

Data User Questions: Chapter 300

Organizational Data

LAST UPDATED: May 26, 2022

Data Sources

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

Response: The Organization Data in the MHDO Hospital Data Portal were pre-populated with data submissions to the MHDO that includes Hospital Encounter Data (Chapter 241), All-Payer Claims Database (Chapter 243), and we also use the National Plan & Provider Enumeration System (NPPES).

Validating Physician Information

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

Response: Employed/Affiliated Physicians are the individual providers that are on the payroll of a hospital or practice, making them employed or affiliated with the entity.

Affiliated are those physicians who are under the control or direction of a practice. If the contracted, temporary locum providers are employed by or affiliated with the practice they should be included. Employed are defined as “on the entity’s payroll” (See [MHDO Rule Chapter 300](#) & the [Organizational Data User’s Manual](#)).

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

Response: Yes, the requirement is specific to MD’s and DO’s.

4. **Question:** When physician data is being updated, for the start date, are users verifying the data or a point in time?

Response: 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. Once the start date is updated (either manually or through the bulk upload process), as long as the physician stays employed at that organization, it will not need to be updated again.

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

Response: The entity who is providing services should identify the department and/or practice in all locations where they are providing services (part of the goal is to identify where physicians are providing services.)

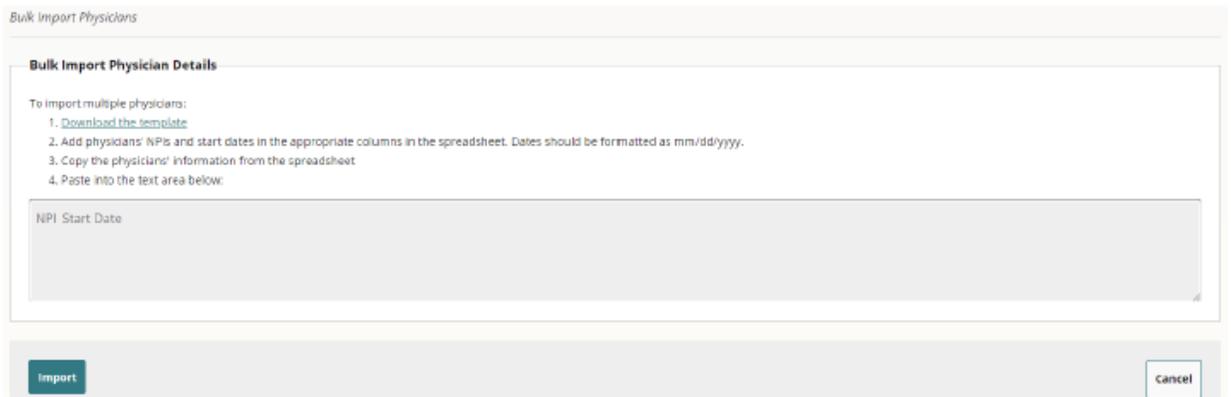
6. **Question:** Do you have a template for uploading bulk physician information that you can share with us?

Response: 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	-	Edit Delete
1821124025	ROBERT	ANDERSON	MD	207P00000X - Emergency Medicine Physician	1/31/2022	-	Edit Delete
1821418716	LISA	CARPENTER	DO	207R00000X - Internal Medicine Physician	1/31/2022	-	Edit Delete

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



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

Import Cancel

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

Response: Yes, Chapter 300 requires all physician information in the MHDO Hospital Data Portal to be validated.

User Accounts

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

Response: You need to contact the MHDO Help Desk to request that your permissions be extended to the Organizational Data Portal.

9. **Question:** Who do I work with to request additional access to the portal to update physician information?

Response: 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