	0.00%	0.87%	0.00%	0.00%
IP Records	0	0	0	0	0	1522	0	0
OP Records	0	0	0	0	0	15067	0	0
	<a href="#">Correct</a>							

Batch ID	Received	Low Date	High Date	Recs Loaded	Recs Dropped	Status	Test	Type
<a href="#">KS5638</a>	10/19/2017			0	0	PENDING		UNKNOWN
<a href="#">KS5632</a>	10/18/2017	04/01/2017	06/30/2017	16589	0	LOADED		HIDI400
<a href="#">KS5579</a>	10/12/2017	04/01/2017	06/30/2017	16600	0	DELETED		HIDI400

## REPORTS PAGE

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



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**Reports**

Filename	Date
<a href="#">179999_EditDetail_Q217.pdf</a>	10/18/2017 11:10:51 AM
<a href="#">179999_Verification_2017</a>	10/18/2017 11:10:44 AM

# HIDI Data Collection 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 4/1/2017 TO 6/30/2017					
ERROR #	F/W	ERROR MESSAGE	ERROR COUNT	ERROR RATE	EDIT STATUS
0502	F	Sex is not valid	1	0.07%	ACTIVE
2501	F	The total charges revenue code is missing	1	0.07%	ACTIVE
3702	F	Revenue code is missing	1	0.07%	ACTIVE
3901	F	Revenue charge is missing	6	0.39%	ACTIVE
9808	F	POA reported, but other ICD10 diagnosis is exempt	4	0.26%	ACTIVE
3801	W	Revenue units are missing	1	0.07%	ACTIVE
9727	W	Principal ICD10 diagnosis suggests questionable admission	3	0.20%	ACTIVE
NUMBER OF RECORDS WITH FATAL ERRORS			11	0.72%	
NUMBER OF RECORDS WITH WARNING ERRORS			3	0.20%	
NUMBER OF RECORDS PASSING ALL EDITS			1508	99.08%	
TOTAL RECORDS EDITED			1522		
TOTAL RECORDS WITH INJURY/POISONING DIAGNOSIS			213		
TOTAL RECORDS WITH ICD-9 PROCEDURE CODES			0		
TOTAL RECORDS WITH ICD-10 PROCEDURE CODES			853		
TOTAL ICD-9 CODED RECORDS			0		
TOTAL ICD-10 CODED RECORDS			1522		
TOTAL RECORDS WITH KANSAS ZIP CODE			1134		
*** TOTAL NON-REQUIRED RECORDS DROPPED - NOT EDITED			0		

The first page will be the Inpatient Error Summary report. The error number and error message are specific to HIDI. The F/W column notes whether the error is 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, if you look at error 9808. It's a fatal error that states there was a POA reported on the record, but the ICD10 diagnosis code submitted is exempt from POA reporting. There were four records that contain the same error.

The next page is the edit detail report where you can see a summary of the discharge record details that contains errors. With this information, you can go back to your internal system, correct the errors and resubmit the batch to the HIDI system.

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

The example above shows a patient number TEST14236 had an invalid sex code submitted.

# HIDI Data Collection Instructions

The code submitted was an "X". At this point, you would go back to your patient record on your internal system, replace that invalid sex code with a valid code. Once corrected and completed to your satisfaction, the batch can be deleted on the HIDI collection system and resubmitted with the corrected data.

If the edit description is not sufficient, there is a full list of edits available under the documentation heading on the homepage. This document is named "Error Messages --- Fatal.txt". For additional assistance, please contact your Programmer/Analyst at HIDI. The contact information is listed on the homepage above the user list for your facility as shown on page 2.



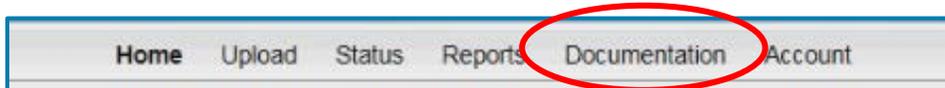
## **VERIFICATION**

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

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

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
<b>Discharges/Visits</b>												
Inpatient	0	0	0	36	45	43	0	0	0	0	0	0
<b>Priority of Admission or Visit</b>												
1-Emergency	0	0	0	35	41	40	0	0	0	0	0	0
2-Urgent	0	0	0	0	0	0	0	0	0	0	0	0
3-Elective	0	0	0	1	4	3	0	0	0	0	0	0
4-Newborn	0	0	0	0	0	0	0	0	0	0	0	0
5-Trauma Center	0	0	0	0	0	0	0	0	0	0	0	0
9-Information Not Available	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
<b>Point of Origin for Admission or Visit</b>												
1-Non-Health Care Facility	0	0	0	26	22	28	0	0	0	0	0	0

## **DOCUMENTATION**

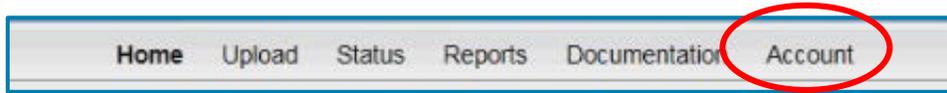


The documentation heading contains additional documentation and instructions. Under this heading, you would find a copy of the instructions along with a training video and other supporting material.

# HIDI Data Collection Instructions

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## ACCOUNT



This screen allows the users to change their password and security questions/answers at any time. Password requirements are a length of at least seven characters and they must contain at least one uppercase, one lowercase and a number. Passwords expire every 90 days.