Hospital Cost Report – Data Access Tool "QUICK GUIDE for USERS" May 23, 2018

- OHROME Brower is recommended and allow "Pop-Up Blockers" should they occur
- Web Address: <u>https://chiasubmissions.chia.state.ma.us</u> (Please <u>register</u> for a User Name and Password to access this site)

<u>About this Report</u>: The basic hospital cost report contains standard cost centers (rows / columns). As each hospital is unique, each hospital has the ability to add and customize additional cost centers (rows / columns). These additional cost centers (rows / columns) must be considered querying the hospital data base. As such, there are two sections provided to assist with using the Hospital Cost Report – Data Access Tool.

Section 1: Standard Cost Centers

This section provides information on selecting the standard cost centers (rows / columns). For quick queries, instructions in this section will suffice for queries where one may be looking at total patient days versus patient days in a specific cost center. To know which hospital have customized or subscripted additional cost centers (rows / columns), see Section 2.

- 1 Select Hospital Type
- 2 Select "AS FILED" or "LATEST RELEASE" the default is the latest data
- 3 Select Hospital by name
- 4 Select Year
- 5 Search by name or all by clicking next to Hospital Name
- 6 (Internal Functionality – only)
- Continue to Step 2 to select data elements to extract
- 8 Use "Page Down" function on your computer
- 9 RESET selections

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Center for Health Information and	Analysis Cost Reports Extraction Tool	4 5		6
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ect Hospital Type	Select Hospital			
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	✓ Abot Memorial Hospital		1	06/25/2016 11:50
	Baystate Frankin Medical Center		1	07/01/2016 10:05
	Baystate Mary Lane Hospital		.1	07/01/2016 10:05
	Baystate Medical Center		1	07/19/2016 01 52
	Baystate Wing Hospital		13	07/01/2016 10:09
	Berkshire Medical Center		.1.	07/20/2016 08:33
	Peth Israel Deaconess Hospital - Milton		1	06/29/2016 11.45
	Beth Israel Deaconess Hospital - Needham		1	07/01/2016 10:04
	Beth Israel Deaconess Hospital - Plymouth		1	07/08/2016 09:54
	Beth Israel Deaconess Medical Center		1	07/01/2016 10:14
	Boston Children's Hospital		1	05/24/2016 01 11
	Boston Medical Center		1	07/07/2016 01:43
	Bigham and Women's Faulkner Hospital		1	07/20/2016 02:21
	Brigham and Women's Hospital		1	07/08/2016 10:14
	Cambridge Health Altance		1	07/05/2016 09:50
	Cape Cod and The Islands Mental Health Center		- 1	07/01/2016 10:11
	Cape Cod Hospital		2	07/20/2016 02:20
	Clanton Hospital - A member of the UMASS Memorial Health Center		1	06/26/2016 11:50
	Cooley Dickinson Hospital		1	06/23/24 8
ords 2	Records 191			
9	TELEVISE (#1			Continue to Step 2

10 Select Tabs

11 Select specific data points or click on the column # / row # to select the entire column / row. The maximum limit is 1000 data cells.

12 View and edit selected data points

13 Return to prior screen

14 Process selections

Sep 2 - Cost Report / Cover					Ø Test User
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2 Select Data Elements					(Des Larray) (0
	Tab 1: Identific	ation and Index			
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	Line#				
	1	Hospital			
	2	Reporting Year			
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	4	Faer Name	11		
	5	Filer Title			10
	6	Filer Phone Number			10
	7	Filer Email Type of Hospital			
	8	Medicare Provider CCN			
	10	Hospital Cost Report Su			
	11	Start Period			
	12	End Period			
	13	Days in Period		and the second	
	14				

Note: The orange cells are calculations while the blue are information provided by hospitals.

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	1000 A. 1000 A. 1000		Tab J: Statistics	Tab J: Statistics				
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3	00	Obstetric									
1	00	Intensive Care Unit / Adult									
5	00	Intensive Care Unit / Pediatric									
5	00	Intensive Care Unit / Neonatal									
7	00	Coronary Care Unit									
8	00	Burn Intensive Care Unit									
9	00	Surgical Intensive Care Unit									
10	00	Other Special Care (specify)									
11	00	Subprovider IPF / Adult -Psych									
12	00	Subprovider IPF / Pediatric-Psych									
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17	00	Skilled Nursing Facilities	Cancel								
18	00	Nursing Facility									
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18 Clicks on Extraction Report

19 Choose "Open"

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20 You are now in EXCEL and can use all its functionality!

Section 2: Customized or Subscripted Cost Centers

This section provides information on identifying and selecting the additional customized or subscripted cost centers (rows / columns).

