


Hospital Cost Report – Data Access Tool “QUICK GUIDE for USERS”

May 23, 2018

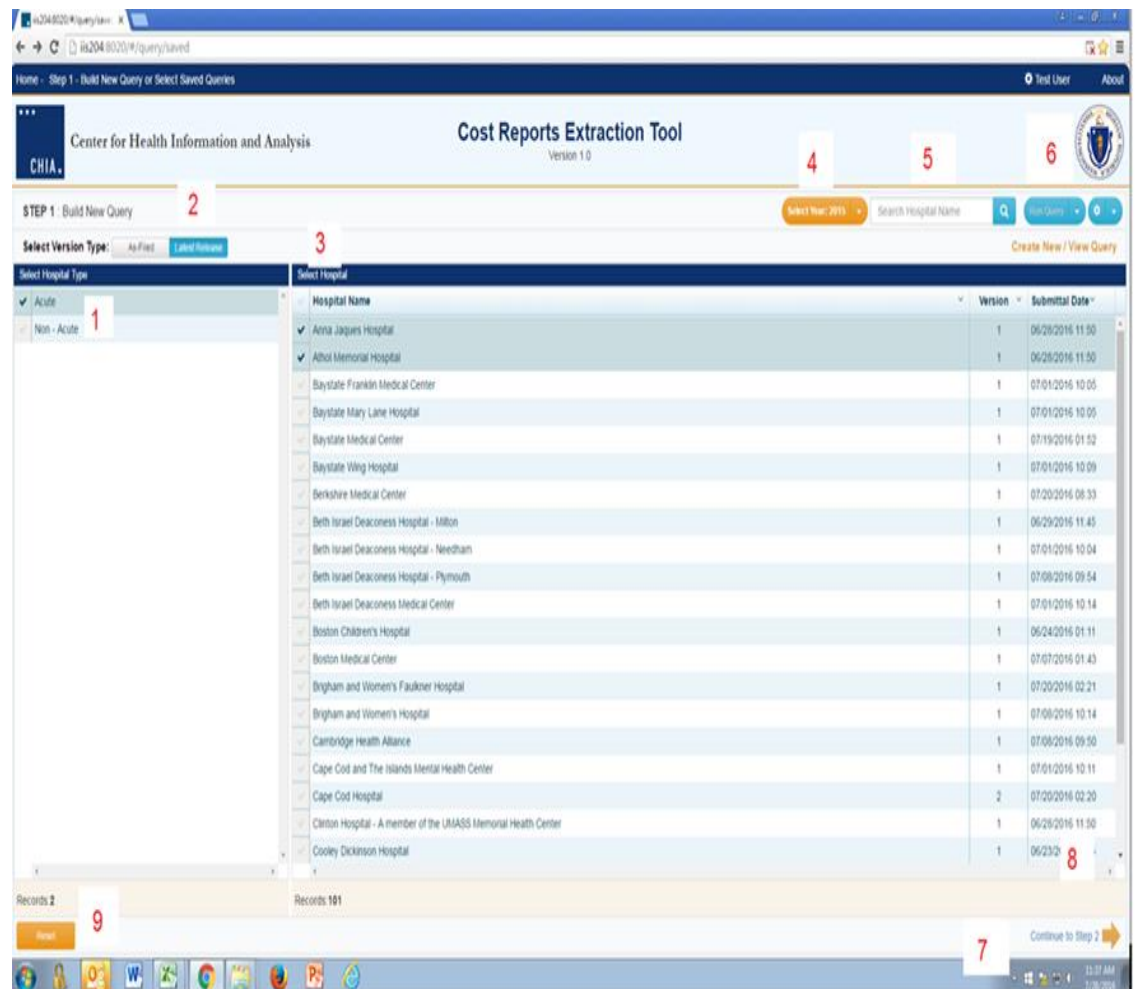
-  CHROME Browser is recommended and allow “Pop-Up Blockers” should they occur
- Web Address: <https://chiasubmissions.chia.state.ma.us>
(Please [register](#) for a User Name and Password to access this site)

About this Report: The basic hospital cost report contains standard cost centers (rows / columns). As each hospital is unique, each hospital has the ability to add and customize additional cost centers (rows / columns). These additional cost centers (rows / columns) must be considered querying the hospital data base. As such, there are two sections provided to assist with using the Hospital Cost Report – Data Access Tool.

