CENTER FOR HEALTH INFORMATION AND ANALYSIS

CHIA SUBMISSIONS USER GUIDE:

Payer Reporting of Relative Prices

August 2022

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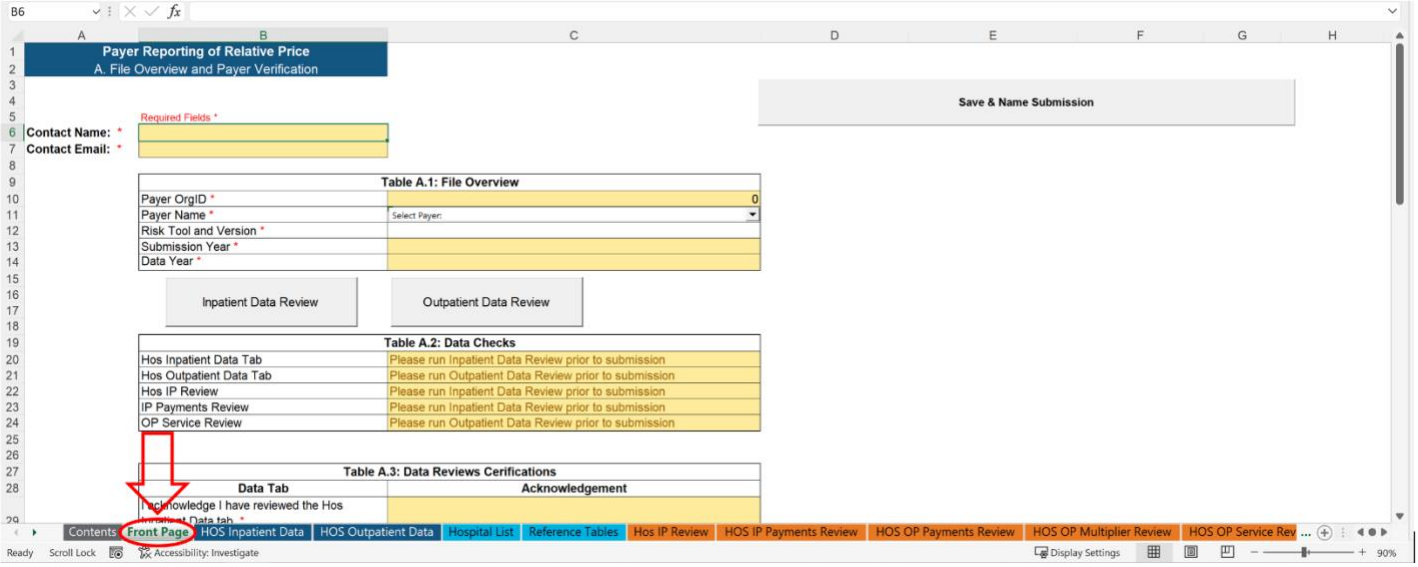
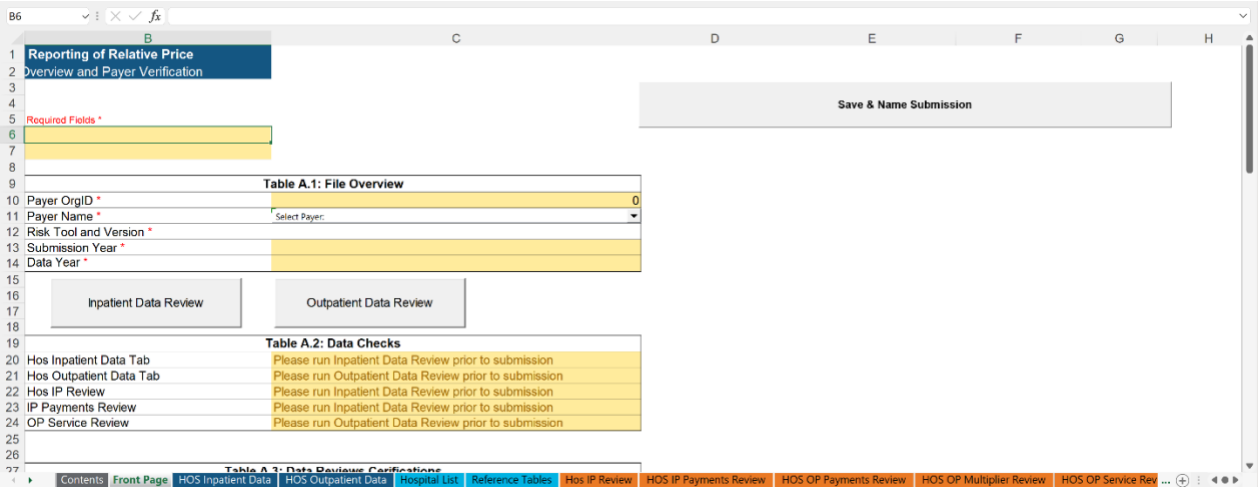
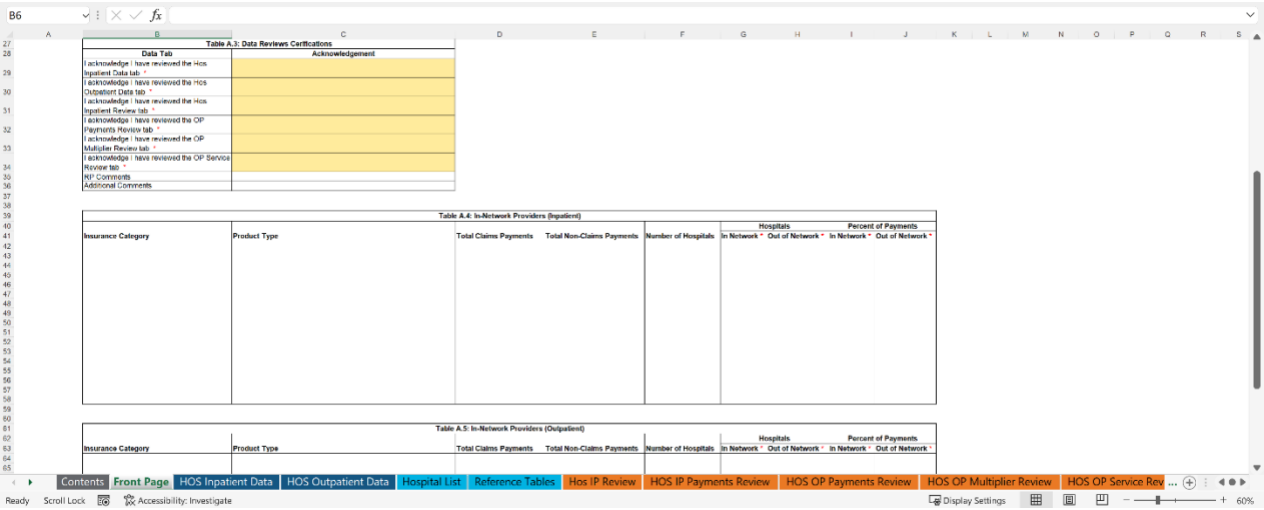
1. Template Structure