Users will need to know which hospitals have elected to customize or subscript additional cost centers (rows / columns). CHIA has prepared a report which lists all the standard and subscripted additional cost centers (rows / columns) by hospital.

To access that report, which is titled the *Subscripted and Specified Lines Report*, open the RUN REPORT by clicking on the arrow (See A).

Cost Reports Extraction T ×								
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Home - Step 1 - Build New Query						🗘 Byr85	01	About
Center for Health Information and An	aly	ysis	Hospital Cost Report Data Access Tool				PILLSON	
STEP 1 : Build New Query		Select Year 👻	Search Hospital Name	Α	Run Re	port 👻		
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Von - Acute			AdCare Hospital of Worcester Inc.				1	-
			Anna Jaques Hospital				3	
			Arbour Hospital				3	

This will open the access to the Subscripted and Specified Lines Report (See B).

Select Year: 2015 🔹	Search Hospital Name	Q	Run Report
k F	B Subscripted a	nd Specif	fied Lines Report
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This report contains all standard and all subscripted cost centers, along with the descriptions provided by hospital. The standard cost center line number and description is intended for reference. Below is an example of how the report will look.

Example of the Subscripted and Specified Lines Report:

					Hospital A	Hospital B	Hospital C	Hosptial D
Line #	Sub Line #	HCRIS	Standard Line Descriptions	(Tab 3 Line Number Reference)				
		ervice Co						
30	01	03000	Medical and Surgical	(1)				
30	02	03000	Pediatric	(2)				
\$ 30	03	03000	Obstetric	(3)				
30	04					Other Adults & Peds		
30	04			(3.01)			Other Adults & Peds	
30	05			(3.02)			Other Adults & Peds	
31	01	03100	Intensive Care Unit / Adult	(4)				
31	02	03100	Intensive Care Unit / Pediatric	(5)				
31	03	03100	Intensive Care Unit / Neonatal	(6)				
31	05							
31	05			(6.02)				NEONATAL INTENSIVE CARE UNIT
32	00	03200	Coronary Care Unit	(7)				
33	00	03300	Burn Intensive Care Unit	(8)				
34	00	03400	Surgical Intensive Care Unit	(9)				
34	01			(5.01)				
34	02			(5.02)				
34	03			(5.03)				
34	04			(5.04)				
35	00				Not Defined			
35	01				PEDIATRIC INTENSIVE CAR			
40	01	04000	Subprovider IPF / Adult-Psych	(11)	L			
40	02	04000	Subprovider IPF / Pediatric- Psych	(12)				
41	00	04100	Subprovider IRF	(13)				
42	00	04200						
43	01	04300	Nursery / Newborn	(15)				
43	02	04300	Nursery / Special	(16)				
-44	00	04400	Skilled Nursing Facilities	(17)				
45	00	04500	Nursing Facility	(18)				
46	00	04600	Other Long Term Care	(19)				

When all columns are populated, the data in the first three columns represents the standard cost center rows /columns for all tabs containing cost center data, excluding Tab 3. The corresponding Tab 3 cost center line reference is in Column 4.

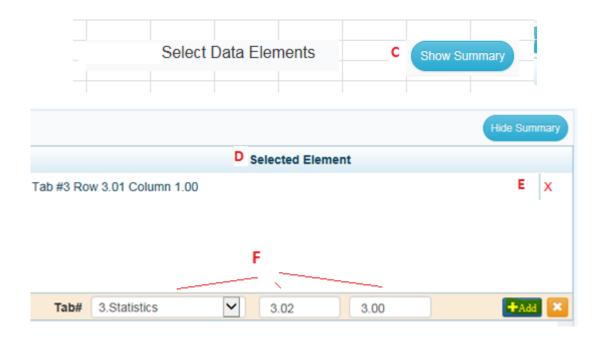
Columns 5 and so forth contain the hospital names at the top. The hospital specific customized or subscripted cost centers are contained within the column.

For example (see chart above), Hospital A has customized lines 35 and 35.01. Line 35 is has information but not a label, and line 35.01 is described as Pediatric Intensive Care.

To select the customized or subscripted additional cost centers (rows / columns), click on the Show Summary (C).

The Selected Element box will open (See D). This is where the customized or subscripted additional cost centers (rows / columns) are identified (See F). The user will have to key in the tab, row and column. Once selected, the user can view the selection in the box. If a selection was made in error it can be deleted by clicking on the 'X" (See E).

Note: Standard line items can also be selected using this method.



After all selections are complete, continue with the instructions in Section 1, step 14.