Section 1: Standard Cost Centers

This section provides information on selecting the standard cost centers (rows / columns). For quick queries, instructions in this section will suffice for queries where one may be looking at total patient days versus patient days in a specific cost center. To know which hospital have customized or subscribed additional cost centers (rows / columns), see Section 2.

- 1 Select Hospital Type
- 2 Select “AS FILED” or “LATEST RELEASE” the default is the latest data
- 3 Select Hospital by name
- 4 Select Year
- 5 Search by name or all by clicking next to Hospital Name
- 6 (Internal Functionality – only)
- 7 Continue to Step 2 to select data elements to extract
- 8 Use “Page Down” function on your computer
- 9 RESET selections



The screenshot shows the 'Cost Reports Extraction Tool' interface. The browser address bar shows 'is2048020/#/query/aved'. The page title is 'Cost Reports Extraction Tool Version 1.0'. The interface includes a search bar for hospital names, a 'Select Year' dropdown set to 2015, and a table of hospital data. The table has columns for 'Hospital Name', 'Version', and 'Submit Date'. The 'Acute' hospital type is selected. The table lists various hospitals such as Anna Jaques Hospital, Althol Memorial Hospital, Baystate Franklin Medical Center, etc. The interface also shows a 'Records 101' indicator and a 'Continue to Step 2' button.

Select Hospital Type	Select Hospital	Version	Submit Date
✓ Acute	✓ Anna Jaques Hospital	1	06/29/2016 11:50
- Non - Acute	✓ Althol Memorial Hospital	1	06/28/2016 11:50
	Baystate Franklin Medical Center	1	07/01/2016 10:00
	Baystate Mary Lane Hospital	1	07/01/2016 10:00
	Baystate Medical Center	1	07/19/2016 01:52
	Baystate Wing Hospital	1	07/01/2016 10:09
	Berkshire Medical Center	1	07/20/2016 08:33
	Beth Israel Deaconess Hospital - Milton	1	06/29/2016 11:45
	Beth Israel Deaconess Hospital - Needham	1	07/01/2016 10:04
	Beth Israel Deaconess Hospital - Plymouth	1	07/08/2016 09:54
	Beth Israel Deaconess Medical Center	1	07/01/2016 10:14
	Boston Children's Hospital	1	06/24/2016 01:11
	Boston Medical Center	1	07/07/2016 01:43
	Brigham and Women's Faulkner Hospital	1	07/20/2016 02:21
	Brigham and Women's Hospital	1	07/08/2016 10:14
	Cambridge Health Alliance	1	07/08/2016 09:50
	Cape Cod and The Islands Mental Health Center	1	07/01/2016 10:11
	Cape Cod Hospital	2	07/20/2016 02:20
	Clinton Hospital - A member of the UMASS Memorial Health Center	1	06/29/2016 11:50
	Coolidge Dickenson Hospital	1	06/23/2016 11:50

