

Frequently Asked Questions:

Chapter 300 Organizational Data

LAST UPDATED: April 27, 2023

Data Sources

1. **Question:** We see that the portal is already populated with some physician data, what is the source of this data?

Answer: The information in the MHDO Hospital Organizational Data Portal reflects the updates made by health systems and hospitals during the 2022 validation year. Prior to that, the Organization Data in the portal was pre-populated with information from data submissions to the MHDO that included Hospital Encounter Data (Chapter 241, *Uniform Reporting System for Hospital Inpatient Data Sets and Hospital Outpatient Data Sets*), All-Payer Claims Database (Chapter 243, *Uniform Reporting System for Health Care Claims Data Sets*), and information in the National Plan & Provider Enumeration System (NPPES). Originally, the baseline start date for physicians was 1/31/2022; if this date is still listed, the date needs be updated to accurately reflect the physician's start date.

2. **Question:** Do I need to wait for the annual validation period to update physician and/or facility data?

Answer: Data can be updated at any point in time during the year. In fact, we encourage updating more frequently to lessen the burden at the end of a year.

Validating Physician Information

3. **Question:** Can you please clarify the definition of "affiliated" physician? Does this include contracted, temporary locum providers in addition to employed physicians?

Answer: Employed and/or affiliated physicians are the individual providers that are on the payroll of a hospital or practice, making them employed or affiliated with the entity. Information for Contracted and temporary locum providers is not required. (See [MHDO Rule Chapter 300](#) and the [Organizational Data User's Manual](#) for more details.)

4. **Question:** Are we only required to list physicians and exclude other providers, such as NPs, PA, LCSWs, etc.?

Answer: Yes, the requirement is specific to MD's and DO's.

5. **Question:** Do doctors with hospital privileges get added under the hospital?

Answer: If the doctor is not employed and/or affiliated with the hospital, then the doctor is not added.

6. **Question:** Do we need to update the physician start date of 1/31/2022 for each physician?

Answer: The start date is defined as: The month, day, and year a physician began working for the hospital and/or practice. If a physician is employed or affiliated with multiple hospitals or practices, the start date is unique to each entity.

The start date for each physician will be different, depending on when they became employed or affiliated with the organization. During the initial launch, MHDO pre-populated the baseline physician start dates as 1/31/2022. This date needs to be updated to accurately reflect each physician's start date. Once the start date is updated (either manually or through the bulk import process), as long as the physician remains employed at that organization, the start date will not need to be updated again.

7. **Question:** How do we handle providers who bill under more than one practice? Do we list them under their home/main department?

Answer: One goal of Chapter 300 Organizational Data is to identify where physicians are providing services. Therefore, physicians should be identified with all entities where they provide care.

8. **Question:** Do you have a template for uploading bulk physician information that you can share with us?

Answer: Yes, you can find the template in the MHDO Hospital Data Portal by clicking "Bulk Import Physicians":

Physicians Employed or Affiliated with the Hospital					Add Physician	Bulk Import Physicians
NPI	First Name	Last Name	Credentials	Taxonomy	Start Date	End Date
1790712982	JAMES	PARKER	M.D.	207RC0000X - Cardiovascular Disease Physician	1/31/2022	-
1821124025	ROBERT	ANDERSON	MD	207P00000X - Emergency Medicine Physician	1/31/2022	-
1821418716	LISA	CARPENTER	DO	207R00000X - Internal Medicine Physician	1/31/2022	-

Then, click the link "Download template" and open the Microsoft Excel CSV spreadsheet.

Bulk Import Physicians

Bulk Import Physician Details

To import multiple physicians:

1. [Download the template](#)
2. Add physicians' NPIs and start dates in the appropriate columns in the spreadsheet. Dates should be formatted as mm/dd/yyyy.
3. Copy the physicians' information from the spreadsheet
4. Paste into the text area below:

NPI Start Date

9. **Question:** To verify physician information, do we need to manually validate the list on the portal for each practice?

Answer: Yes, Chapter 300 requires all physician information in the MHDO Hospital Data Portal to be validated and updated annually.

Validating Organizational Information

10. **Question:** Are updates to the portal based on the entity's fiscal year or a point in time?

Answer: Data is updated and validated as of a point in time.

11. **Question:** Are we required to provide data for nursing homes and home health agencies? If not, will our status be noncompliant?

Answer: We will accept the data for nursing homes and home health agencies, but the information is not required. Some entities, such as skilled nursing facilities, may be listed as "Optional" in the status column because they are optional to validate based on the current rule, though still helpful to list for organizational relationship purposes.

12. **Question:** If two, three, or more different specialties have the same NPI and same physical address, do we have to enter them separately in the portal?

Answer: The general rule is that a practice should only be listed if there is a unique NPI and/or address. However, if physicians are present at a location, department, or office, we do want the practice listed separately, even if the address and NPIs are the same. If there are no physicians located at an off-campus outpatient office or department, no data updates are needed.

For example, if three different practices (clinics, departments, labs) have the same NPI (the NPI of the parent entity) and address because they are in the same brick and mortar building:

1. One may be for testing purposes (x-rays, swallowing, blood draws, etc.) but have no physicians, so no data is required to be collected.
2. Another practice in the building may be a family practice with physicians; therefore, data is required to be submitted in the organizational structure.
3. The third practice could be a podiatry office with physicians, so that data is also required to be collected in the organizational structure.

User Accounts

13. **Question:** I am currently a Financial Data Portal user, how do I obtain a username and password for the Chapter 300 Organizational Data Portal?

Answer: You need to contact the MHDO Help Desk at mhdohelp@hsri.org to request that your permissions be extended to include the Organizational Data.

14. Question: How do we register additional people who need user accounts to update the organizational information?

Answer: Please contact the MHDO Help Desk at mhdohelp@hsri.org and provide the following information:

- Name
- Company Name
- Job Title
- Email
- Phone Number
- Health System, Parent, and/or Hospital(s) the user is affiliated with If a user needs access to additional health systems or hospitals