

# Hospital Industry Data Institute

## Data Collection Web Site

The purpose of the Hospital Industry Data Institute's secure Web site is to allow users to perform one or more of the following functions:

- 1) transfer discharge data to HIDI;
- 2) retrieve reports; and
- 3) enter corrections. (This feature will be available by June 1, 2003.)

The site requires the entry of a user name and password. Instructions on how to request an account and use the Web site follow.

**To access the Web site, use the following secure URL:**

<https://www.mhanet.com/hidinet>

**Minimum Browser Requirements (If necessary, a current version can be downloaded at <http://www.microsoft.com/windows/ie/default.asp>):**

- Internet Explorer 5.5 SP2 or higher
- 128 bit encryption
- JavaScript Enabled
- 1024 x 768 Screen Resolution

**Requesting a User Name and Password:**

Persons identified as the contact for each provider should send an e-mail to [hidi@mail.mhanet.com](mailto:hidi@mail.mhanet.com) with "HIDI Web Site Account Request" as the subject. The e-mail should contain the following information.

- E-mail address
- Full name
- Name of the state user is affiliated with
- Name of the provider or health system user is affiliated with
- Authorized Medicare provider number(s) to be accessed by user
- Type of access authorized (read only or read and edit)
- Work phone number with extension

The information received in the e-mail will be verified with a current list of contact information maintained in the user database. If necessary, HIDI staff will contact the state association to verify your access to the Web site. HIDI staff will contact you by phone with your user name and password. If you do not know your Medicare provider number, or you do not have one, advise HIDI and a number will be assigned for your use.

## Using the HIDI Web Site:

Depending on the type of access authorized for each user, three primary functions are available on the Web site menu. The following outlines each function.

1. **Download Reports:** Allows user to download the data load summary, detail error listing, summary of errors and validation reports. Based upon your profile, you may see multiple hospital reports. The files will have the following format.

*Medicare provider number\_Report Type\_Reporting Period*

To download, click on the file name and select either Save or Open.

2. **Upload Data:** Allows the transfer of discharge data from user's system to HIDI's Web site. You can transfer only one file from your system at a time, and you will be required to supply the following information before transferring a dataset.
  - Medicare provider number of the facility for which you are transferring data. Authorized options can be selected from a dropdown box.
  - From and Through discharge dates are selected with month and year dropdown boxes
  - Select either inpatient or outpatient using the radio buttons
  - Select New, Replace or Test using the radio buttons
  - Enter the full path of the file to transfer. The Browse button will assist in locating the file to transfer.

HIDI will process the uploaded data file and advise user via e-mail after the data have been edited.

3. **Enter Corrections:** Allows user to enter corrections on the data recently transferred to HIDI. The screen will request the following information prior to starting the correction process.
  - Medicare provider number of the facility for which user is entering corrections
  - Authorized options can be selected from a dropdown box
  - Select either Inpatient or Outpatient

The Web site will display one patient per screen, with the fields in error in the same order as the printed error listing. User has the option of entering a correction for each field, marking the field as "OK," or deleting the entire record. Marking the field as "OK" indicates that user has verified the field in error as being accurate.