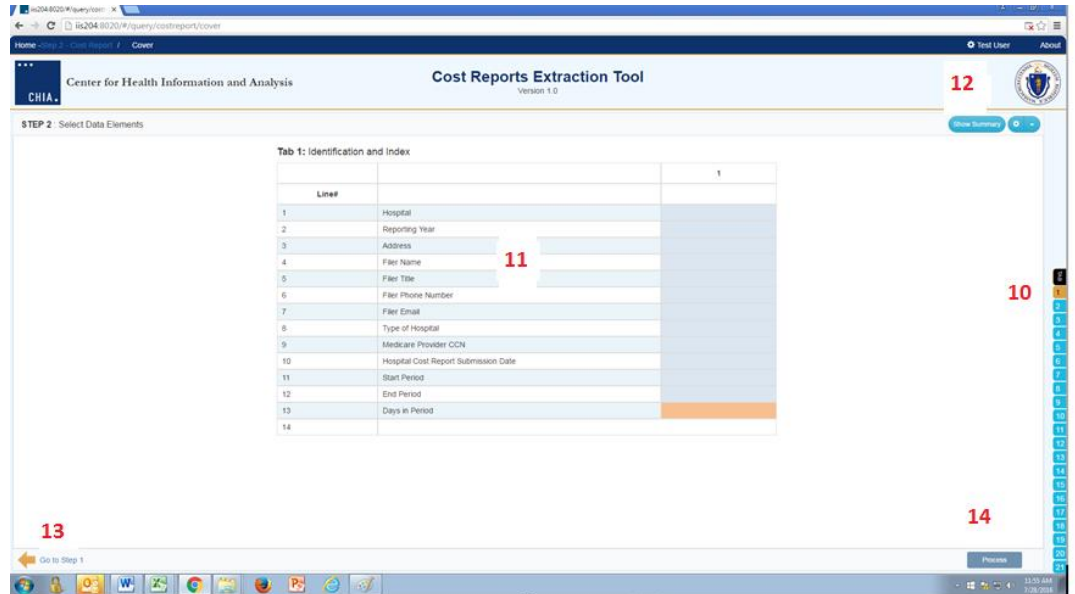
10 Select Tabs

11 Select specific data points or click on the column # / row # to select the entire column / row. The maximum limit is 1000 data cells.