- 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:





*Each cell highlighted in yellow indicates user attention is needed

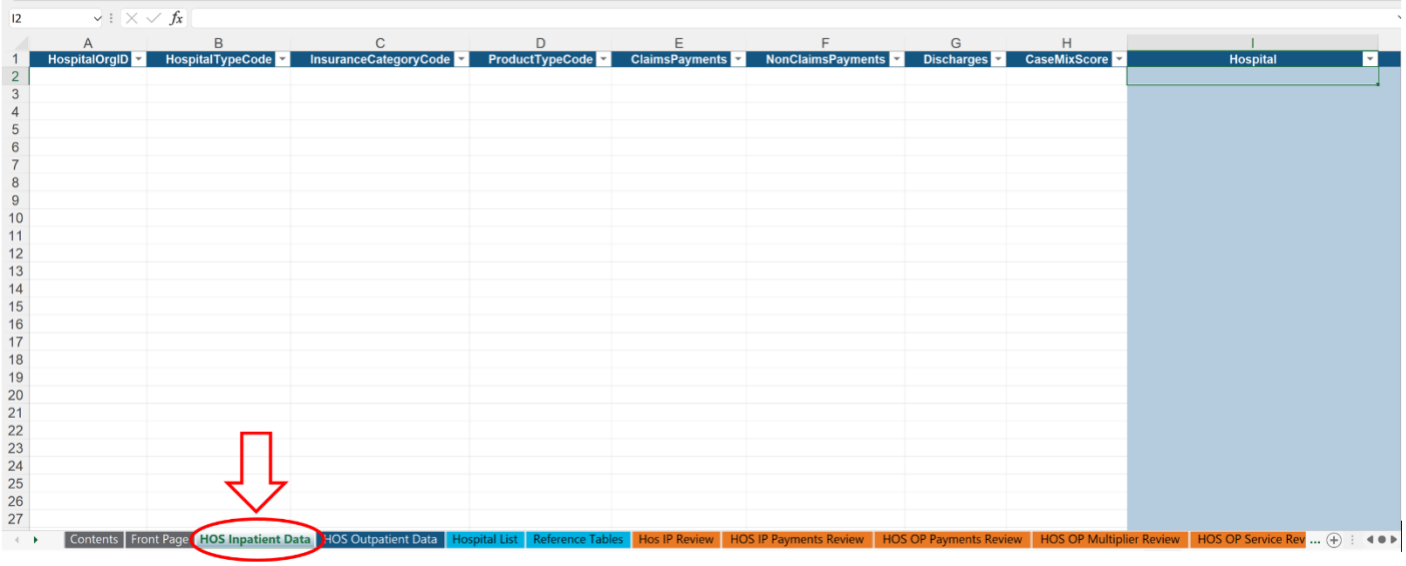
- Users must fill out their first and last name in the **Contact Name** cell and their contact email address in the **Contact Email** cell.
- Users must complete Table A.1:
  a. Select the correct **Payer Name** for the organization submitting the data. This will automatically populate the **Payer OrgID** 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.

- Users must complete Table A.4 and Table A.5:
    a. Table A.4 and Table A.5 are summarized tables that are generated once information is properly entered in the “HOS Inpatient Data” and “HOS Outpatient Data” data fields.
    b. The last two columns in Tables A.4 and A.5 are entered manually by the data submitter
        i. The **Hospitals** columns are a count of which providers are considered in-network or out-of-network
        ii. The **Percent of Payments** columns are a percentage of what payments are considered in-network or out-of-network

Table A.4: In-Network Providers (Inpatient)								
					Hospitals		Percent of Payments	
Insurance Category	Product Type	Total Claims Payments	Total Non-Claims Payments	Number of Hospitals	In Network *	Out of Network *	In Network *	Out of Network *

2. Entering Hospital Inpatient RP 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.



- 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.

A1 OrgID

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

Front Page | HOS Inpatient Data | HOS Outpatient Data | Hospital List | Reference Tables | Hos IP Review | HOS IP Payments Review | HOS OP Payments Review | HOS OP M

- 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 the entered data within the “HOS Inpatient Data” tab and populate both the “HOS IP Review” and “HOS IP Payment Review” tabs.

