

CENTER FOR HEALTH INFORMATION AND ANALYSIS

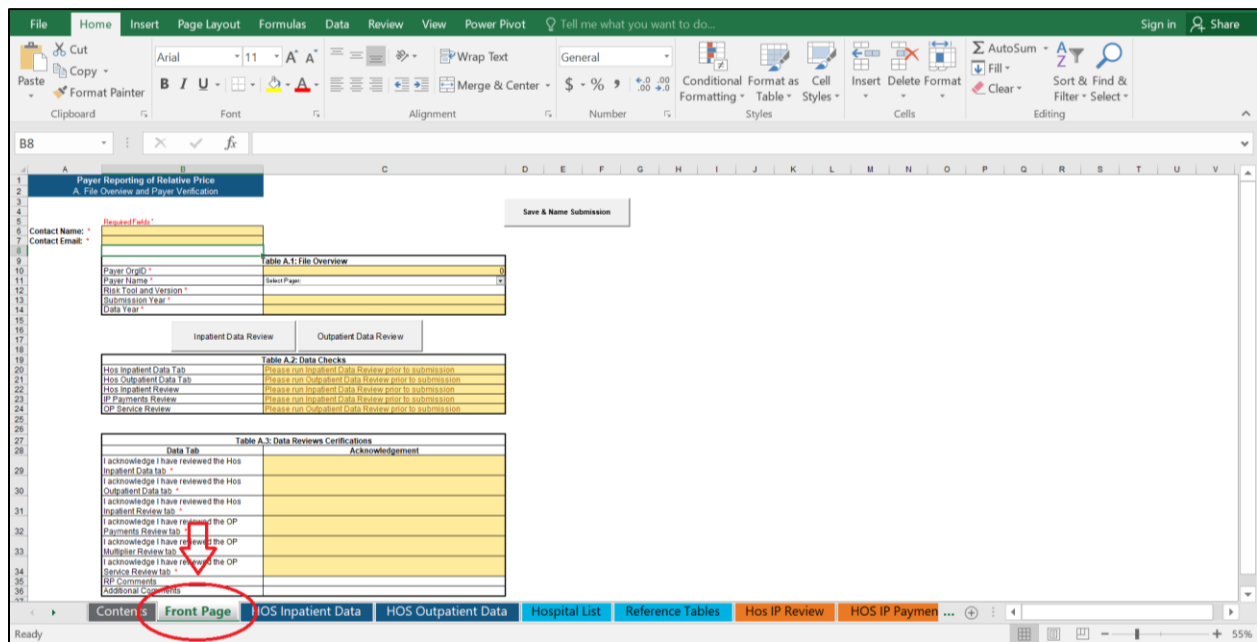
CHIA SUBMISSIONS USER GUIDE:
Payer Reporting of Relative Prices

May 2020



Template Structure

- Upon opening the Excel RP submission template, the Table of Contents will be the shown on the “Contents” tab. This includes an overview of the tabs as well as a color key.
- When using the template, start on the “Front Page” tab located to the right of the “Contents” tab.



The Front Page tab will look like this:

Payer Reporting of Relative Prices
A. File Overview and Payer Verification

Contact Information:

Contact Name:

Contact Email:

Payer Details:

Payer OrgID:

Payer Name:

Risk Tool and Version:

Submission Year:

Data Reviews:

Table A.1: File Overview

Table A.2: Data Checks

Table A.3: Data Reviews Certifications

Acknowledgement

I acknowledge I have reviewed the HOS Inpatient Data Tab.

I acknowledge I have reviewed the HOS Outpatient Data Tab.

I acknowledge I have reviewed the HOS Inpatient Review Tab.

I acknowledge I have reviewed the HOS Outpatient Review Tab.

I acknowledge I have reviewed the OP Payments Review Tab.

I acknowledge I have reviewed the OP Multiple Review Tab.

I acknowledge I have reviewed the OP Service Review Tab.

OP Comments:

Additional Comments:

Buttons: Save & Name Submission, Inpatient Data Review, Outpatient Data Review

Navigation Tabs: Contents, Front Page, HOS Inpatient Data, HOS Outpatient Data, Hospital List, Reference Tables, Hos IP Review, HOS IP Paymen

*Each cell highlighted in yellow indicates user attention is needed

- Users must fill out their first and last name in the **Contact Name** cell and their contact email address in the **Contact Email** cell.
- Users must complete Table A.1:
 - a. Select the correct **Payer Name** for the organization submitting the data. This will automatically populate the **Payer OrgID** cell which is highlighted in yellow.
 - b. Enter the **Risk Tool and Version** used when preparing the data.
 - c. Input the current year that you are submitting the RP data for in the **Submission Year** cell.
 - d. Enter the calendar year that the data represents in the **Data Year** cell.

Entering Hospital Inpatient Data

- Click on the “Hos Inpatient Data” tab located to the right of the “Front Page” tab.
- Users must enter data into columns A though H on the left side of the screen.
- Columns I though M (highlighted in blue) contain data checks for the inputted data. These cells are locked and will auto-populate when validating the entered data.

