

# ANNUAL UPDATE INSTRUCTIONS MANUAL

LAST UPDATED: APRIL 1, 2024

## PURPOSE

The purpose of the upcoming changes and activities in the portal is to:

1. Review and update (if necessary) all portal registration information including hospital information, contacts, and users (permissions).
2. Evaluate 2024 data against all validation rules by resetting all existing Profile- and Exemption-Level validation rule overrides.

These updates will ensure the accuracy and quality of registration and validation information within the MHDO Hospital Data Portal.

## TIMELINES

Task	Start Date	Due Date
Expiration of 2023 Annual Exemption and Profile-level Overrides	4/2/24	4/2/24
Annual updates to registration information	4/3/24	4/30/24
Q1 2024 data file submissions	4/3/24	6/30/24

## ANNUAL REGISTRATION UPDATE INSTRUCTIONS

**Action Required from:** Administrator Users

1. **Login.** Login to the MHDO Hospital Data Portal between April 3<sup>rd</sup> and April 30<sup>th</sup>, 2024.
2. **Review and Update [Users](#)**
  - a. One Administrator User from each facility must review and update their facility’s users to complete the 2024 annual registration. Please add, remove, or change permissions for users as appropriate. An explanation of permissions can be found in the [User Manual](#) (pages 5-7).
  - b. Click “**Confirm Registration Update 2024 – Users**”

Please complete the process of updating your information on this page and then click the confirmation link below.

[Confirm Registration Update 2024 - Users](#)

- c. Click the Confirm button

By clicking the Confirm button below, I hereby certify that the 2024 registration update for **Users** has been completed.

Confirm

3. **Review and Update [Contacts](#)**

- a. Each facility must have at least one Administrator and Data Submitter. Accurate information ensures the proper people receive emails from the MHDO Hospital Data Portal and from the MHDO. Each facility must also provide more than one contact person. In addition to the individuals who perform the day to day tasks there should also be backup and management contacts included in the event an issue must be escalated.
- b. An explanation of roles can be found in the [User Manual](#) (pages 7-9).
- c. Click "**Confirm Registration Update 2024 - Contacts**"

Please complete the process of updating your information on this page and then click the confirmation link below.

[Confirm Registration Update 2024 - Contacts](#)

- d. Click the Confirm button.

By clicking the Confirm button below, I hereby certify that the 2024 registration update for **Contacts** has been completed.

**Confirm**

4. **Review and Update [Summary](#)**

- a. Please review your facility's Campus, Campus Sub entities (clinics), and Data Stream information (such as vendors). One Administrator User from each company must review and contact the Help Desk ([mhdohelp@hsri.org](mailto:mhdohelp@hsri.org)) regarding changes to this information. MHDO Staff will make all edits to information on this page.
- b. Click "**Confirm Registration Update 2024 - Summary**"

Please review the information on this page. Contact the Help Desk ([mhdohelp@hsri.org](mailto:mhdohelp@hsri.org)) regarding any necessary changes. If there are no changes, click the confirmation link below.

[Confirm Registration Update 2024 - Summary](#)

- c. Click the Confirm button.

By clicking the Confirm button below, I hereby certify that the 2024 registration update for **Summary** has been completed.

**Confirm**

- 5. **Completion of 2024 Updates.** Once steps 1-4 have been completed successfully a message indicating the 2024 updates are completed will be displayed at the top of the Uses, Contacts, and

Summary screens. Please complete these steps **by April 30<sup>th</sup>, 2024**. **Failure to complete your updates may result in delays processing files and the release of MHDO’s data to authorized data users.**

Your registration information update for 2024 is complete. Thank you.