B6

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

Save & Name Submission

Required Fields *

Contact Name: *
Contact Email: *

Table A.1: File Overview	
Payer OrgID *	0
Payer Name *	Select Payer:
Risk Tool and Version *	
Submission Year *	
Data Year *	

Inpatient Data Review | Outpatient Data Review

Table A.2: Data Checks	
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 IP 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

Contents | Front Page | HOS Inpatient Data | HOS Outpatient Data | Hospital List | Reference Tables | Hos IP Review | HOS IP Payments Review | HOS OP Payments Review | HOS OP Multiplier Review | HOS OP Service

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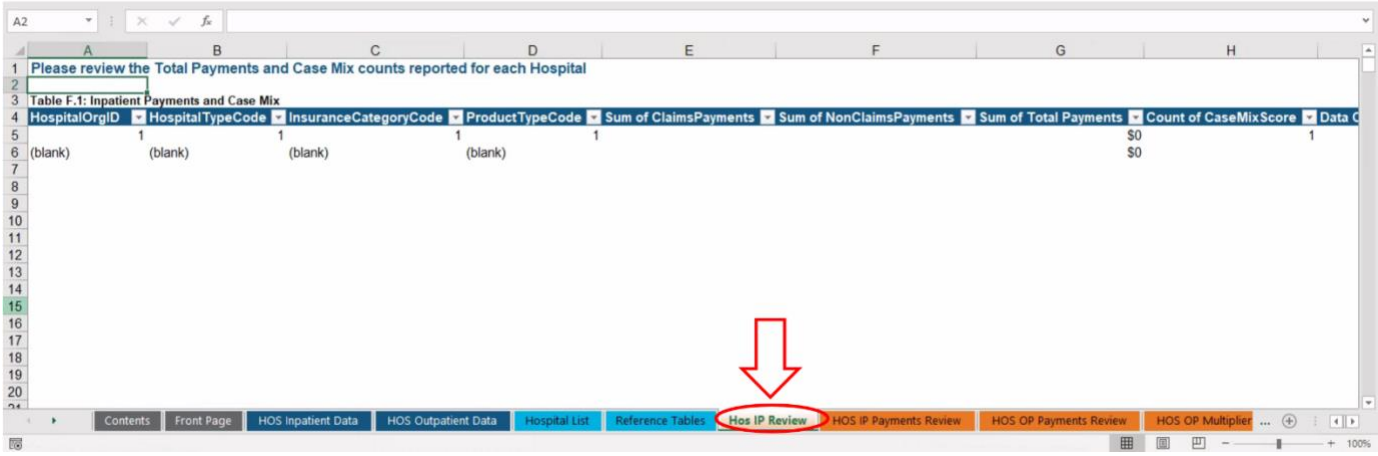
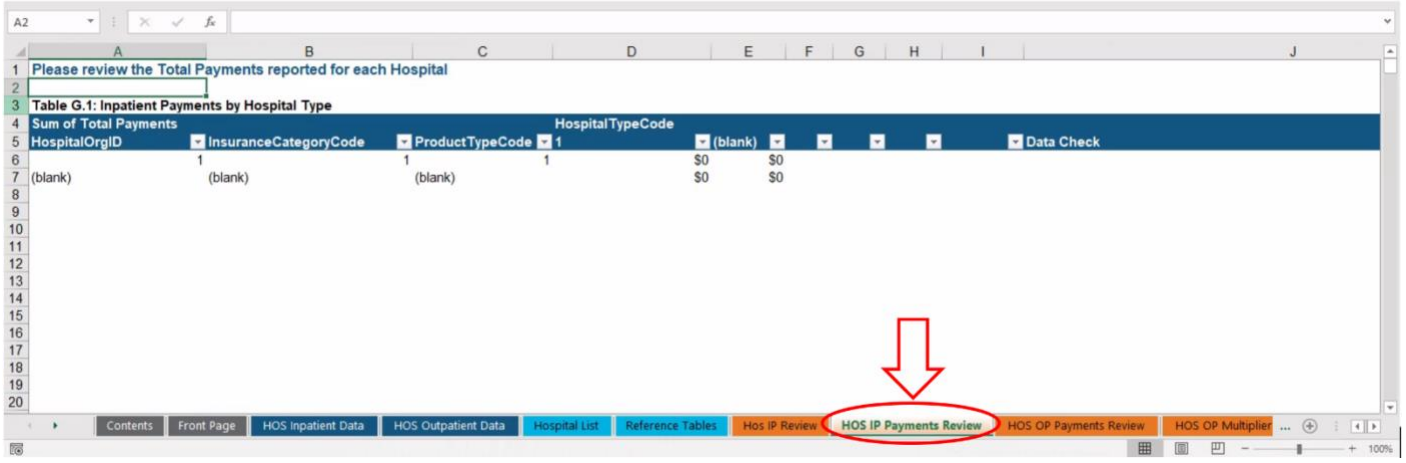
- Return to the “HOS Inpatient Data” tab. Columns I through M will be populated with the results of the data validation. Any invalid data entered will trigger an error message to appear in the blue columns (see example below). Note: the **Inpatient Data Review** button must be clicked to apply the data 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. Once the “Hos IP Review” button on the “Front Page” tab is clicked, the data within the “Hos Inpatient Review” can be used by the data submitter to review their data prior to submission.