	A	B	C	D	E	F	G	H	I	J
1	HospitalOrgID	HospitalTypeCode	InsuranceCategoryCode	ProductTypeCode	ClaimsPayments	NonClaimsPayments	Discharges	CaseMixScore	Hospital	HospitalType
2	1	1	3	3	385,763.98	0	35	0.8	Anna Jaques Hospital	Acute Hospital
3										
4										
5										
6										
7										
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56										

Ready

Navigation Bar: Contents | Front Page | **Hos Inpatient Data** | Hos Outpatient Data | Hospital List | Reference Tables | Hos Inpatient Review | IP Payments Review | ...

- For details on the data fields to enter, please refer to the **Data Specification Manual**.
- User reference materials for certain fields are also included within the template on the tabs highlighted in light blue:
 - a. The Provider List is included on the “Hospital List” tab.
 - b. The Relative Price Reference Tables from the Data Specification Manual (for the Hospital Type, Insurance Category, Product Type, and Multiplier Indicator) are also included in the “Reference Tables” tab.

OrgID	Hospital Name	Type
1	Anna Jaques Hospital	Acute Hospital
2	Athol Memorial Hospital	Acute Hospital
5	Baystate Franklin Medical Center	Acute Hospital
4	Baystate Medical Center	Acute Hospital
106	Baystate Noble Hospital	Acute Hospital
139	Baystate Wing Hospital	Acute Hospital
6309	Berkshire Medical Center	Acute Hospital
98	Beth Israel Deaconess Hospital - Milton	Acute Hospital
53	Beth Israel Deaconess Hospital - Needham	Acute Hospital
79	Beth Israel Deaconess Hospital - Plymouth	Acute Hospital
8702	Beth Israel Deaconess Medical Center	Acute Hospital
46	Boston Children's Hospital	Acute Hospital
12661	Boston Children's Hospital - Suburban	Acute Hospital
12660	Boston Children's Hospital - Urban	Acute Hospital
3107	Boston Medical Center	Acute Hospital
59	Brigham and Women's Faulkner Hospital	Acute Hospital
22	Brigham and Women's Hospital	Acute Hospital
12665	Brigham and Women's Hospital - Suburban	Acute Hospital
12664	Brigham and Women's Hospital - Urban	Acute Hospital
3108	Cambridge Health Alliance	Acute Hospital
39	Cape Cod Hospital	Acute Hospital
50	Cooley Dickinson Hospital	Acute Hospital
51	Dana-Farber Cancer Institute	Acute Hospital
57	Emerson Hospital	Acute Hospital
8	Fairview Hospital	Acute Hospital
40	Falmouth Hospital	Acute Hospital
68	Harrington Memorial Hospital	Acute Hospital
14496	HealthAlliance-Clinton Hospital (formerly HealthAlliance Hospital)	Acute Hospital
73	Heywood Hospital	Acute Hospital
77	Holyoke Medical Center	Acute Hospital
6546	Lahey Hospital and Medical Center	Acute Hospital
83	Lawrence General Hospital	Acute Hospital
85	Lowell General Hospital	Acute Hospital
133	Marlborough Hospital	Acute Hospital
88	Martha's Vineyard Hospital	Acute Hospital
89	Massachusetts Eye and Ear Infirmary	Acute Hospital
91	Massachusetts General Hospital	Acute Hospital
12663	Massachusetts General Hospital - Suburban	Acute Hospital
12662	Massachusetts General Hospital - Urban	Acute Hospital
3111	MelroseWakefield Healthcare (formerly Hallmark Health)	Acute Hospital

Ready

Navigation tabs: Hos Outpatient Data, **Hospital List**, Reference Tables, Hos Inpatient Review, IP Payments Review, OP Payments Review, OP Multiplier Review