## VALIDATION OVERRIDE REVIEW INSTRUCTIONS

**Action Required from:** Data Submitters

1. **Review 2023 [Validation Report](#).** Information about how your data performed against the validation rules in the past can be found in the Validation Report. Further instructions for using the report with screen shots can be found in the [User Manual](#) (pages 18-19).
2. **Submit Quarter 1, 2024 Data.** Submit your Quarter 1, 2024 data to the MHDO Hospital Data Portal between April 4<sup>th</sup> and June 30<sup>th</sup>, 2024. Note: If you are unable to submit your data by June 30<sup>th</sup>, these instructions still apply.
3. **Review and Resolve Validation Issues.** **Due to all Profile and Exemption-Level overrides being reset, most users will have validation issues to review and resolve.** Once you click “Request Override” for a given Profile or Exemption-Level issue you will see a history of past overrides (if there are any), including the reason for the override or termination of the override, for that rule. Further instruction and screenshots can be found in the [User Manual](#) (page 16-18).

## VALIDATION RULE UPDATES

There are eight outpatient and seven inpatient (three of which are description corrections) validation rules being changed as of 4/3/24.

Rule ID	Rule Title	Element	Issue Type	Threshold	Change
365	Service Date 1 within Statement Period	OP6110	Profile	99.5%	Service Date is between Statement Covers Period-From and Statement Covers Period-Thru dates. Update removes utilizing Admission/Start of Care Date
376	Service Date 2 within Statement Period	OP6117	Profile	99.5%	Update validation to use Statement Covers Period-From instead of Admission/Start of Care Date
385	Service Date 3 within Statement Period	OP6124	Profile	99.50%	Update validation to use Statement Covers Period-From instead of Admission/Start of Care Date
778	Rendering Provider NPI - 1 Populated	OP6126	Exemption	90.00%	Update: A valid entry means the field populated when Revenue Center Code - 1 is Blank, OR in the range 096x-098x and Place of

Rule ID	Rule Title	Element	Issue Type	Threshold	Change
					Service value is in subset (11, 17, 20, 22, 49, 50, 71, 72)
779	Rendering Provider NPI - 2 Populated	OP6128	Exemption	90.00%	Update: A valid entry means the field is populated when Revenue Center Code - 2 is Blank, OR is in the range 096x-098x and Place of Service value is in the subset (11, 17, 20, 22, 49, 50, 71, 72)
780	Rendering Provider NPI - 3 Populated	OP6130	Exemption	90.00%	Update: A valid entry means the field is populated when Revenue Center Code - 3 is Blank, OR is in the range 096x-098x and Place of Service (OP4006) is in the subset (11, 17, 20, 22, 49, 50, 71, 72)
797	Service Date-2 Populated	OP6117	Exemption	99.50%	Update: Value in Service Units -2 must be > 0
798	Service Date-3 Populated	OP6124	Exemption	99.50%	Update: Value in Service Units-3 must be > 0
644	Valid Inpatient Ancillary Revenue Code #1	IP6004	Exemption	100.00%	Update description to include 'and the first three digits are in the range of 022 through 099'
645	Valid Inpatient Ancillary Revenue Code #2	IP6006	Exemption	100.00%	Update description to include 'and the first three digits are in the range of 022 through 099'
646	Valid Inpatient Ancillary Revenue Code #3	IP6008	Exemption	100.00%	Update description to include 'and the first three digits are in the range of 022 through 099'
58	Valid Accommodations Revenue Code #1	IP5004	Exemption	99.5%	Update: Fail revenue codes with first three digits in the range of 022 through 099, i.e. ancillary revenue codes.
61	Valid Accommodations Revenue Code #2	IP5007	Exemption	99.5%	Update: Fail revenue codes with first three digits in the range of 022 through 099, i.e. ancillary revenue codes.
65	Valid Accommodations Revenue Code #3	IP5010	Exemption	99.5%	Update: Fail revenue codes with first three digits in the range of 022 through 099, i.e. ancillary revenue codes.
69	Valid Accommodations Revenue Code #4	IP5013	Exemption	99.5%	Update: Fail revenue codes with first three digits in the range of 022 through 099, i.e. ancillary revenue codes.

## HELP AND REPORTING ISSUES

All questions and issues encountered in the portal should be directed to the MHDO Help Desk.

Toll-free Phone: (866) 451-5876

Email: [mhdohelp@hsri.org](mailto:mhdohelp@hsri.org)