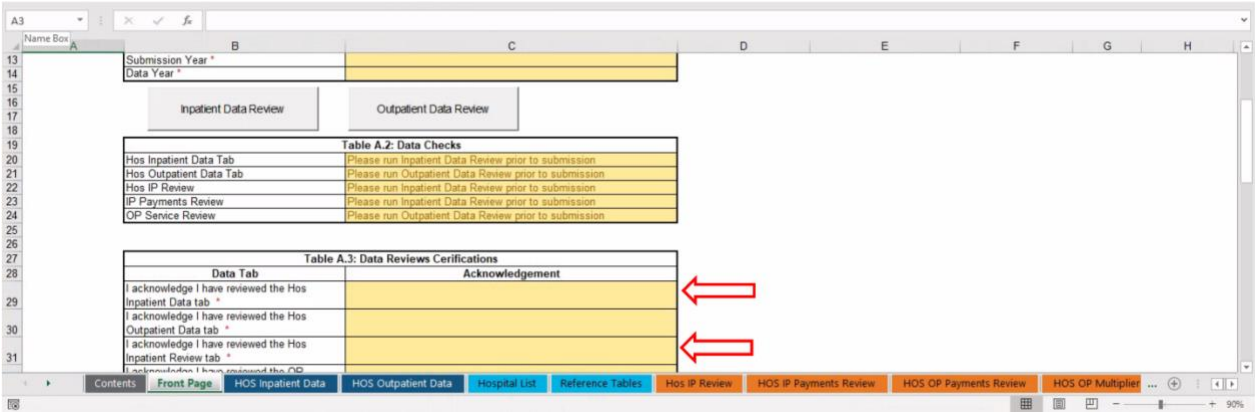
- Click on the “HOS IP Payments Review” tab. This tab checks to ensure that acute hospitals with psych payments are reported as a subset of the total acute hospital payments, and also provides the payments entered for review.

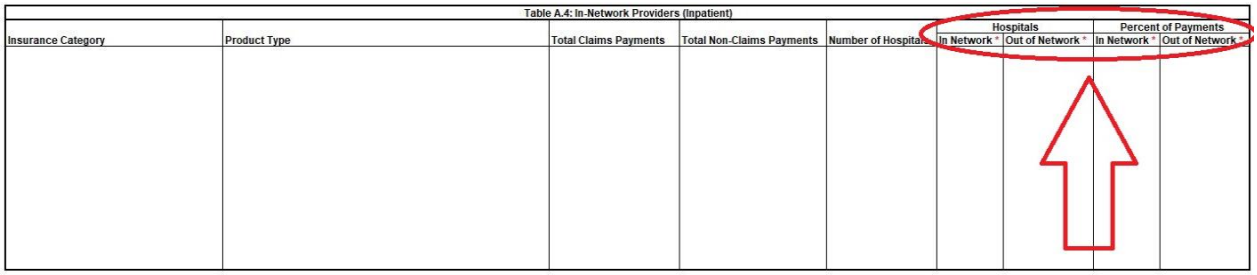


- Return to the “Front Page” tab after correcting any data issues flagged. Table A.2 will no longer be highlighted in yellow or red when the entered data has been validated.

- 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.

- Fill out table A.4, including the **Hospitals** and **Percent of Payments** columns for inpatient. These columns may not appear highlighted, but users will be capable of inputting their in-network and out-of-network information.