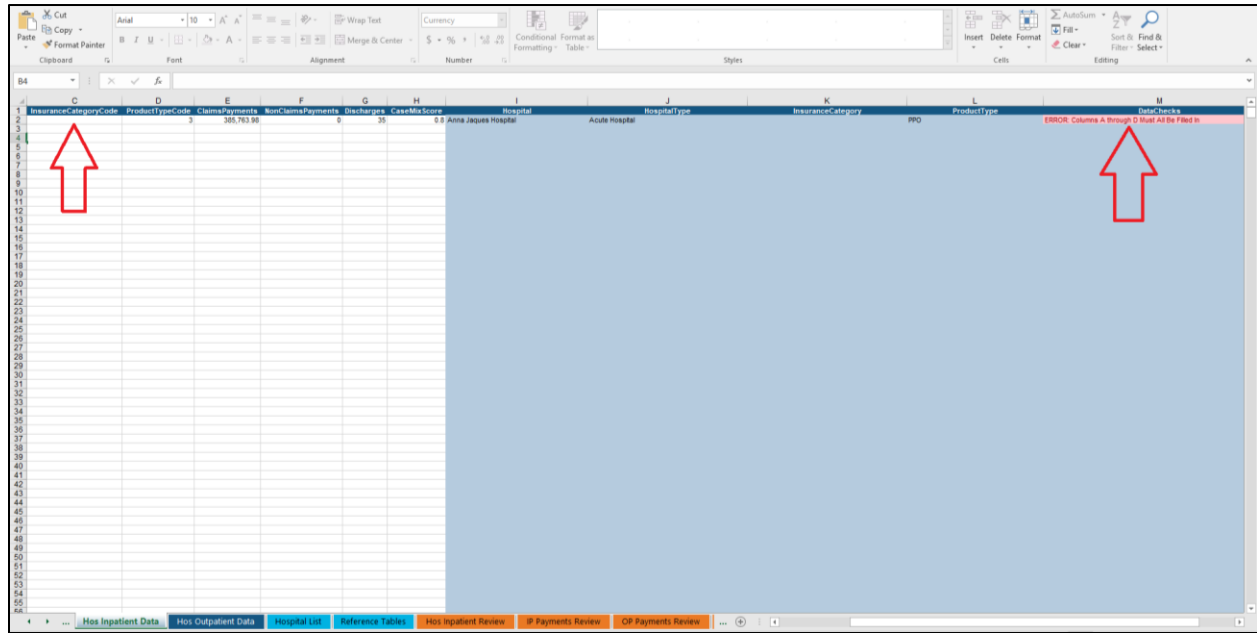
- After entering the inpatient data on the “HOS Inpatient Data” tab, return to the “Front Page” tab of the workbook and click on the **Inpatient Data Review** button. This will check all of the entered data within the “HOS Inpatient Data” tab and populate both the “HOS IP Review” and “HOS IP Payment Review” tabs.

The screenshot displays the 'Front Page' of an Excel workbook titled 'Payer Reporting of Relative Price'. The interface includes a standard Excel ribbon with tabs like File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Power Pivot. The main content area is divided into several sections:

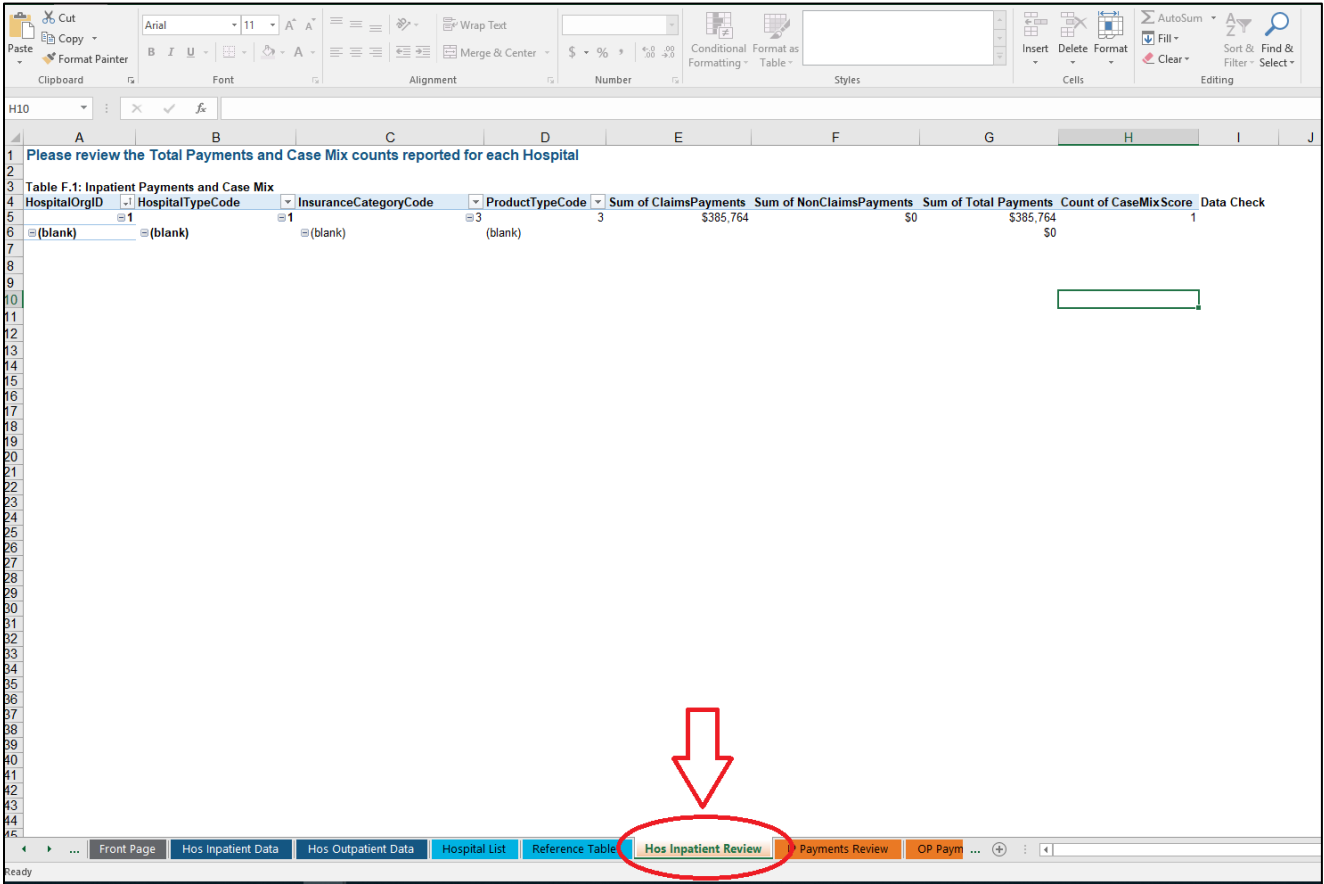
- Required Fields:** Contains input fields for 'Contact Name' and 'Contact Email'.
- Table A.1: File Overview:** Includes fields for 'Payer OrgID', 'Payer Name', 'Data Tool and Version', 'Submission Year', and 'Data Year'.
- Table A.2: Data Checks:** A list of checkboxes for 'Hos Inpatient Data Tab', 'Hos Outpatient Data Tab', 'Hos Inpatient Review', 'IP Payments Review', and 'OP Service Review', each with a corresponding instruction.
- Table A.3: Data Reviews Certifications:** A section for 'Acknowledgement' with checkboxes for 'I acknowledge I have reviewed the Hos Inpatient Data tab', 'I acknowledge I have reviewed the Hos Outpatient Data tab', 'I acknowledge I have reviewed the Hos Inpatient Review tab', 'I acknowledge I have reviewed the OP Payments Review tab', 'I acknowledge I have reviewed the OP Multiplier Review tab', and 'I acknowledge I have reviewed the OP Service Review tab'.

