MARYLAND HOSPITAL DATA REPOSITORY

DATA COLLECTION SYSTEM
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MARYLAND HOSPITAL DATA REPOSITORY
DATA COLLECTION SYSTEM

Overview

The Maryland Hospital Data Collection System is a web-based program that allows Maryland hospitals the ability to upload via excel worksheet, online, their monthly volume and revenue statistics for submission to the HSCRC. The submission dates for the monthly data are 30 days after the report period ends.

System Security is managed by the HSCRC. The HSCRC is responsible for approving, user requests, and assigning privilege criteria. It is imperative that the user IDs and passwords not be shared. This will enable the HSCRC to protect the integrity of the system and each hospital’s data. The security measures ensure that only users authorized by the HSCRC can view an individual hospital’s data.

Questions may be addressed to Amanda Vaughan at the HSCRC via phone 410-764-2597 or email: Amanda.vaughan@maryland.gov or to the system design programmer, Senthil Ramiah, by emailing hsrc@aileronconsulting.com
Access the Program

Go to your web browser and type the following Internet address:
https://rates.hscrc.maryland.gov/project1/login.asp

The first screen you will see is the LOGIN screen (Illustration I).

Illustration I

(1) Sign-On to the HSCRC Rates website

(1) Sign-on to the Maryland Hospital Data Repository

a) Move cursor to the User Name box on the Login screen.
b) Type user ID into this box and using the tab key move to the password box.
c) Type your password.
d) Either tab to the Monthly Volume and Revenues button and hit the Enter key or click on
the button to advance to the Main Menu.
When you login for the first time, you will be presented with the following screen. Please verify your contact information and update any relevant fields. Click on Save if you have made changes. Click on Cancel if the contact information is current.

Main Menu

*Illustration II*
(1) Select the Hospital
   a) The drop down box under Select Hospital Name, in the top section of this screen, should have your hospital name defaulted in based on your user ID and password. (Illustration II)

(2) Select the Appropriate Program Function

Using the links on the left MAIN MENU screen, you may: (Illustration III)

   a) View Submitted Data
   b) Import data via Excel
   c) Revise Imported Data
   d) View the CSA/CSB reports
   e) Request New User
   f) Enter GBR/TPR Data
   g) Log Off

Illustration III
Menu Layout : (Illustration IV)

Using the links on the drop down menu of the MENU BAR, you may access the same functions that are available on the home page.

Illustration IV

a.) View Submitted Data (Illustration V)
To access this function click on the link title. On this screen select the report period and utilization schedule and click the Retrieve button to view your hospital’s data which has previously been submitted to the HSCRC.
1) The hospital name and hospital number are automatically populated based on your user id.

2) Select the report period and Utilization schedule from the drop downs.

3) Click the “Retrieve” button. The system will automatically populate the last effective rate date and display the submitted data.

4) Click the “Cancel” button to return to the Home Page.

b.) Excel Import

1) To access this function click on the link title “Excel Import” that is under the Data section on the menu. This screen will let you browse the excel template file to upload the monthly data.

2) Click the “Excel Template” link to download the sample Excel template file. Excel file types that are supported are .xls and .xlsx.

3) Click the browse button to browse for the excel file that contains your data.

4) Click on Upload to upload the Excel file and preview the data.
5) After you click “Upload” you can review the data to see if there are any errors. The error code definitions will appear at the bottom of the screen only if you have errors in the Excel worksheet (see Illustration VII).

6) If your submission contains errors, you will not be able to submit the data.

7) Click the “Reupload Excel File” link to reupload a file if there are any errors.

8) Click the “Submit to HSCRC” button to transmit your final results.

**Illustration VI**
The following are the error codes and definitions:

**Error and Warning Flags**
- The program will not submit worksheets with errors
- Input errors are highlighted in Red, and the fields will have error codes displayed next to them.

**Error and Warning Codes:**
- **EV** - Volume must have corresponding revenue and vice versa;
- **ET** - Sum of cost centers does not equal the total. Recheck the information for inaccurate numbers;
- **Invalid Date** - The Date does not match dates specified for other Center Codes;
- **Invalid Code** - The Center Code is invalid for your Hospital;
- **Duplicate Code** - There are multiple lines with the same Center Code.
c.) Revise Imported Data

Revise Imported Data allows a hospital user to upload a revised excel document for the hospital’s submitted data (see illustration VIII). The “Revise Imported Data” screen has the same appearance and functionality as the “Excel Upload” screen. Note that you can only revise a previously submitted data. You can submit revisions for multiple months.

Illustration VIII
d.) Review Reports CSA/CSB (Illustration IX)

This function allows the user to review your hospital’s CSA/CSB statistical data summary rate compliance reports (see Illustration IX). The reports have a column titled “HSCRC Approved Rates”. The rates are based the hospital’s most recent approved rates and do not take into consideration any corridor expansions that the hospital has requested. Edits to the reports are not allowed on this screen. If your hospital has submitted revisions for approval, the pending revisions are displayed on this report.

1) Organization name is loaded automatically based on the user.
2) Select Report month and year from the drop down.
3) After selecting the report period click the “Retrieve” button which loads report based on selection criteria and Last effective rate date is also populated in the screen.
4) Click on the “Printable screen” link to print the report. Be sure to set the page layout to Landscape mode when printing.

Illustration X

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e). Request New User (Illustration XI)

This function allows the user to create a new user under their organization. Once the HSCRC administrator approves the request, the user id will become active.

1) After entering all the inputs for creating the new user click the”Save” button and the record will be saved for approval by the HSCRC administrator.

2) Click the “Cancel” button which redirects to home page.
f). Enter GBR/TPR Data

This function allows the user to create and modify the GBR/TPR data for a fiscal Year and will be able to export the report in excel.

1) Click the “GBR/TPR Create” button to create the new GBR/TPR data for the fiscal year.
2) Click the “Edit” button to modify the data previously entered.
3) Click the “Export” button to export the report data into excel sheet.
4) **If you have a pending Revision, then the “Report pending approval of revision” message will be displayed.**
5) To create GBR/TPR Data, first select the Fiscal year. Upon selection the months will be loaded automatically based on the FY start month for your hospital. Enter the values in Interim Revenue and Actual GBR/TPR Revenue text boxes.
6) The “Months” column represents the fiscal year months,

7) The second column is “Actual Data” – calculated based on the data which has been uploaded through excel files previously.

8) “GBR/TPR Projected Revenue” – is the column where you would enter the projected revenue for the month.

9) After entering the data click the “Save” button.

Illustration XI
6). Months

7). Actual

8). Projected Revenue

9). Save

5). Select the Fiscal Year

Illustration XII (GBR/TPR Create Page)

Illustration XIII (GBR/TPR Edit Page)
g.) **Logoff** (Illustration XIV and Illustration XV)

You can either logoff by clicking on the Logoff link on the top right hand side or by clicking on the Logoff button on the Main page.

*Illustration XIV (Logout Link)*

![Illustration XIV](image)

*Illustration XV (Logout Link)*

![Illustration XV](image)