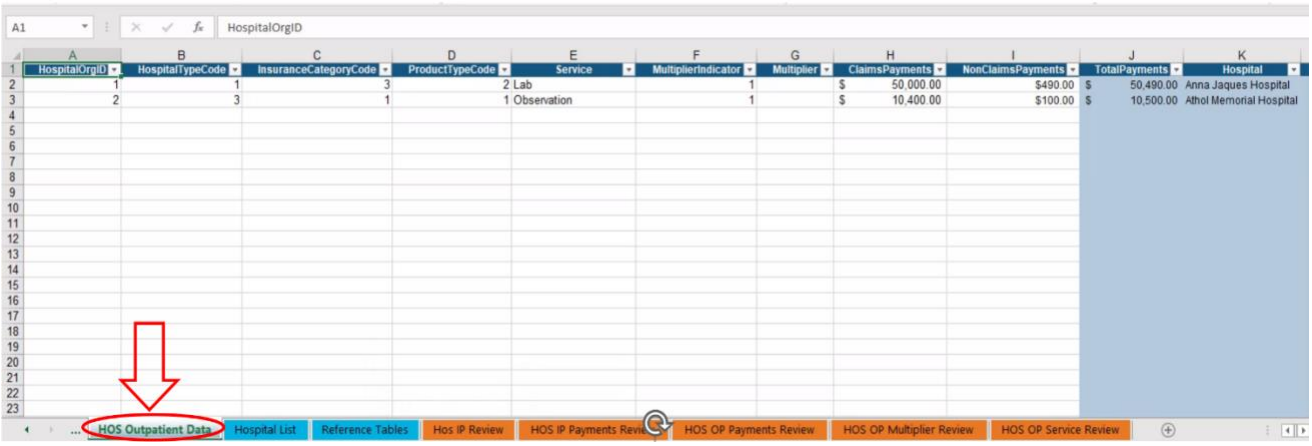




3. Entering Hospital Outpatient RP Data

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

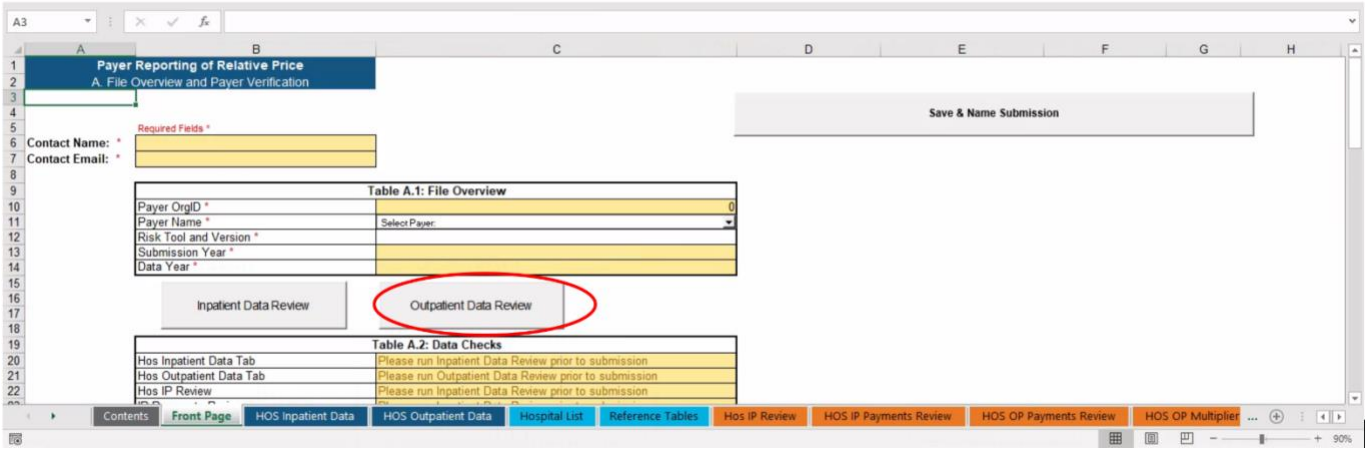
- Click on the "HOS Outpatient Data" tab located to the right of the "HOS Inpatient Data" tab.
- Users must enter data in columns A through I on the left side of the screen.
- The columns to the right highlighted in blue contain data checks for the inputted data. These cells are locked and will auto-populate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



HospitalOrgID	HospitalTypeCode	InsuranceCategoryCode	ProductTypeCode	Service	MultiplierIndicator	Multiplier	ClaimsPayments	NonClaimsPayments	TotalPayments	Hospital
1	1	3	2	Lab	1		$ 50,000.00	$490.00	$ 50,490.00	Anna Jaques Hospital
2	3	1	1	Observation	1		$ 10,400.00	$100.00	$ 10,500.00	Athol Memorial Hospital

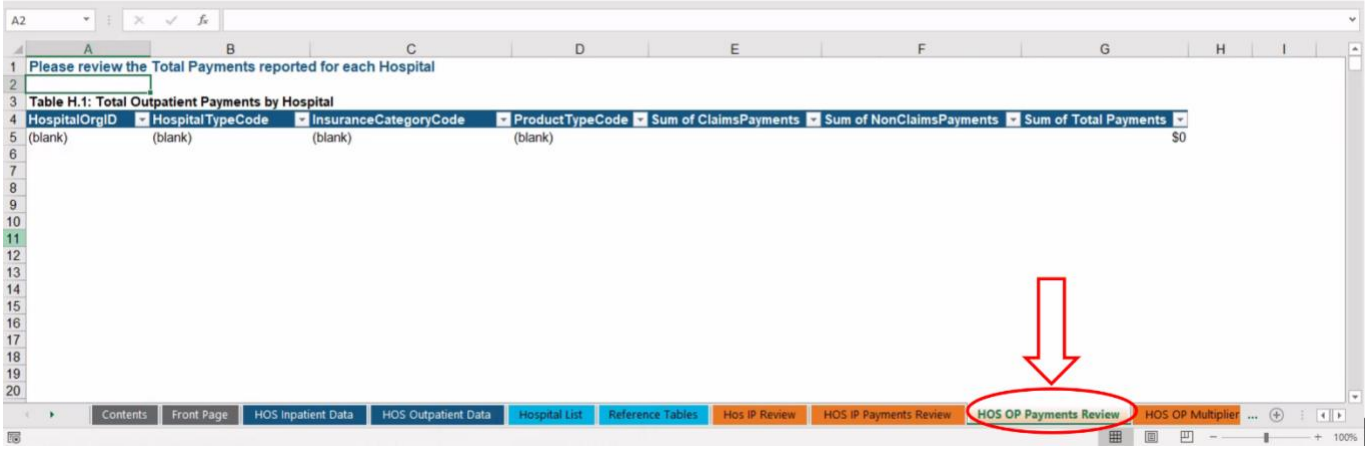
- For details on the data fields to enter, please refer to the Data Specification Manual.
- User reference materials for certain fields are also included within the template on the tabs highlighted in light blue:
  - **a.** The Provider List is included on the "Hospital List" tab (or "Physician Group List", or "Other Provider List" in those respective templates).
  - **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.