A red circle highlights the 'Inpatient Data Review' button, with a red arrow pointing to it. The bottom of the screen shows the Excel tab bar with the following tabs: 'Contents', 'Front Page', 'HOS Inpatient Data', 'HOS Outpatient Data', 'Hospital List', 'Reference Tables', 'Hos IP Review', and 'HOS IP Paymen'.

- Return to the “HOS Inpatient Data” tab. Columns I through M will be populated with the results of the data validation. Any invalid data entered will trigger an error message to appear in the blue columns (see example below). Note: the **Inpatient Data Review** button must be clicked to apply the data checks to all of the entered data.



- Click on the “Hos IP Review” tab, this tab checks to ensure that only one line of data was entered for each Hospital/Hospital Type/Insurance Category/Product Type, and provides the payments entered for review.



The screenshot shows an Excel spreadsheet with the following data:

HospitalOrgID	HospitalTypeCode	InsuranceCategoryCode	ProductTypeCode	Sum of ClaimsPayments	Sum of NonClaimsPayments	Sum of Total Payments	Count of CaseMixScore	Data Check
1	1	1	3	\$385,764	\$0	\$385,764	1	

The bottom navigation bar shows the following tabs: Front Page, Hos Inpatient Data, Hos Outpatient Data, Hospital List, Reference Table, **Hos Inpatient Review** (highlighted with a red circle and a red arrow), Payments Review, and OP Paym.

- Click on the “HOS IP Payments Review” tab. This tab checks to ensure that acute hospitals with psych payments are reported as a subset of the total acute hospital payments, and also provides the payments entered for review.

Please review the Total Payments reported for each Hospital

Table G.1: Inpatient Payments by Hospital Type

HospitalOrgID	InsuranceCategoryCode	ProductTypeCode	HospitalTypeCode	Sum of Total Payments
(blank)	(blank)	(blank)	3	\$385,764
(blank)	(blank)	(blank)	3	\$0

Data Check

IP Payments Review

- Return to the “Front Page” tab after correcting any data issues flagged. Table A.2 will no longer be highlighted in yellow or red when the entered data has been validated.
- When the data has been validated, please fill out Table A.3 acknowledging that you have reviewed the data entered and it is correct. There is also space for data submitters to include any relevant comments.

The screenshot shows an Excel spreadsheet with the following structure:

- Table A.1: File Overview** (Rows 10-14):

Payer OrgID	
Payer Name	
Risk Tool and Version	
Submission Year	
Data Year	
- Table A.2: Data Checks** (Rows 20-24):

Hos Inpatient Data Tab	Please run Inpatient Data Review prior to submission
Hos Outpatient Data Tab	Please run Outpatient Data Review prior to submission
Hos Inpatient Review	Please run Inpatient Data Review prior to submission
OP Payments Review	Please run Inpatient Data Review prior to submission
OP Service Review	Please run Outpatient Data Review prior to submission
- Table A.3: Data Reviews Certifications** (Rows 28-36):

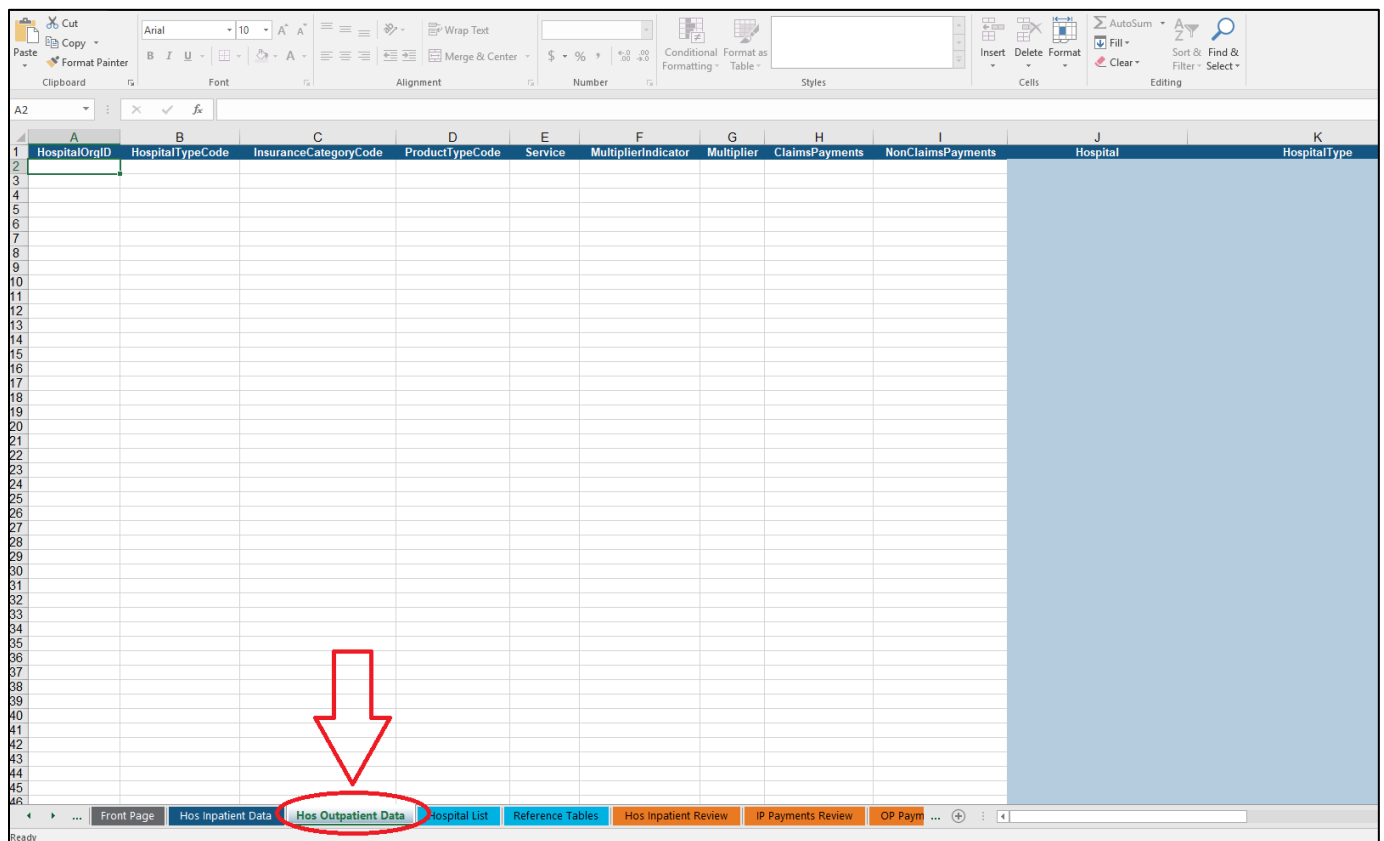
Data Tab	Acknowledgement
I acknowledge I have reviewed the Hos Inpatient Data tab	
I acknowledge I have reviewed the Hos Outpatient Data tab	
I acknowledge I have reviewed the Hos Inpatient Review tab	
I acknowledge I have reviewed the OP Payments Review tab	
I acknowledge I have reviewed the OP Multiplier Review tab	
I acknowledge I have reviewed the OP Service Review tab	
OP Comments	
Additional Comments	

Two red arrows point to the 'Acknowledgement' column of Table A.3, specifically to the rows for 'Hos Inpatient Data tab' and 'Hos Outpatient Data tab'.