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

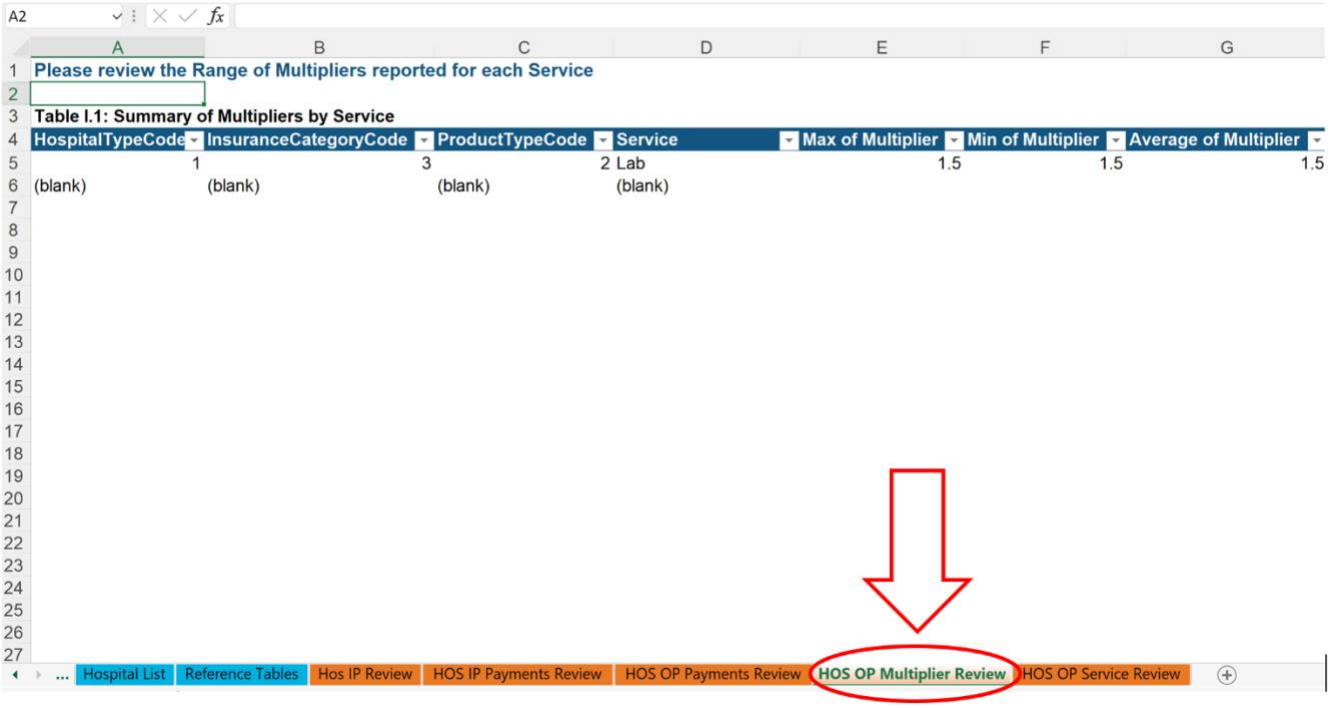


- Return to the “HOS Outpatient Data” tab. Columns J through P will be populated with the results of the data validation. Any invalid data entered will trigger an error message to appear in the blue columns (see example below). Note: the **Outpatient Data Review** button must be clicked to apply the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

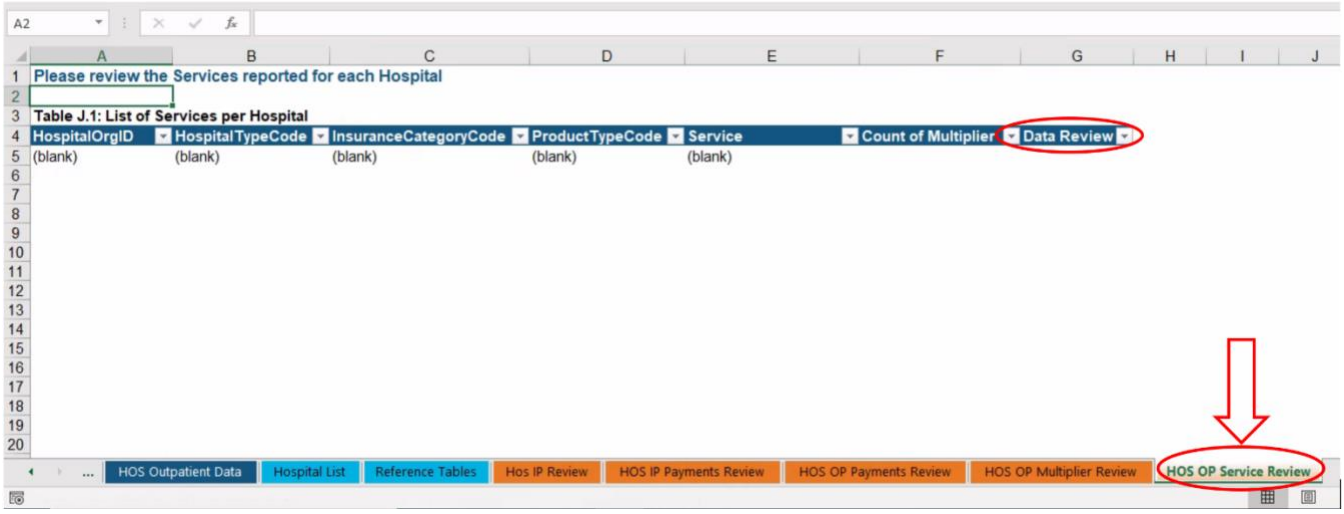
- Click on the “HOS OP Payments Review” tab, this tab shows the total payments entered for each unique Hospital/Hospital Type/Insurance Category/Product Type combination for review.



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



- 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).



- 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.

- Fill out table A.5, including the **Hospitals** and **Percent of Payments** columns for outpatient. These columns may not appear highlighted, but users will be capable of inputting their in-network and out-of-network information.

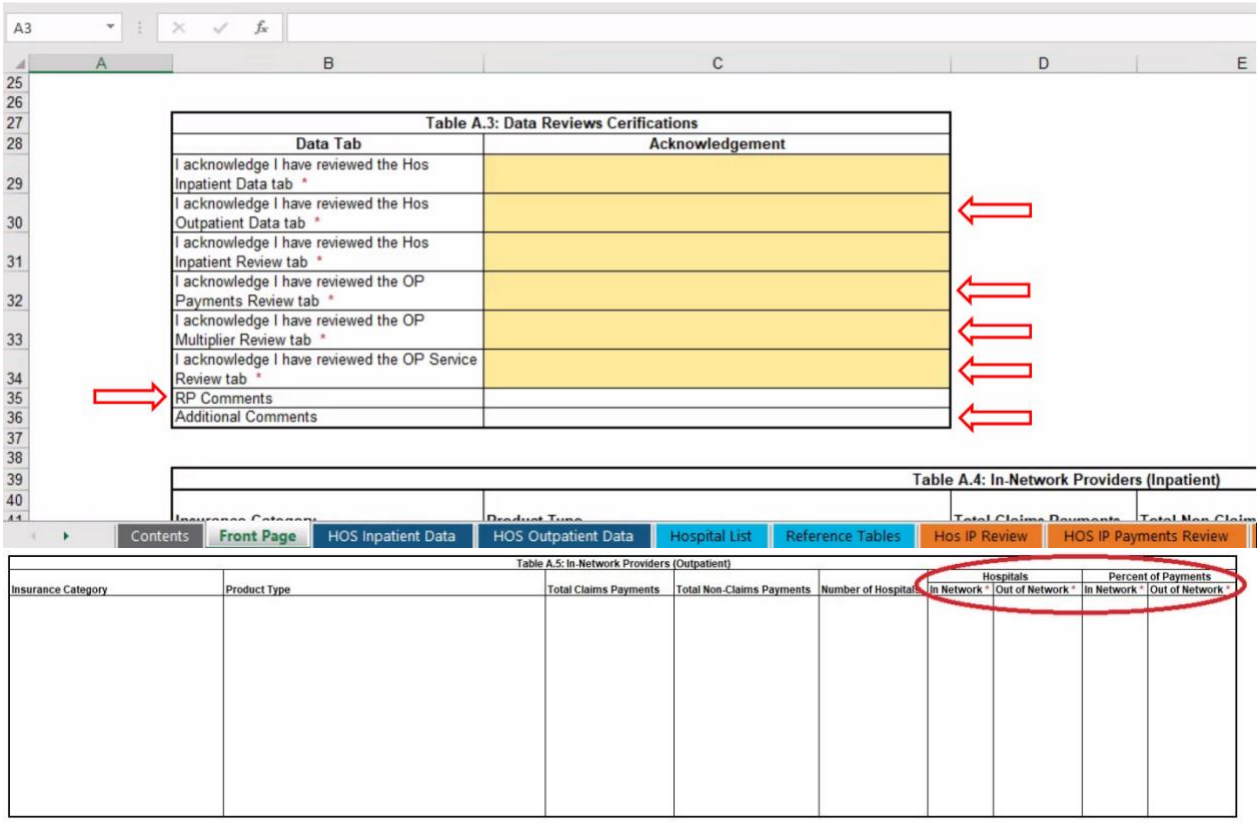


Table A.3: Data Reviews Cerifications

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 *	
RP Comments	
Additional Comments	

Table A.4: In-Network Providers (Inpatient)

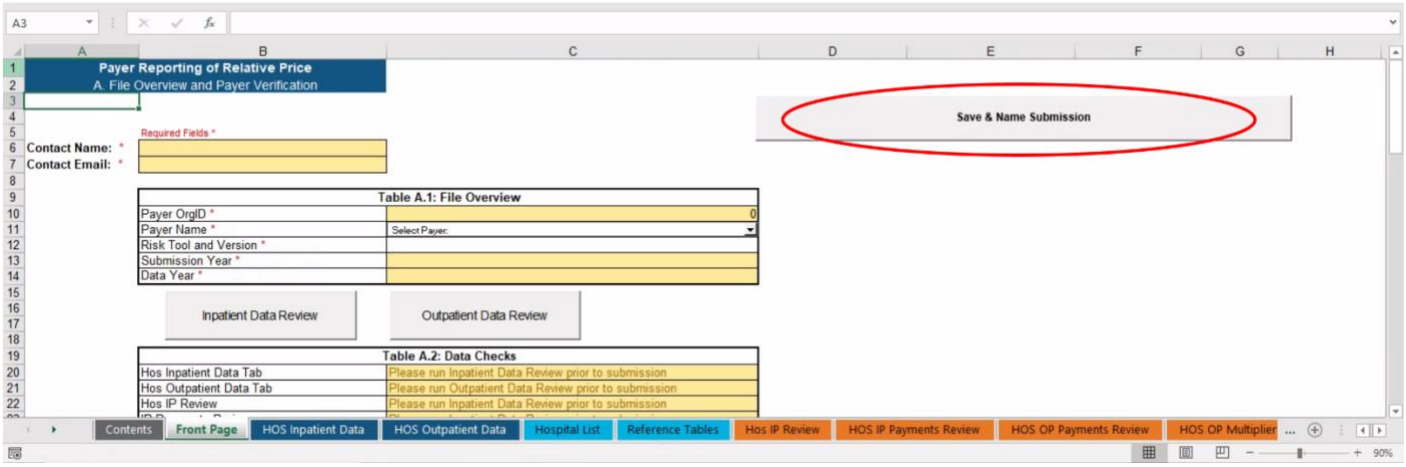
Table A.5: In-Network Providers (Outpatient)

Insurance Category	Product Type	Total Claims Payments	Total Non-Claims Payments	Number of Hospitals	Hospitals		Percent of Payments	
					In Network *	Out of Network *	In Network *	Out of Network *