Entering Hospital Outpatient RP Data

****Please note that these instructions also work for the Physician Group and Other Provider data templates***

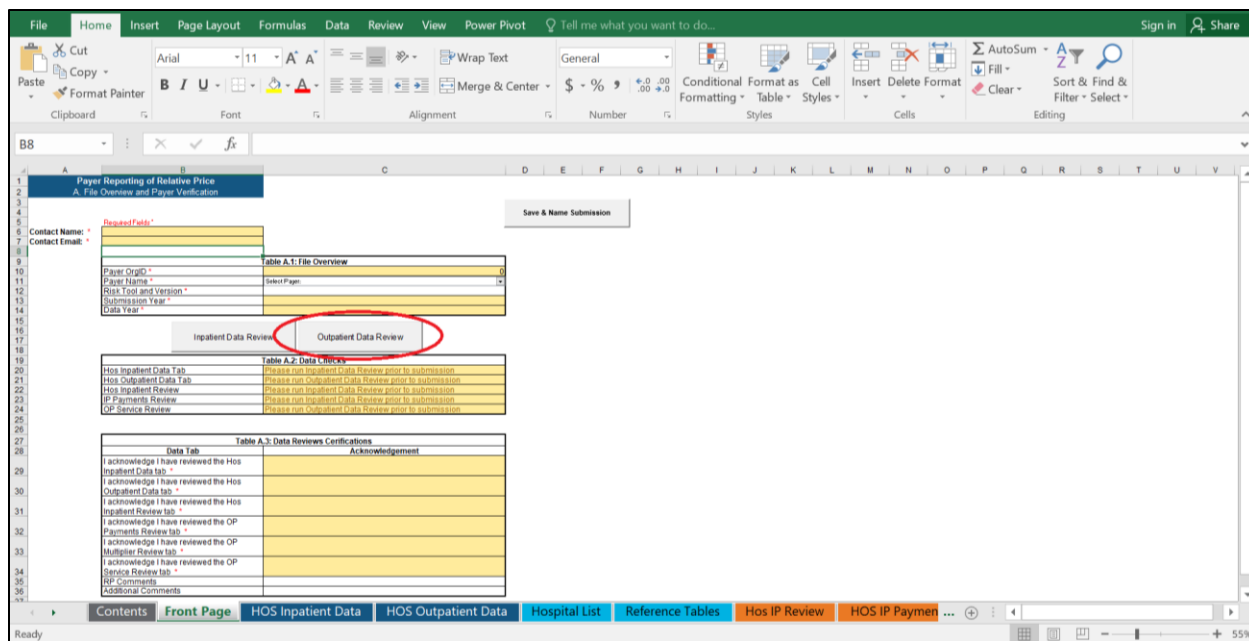
- Click on the “HOS Outpatient Data” tab located to the right of the “HOS Inpatient Data” tab.
- Users must enter data in columns A through I on the left side of the screen.
- The columns to the right highlighted in blue contain data checks for the inputted data. These cells are locked and will auto-populate when validating the entered data.



- For details on the data fields to enter, please refer to the Data Specification Manual.
- User reference materials for certain fields are also included within the template on the tabs highlighted in light blue:
 - a. The Provider List is included on the “Hospital List” tab.
 - b. The Relative Price Reference Tables from the Data Specification Manual (for the Hospital Type, Insurance Category, Product Type, and Multiplier Indicator) are also included in the “Reference Tables” tab.
- Note on entering Non-Claims Payments: If Non-Claims Payments are unable to be attributed to service categories, please enter an additional service category for Non-Claims Payments, with the **ClaimsPayments** field entered as \$0 and the Non-Claims Payments data entered in the **NonClaimsPayments** field (see example below).

NonClaims									
	A	B	C	D	E	F	G	H	I
1	HospitalOrgID	HospitalTypeCode	InsuranceCategoryCode	ProductTypeCode	Service	MultiplierIndicator	Multiplier	ClaimsPayments	NonClaimsPayments
2	1	1	1	1	1 Lab	1	1	1000	0
3	1	1	1	1	1 Imaging	1	1	1500	0
4	1	1	1	1	1 NonClaims	1	1	0	1200
5									
6									

- Return to the “Front Page” tab and click on the **Outpatient Data Review** button:



- Return to the “HOS Inpatient Data” tab. Columns I through M will be populated with the results of the data validation. Any invalid data entered will trigger an error message to appear in the blue columns (see example below). Note: the **Outpatient Data Review** button must be clicked to apply the data checks to all of the entered data.
- Click on the “HOS OP Payments Review” tab, this tab shows the total payments entered for each unique Hospital/Hospital Type/Insurance Category/Product Type combination for review.

Please review the Total Payments reported for each Hospital

Table H.1: Total Outpatient Payments by Hospital

HospitalOrgID	HospitalTypeCode	InsuranceCategoryCode	ProductTypeCode	Sum of ClaimsPayments	Sum of NonClaimsPayments	Sum of Total Payments
(blank)	(blank)	(blank)	(blank)	2	\$150,000	\$15,000
						\$165,000
						\$0

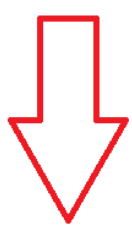
IP Payments Review **OP Payments Review** OP Multiplier Review OP Service Review

- Click on the “HOS OP Multiplier Review” tab. This includes the range of multipliers and payments entered for review.

Please review the Range of Multipliers reported for each Service Category

Table I.1: Summary of Multipliers by Service

HospitalTypeCode	InsuranceCategoryCode	ProductTypeCode	Service	Max of Multiplier	Min of Multiplier	Average of Multiplier
(blank)	(blank)	(blank)	2 Lab (blank)	1.5	1.5	1.5



Ready

- Click on the “OP Service Review” tab. This tab checks to ensure that only one multiplier was entered for each Hospital/Hospital Type/Insurance Category/Product Type/Service combination (i.e. only one line of data per unique combination).