4. Submitting the Data

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

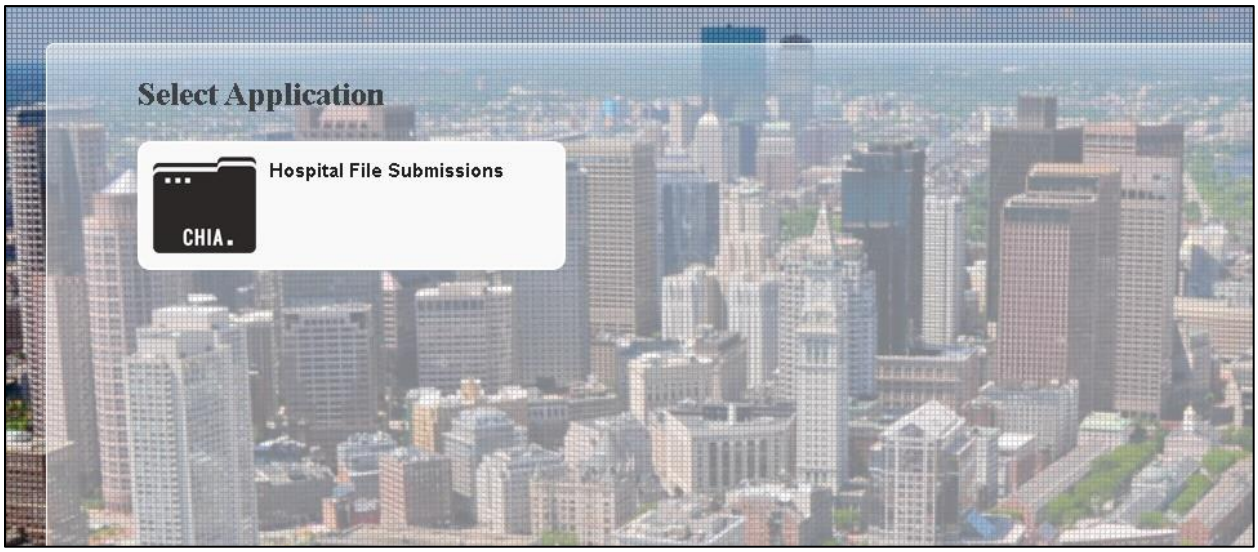
- Click on the "Save & Name Submission" button located to the right of the "Front Page" tab.
- If errors are identified in the data, users will not be allowed to save the file until errors are corrected.
- If all data is validated by the data checks, users will be prompted to save the file in the required 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.



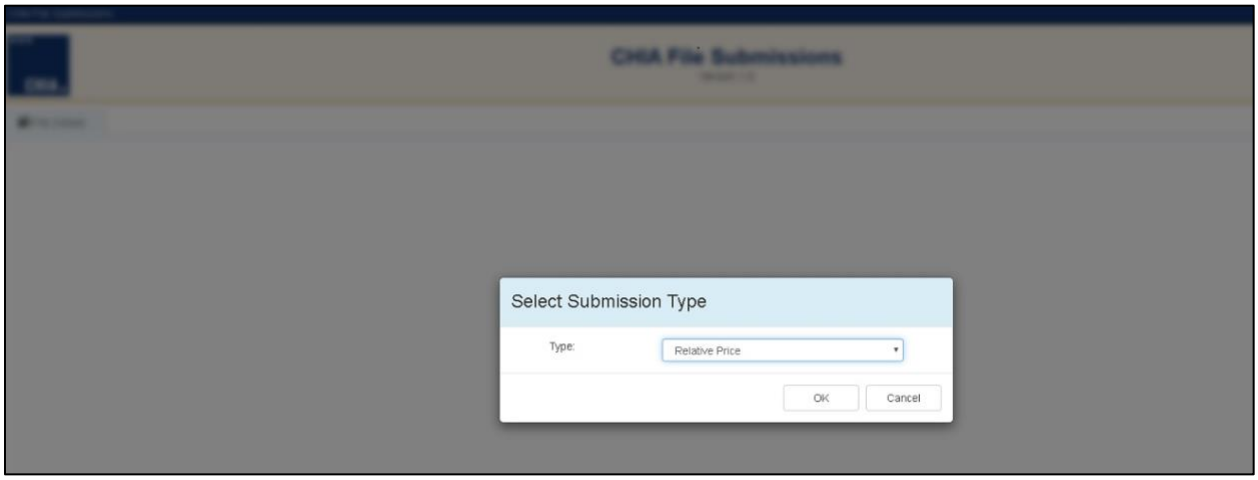
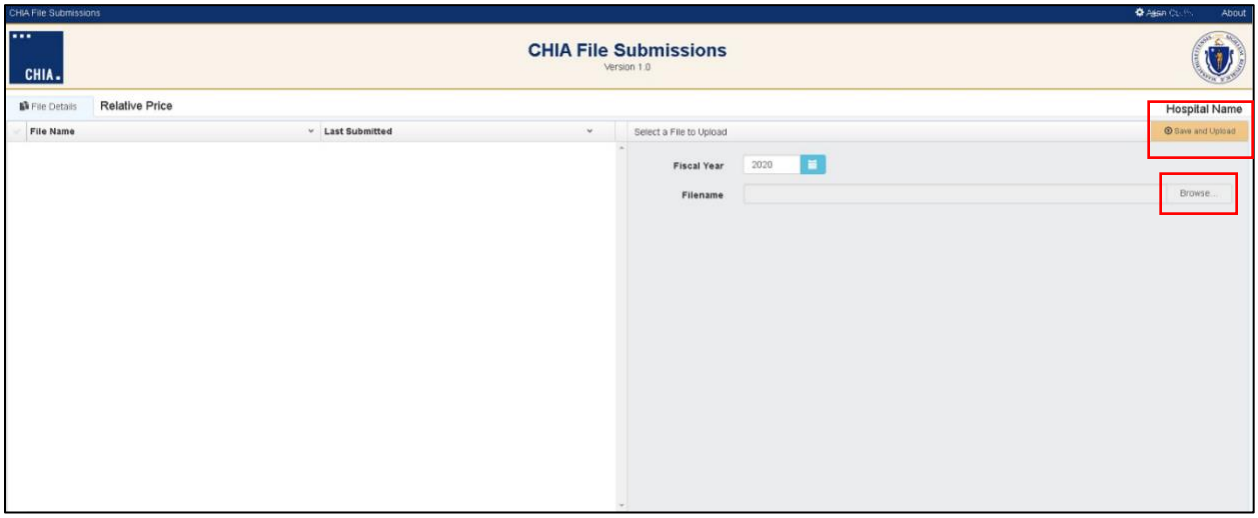
- After saving the file, go to https://chiasubmissions.chia.state.ma.us to access the CHIA Submissions data submission platform. **NOTE:** CHIA Submissions operates best in Google Chrome

- 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.

- 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.