Please review the Services reported for each Hospital

Table J.1: List of Services per Hospital

HospitalOrgID	HospitalTypeCode	InsuranceCategoryCode	ProductTypeCode	Service	Count of Multiplier	Data Review
(blank)	(blank)	(blank)	(blank)	2 Lab (blank)	1	

OP Payments Review OP Payments Review OP Multiplier Review **OP Service Review**

- Return to the “Front Page” tab. Table A.2 will no longer have cells highlighted in yellow or red when all the data has been validated.
- Fill out the remaining content on Table A.3 to confirm that you have reviewed the hospital outpatient data.

Payer Reporting of Relative Price: A. File Overview and Payer Verification

Required Fields:

Contact Name:
Contact Email:

Table A.1: File Overview

Payer OrgID:
Payer Name:
Risk Tool and Version:
Submission Year:
Data Year:

Table A.2: Data Checks

Hos Inpatient Data Tab:
Hos Outpatient Data Tab:
Hos Inpatient Review:
OP Payments Review:
OP Service Review:

Table A.3: Data Review Certifications

Data Tab

I acknowledge I have reviewed the Hos Inpatient Data tab:
I acknowledge I have reviewed the Hos Outpatient Data tab:
I acknowledge I have reviewed the Hos Inpatient Review tab:
I acknowledge I have reviewed the OP Payments Review tab:
I acknowledge I have reviewed the OP Multiplier Review tab:
I acknowledge I have reviewed the OP Service Review tab:
RP Comments:
Additional Comments:

Table A.3: Data Review Certifications (Acknowledgement)

I acknowledge I have reviewed the Hos Inpatient Data tab:
I acknowledge I have reviewed the Hos Outpatient Data tab:
I acknowledge I have reviewed the Hos Inpatient Review tab:
I acknowledge I have reviewed the OP Payments Review tab:
I acknowledge I have reviewed the OP Multiplier Review tab:
I acknowledge I have reviewed the OP Service Review tab:
RP Comments:
Additional Comments:

Bottom Tab Bar: Contents | **Front Page** | HOS Inpatient Data | HOS Outpatient Data | Hospital List | Reference Tables | Hos IP Review | HOS IP Payment

Submitting the Data

***Please note that these instructions also work for the Physician Group and Other Provider data templates**

- Click on the “Save & Name Submission” button located to the right of the “Front Page” tab.
- If errors are identified in the data, users will not be allowed to save the file until errors are corrected.
- If all data is validated by the data checks, users will be prompted to save the file in the required file name. **IMPORTANT:** In order for the file to be accepted by the CHIA Submissions upload, it MUST be in the file name generated by the “Save & Name Submission” button.

The screenshot displays an Excel spreadsheet with the following structure:

- Top Section:** Includes fields for 'Contact Name', 'Contact Email', 'Payer OrgID', 'Payer Name', 'Data File and Version', 'Submission Year', and 'Data Year'. A 'Save & Name Submission' button is highlighted with a red box.
- Table A.1: File Overview**

Inpatient Data Review	Outpatient Data Review
- Table A.2: Data Checks**

Check	Status
Hos Inpatient Data Tab	Please run Inpatient Data Review prior to submission
Hos Outpatient Data Tab	Please run Outpatient Data Review prior to submission
Hos Inpatient Review	Please run Inpatient Data Review prior to submission
IP Payments Review	Please run Inpatient Data Review prior to submission
OP Service Review	Please run Outpatient Data Review prior to submission
- Table A.3: Data Reviews Certifications**

Data Tab	Acknowledgement
I acknowledge I have reviewed the Hos Inpatient Data Tab	
I acknowledge I have reviewed the Hos Outpatient Data Tab	
I acknowledge I have reviewed the Hos Inpatient Review Tab	
I acknowledge I have reviewed the OP Payments Review Tab	
I acknowledge I have reviewed the OP Multiple Review Tab	
I acknowledge I have reviewed the OP Service Review Tab	
OP Comments	
Additional Comments	

The bottom of the spreadsheet shows a navigation bar with tabs for 'Contents', 'Front Page', 'HOS Inpatient Data', 'HOS Outpatient Data', 'Hospital List', 'Reference Tables', 'Hos IP Review', and 'HOS IP Paymen'.

- After saving the file, go to <https://chiasubmissions.chia.state.ma.us> to access the CHIA Submissions data submission platform. **NOTE:** CHIA Submissions operates best in Google Chrome
- Users will be prompted to log in. Returning RP data submitters can use the same credentials that were previously used to access INET. New users must register for access. For more information, visit [CHIA's "Information for Data Submitters" web page](#).



ChiaSubmissions will be down from 5:00PM Thursday the 26th of January to 8:00PM Friday the 27th of January due to maintenance
This is a subscription site and requires registration with the Center for Health Information and Analysis prior to using this site.



If you have any questions or technical issues,
please contact the Center for Health Information and Analysis' Help Desk:
Phone: 617-701-8217
Email: CHIA-DL-Data-Submitter-HelpDesk@MassMail.State.MA.US

Username

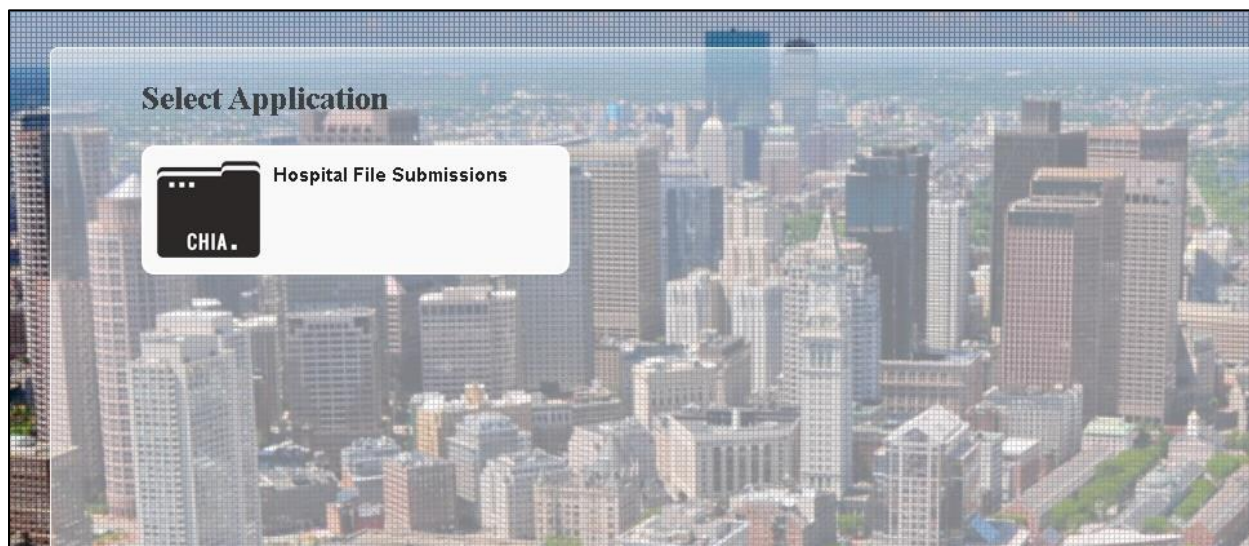
Password

Please provide a password

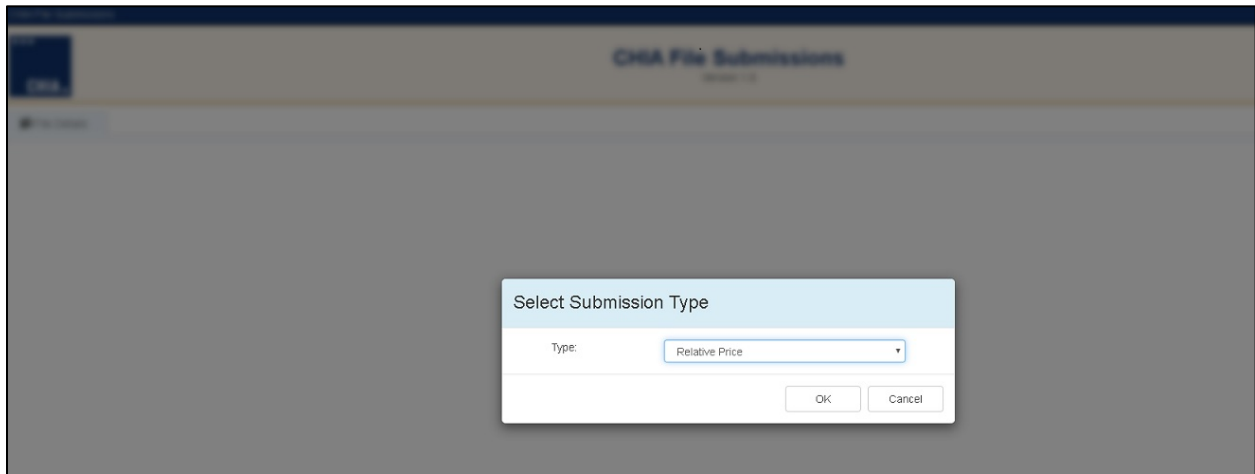
Login

Change Password

- After logging in, select the File Submissions Application
- Note: Most users will only have one Application, however some users may have access to multiple Applications if the user is responsible for uploading multiple data submissions to CHIA.



- Users will be prompted to select a Submission Type. Please select “Relative Price” from the dropdown menu.



- On the File Submissions page, users can upload a file on the right side of the page.
 - Click the “Browse” button and select the RP file in the correct file name structure.
 - After selecting the file, click the “Save and Upload” button on the top right corner.
- Files that have been submitted will be shown on the left side of the screen.

The screenshot displays the 'CHIA File Submissions' web application. The interface includes a header with the CHIA logo and version information (Version 1.0). Below the header, there are tabs for 'File Details' and 'Relative Price'. The main area is divided into two sections: a table on the left for submitted files (with columns for File Name and Last Submitted) and a right-hand panel for uploading new files. The upload panel contains a 'Select a File to Upload' section with a 'Fiscal Year' dropdown set to '2020' and a 'Filename' input field. Two red boxes highlight the 'Hospital Name' label and the 'Browse...' button in the top right corner of the upload panel. A 'Save and Upload' button is also visible below the 'Hospital Name' label.