12 View and edit selected data points

13 Return to prior screen

14 Process selections

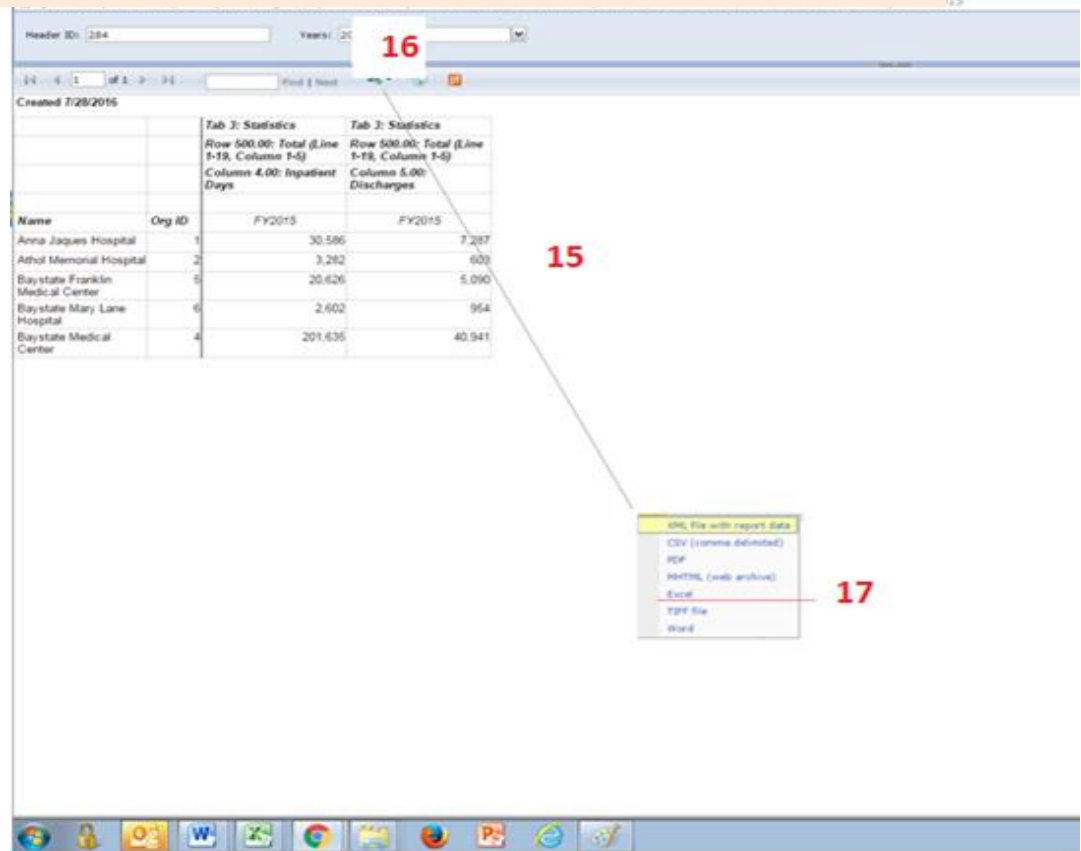


Note: The orange cells are calculations while the blue are information provided by hospitals.

15 This is what the database returned

16 This can be exported to EXCEL by clicking this icon

17 And then clicking on EXCEL



Home - Step 3 - Cost Report / Statistics

Center for Health Information and Analysis

Cost Reports Extraction Tool
Version 1.0

STEP 2: Select Data Elements

Tab 3: Patient Service Statistical Data

Line #	Sub-Line #		1	2	3	4	5	6	7	8
			Weighted Average Licensed Beds	Weighted Average Available Beds	Weighted Average Staffed Beds	Inpatient Days	Discharges	Percentage Occupancy	Average Daily Census	Average Length of Stay
2	00	Medical								
3	00	Obstetric								
4	00	Intensive Care Unit / Adult								
5	00	Intensive Care Unit / Pediatric								
6	00	Intensive Care Unit / Neonatal								
7	00	Coronary Care Unit								
8	00	Burn Intensive Care Unit								
9	00	Surgical Intensive Care Unit								
10	00	Other Special Care (specify)								
11	00	Subprovider IPF / Adult -Psych								
12	00	Subprovider IPF / Pediatric-Psych								
13	00	Subprovider IRF								
14	00	Subprovider (specify)								
15	00	Nursery / Newborn								
16	00	Nursery / Special								
17	00	Skilled Nursing Facilities								
18	00	Nursing Facility								
19	00	Other Long Term Care								

Go to Step 1

ExtractionReport (2).xlsx

Process

18

19

18 Clicks on Extraction Report

19 Choose "Open"

ExtractionReport (2).xlsx - Microsoft Excel

Created 7/28/2016

Name	Org ID	FY2015	FY2015
Anna Jaques Hospital	1	30,586	7,287
Athol Memorial Hospital	2	3,282	603
Baystate Franklin Medical Center	5	20,626	5,090
Baystate Mary Lane Hospital	6	2,602	954
Baystate Medical Center	4	201,635	40,941

20

20 You are now in EXCEL and can use all its functionality!

Section 2: Customized or Subscribed Cost Centers

This section provides information on identifying and selecting the additional customized or subscribed cost centers (rows / columns).

Users will need to know which hospitals have elected to customize or subscribe additional cost centers (rows / columns). CHIA has prepared a report which lists all the standard and subscribed additional cost centers (rows / columns) by hospital.

To access that report, which is titled the *Subscribed and Specified Lines Report*, open the RUN REPORT by clicking on the arrow (See A).

This will open the access to the *Subscribed and Specified Lines Report* (See B).

This report contains all standard and all subscribed cost centers, along with the descriptions provided by hospital. The standard cost center line number and description is intended for reference. Below is an example of how the report will look.

Example of the *Subscribed and Specified Lines Report*:

Line #	Sub Line #	HCRIS	Standard Line Descriptions	(Tab 3 Line Number Reference)	Hospital A	Hospital B	Hospital C	Hospital D
Inpatient Routine Service Cost Centers								
30	01	03000	Medical and Surgical	(1)				
30	02	03000	Pediatric	(2)				
30	03	03000	Obstetric	(3)				
30	04					Other Adults & Peds		
30	04			(3 01)			Other Adults & Peds	
30	05			(3 02)			Other Adults & Peds	
31	01	03100	Intensive Care Unit / Adult	(4)				
31	02	03100	Intensive Care Unit / Pediatric	(5)				
31	03	03100	Intensive Care Unit / Neonatal	(6)				
31	05							
31	05			(6 02)				NEONATAL INTENSIVE CARE UNIT
32	00	03200	Coronary Care Unit	(7)				
33	00	03300	Burn Intensive Care Unit	(8)				
34	00	03400	Surgical Intensive Care Unit	(9)				
34	01			(5 01)				
34	02			(5 02)				
34	03			(5 03)				
34	04			(5 04)				
35	00							
35	01							
40	01	04000	Subprovider IPF / Adult-Psych	(11)				
40	02	04000	Subprovider IPF / Pediatric-Psych	(12)				
41	00	04100	Subprovider IRF	(13)				
42	00	04200						
43	01	04300	Nursery / Newborn	(15)				
43	02	04300	Nursery / Special	(16)				
44	00	04400	Skilled Nursing Facilities	(17)				
45	00	04500	Nursing Facility	(18)				
46	00	04600	Other Long Term Care	(19)				
Ancillary Service Cost Centers								
					Not Defined			
					PEDIATRIC INTENSIVE CAR			

When all columns are populated, the data in the first three columns represents the standard cost center rows /columns for all tabs containing cost center data, excluding Tab 3. The corresponding Tab 3 cost center line reference is in Column 4.

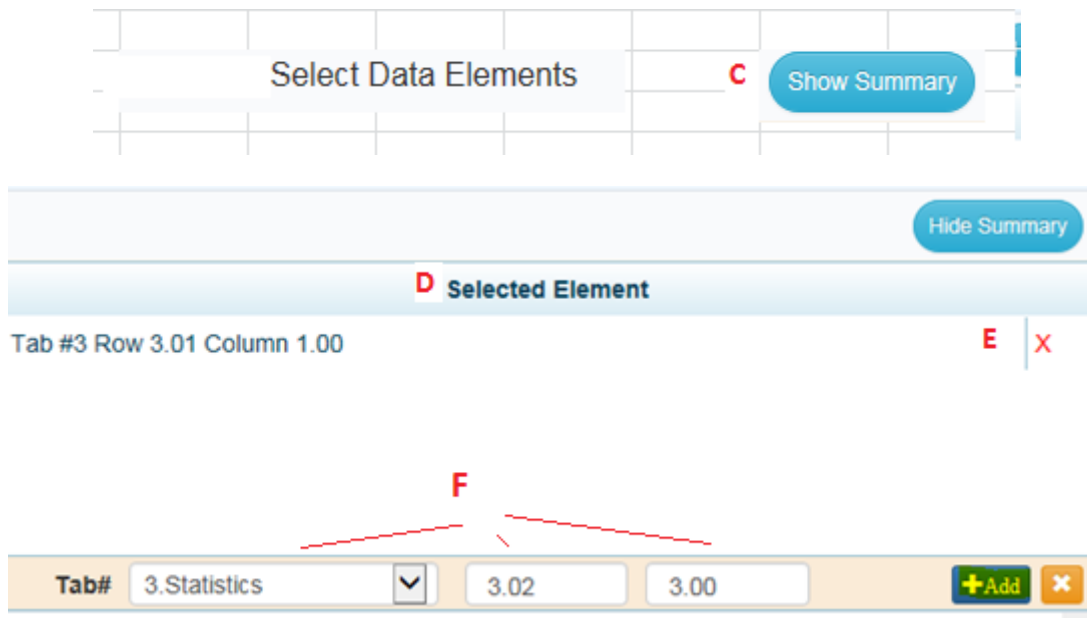
Columns 5 and so forth contain the hospital names at the top. The hospital specific customized or subscribed cost centers are contained within the column.

For example (see chart above), Hospital A has customized lines 35 and 35.01. Line 35 is has information but not a label, and line 35.01 is described as Pediatric Intensive Care.

To select the customized or subscribed additional cost centers (rows / columns), click on the Show Summary (C).

The Selected Element box will open (See D). This is where the customized or subscribed additional cost centers (rows / columns) are identified (See F). The user will have to key in the tab, row and column. Once selected, the user can view the selection in the box. If a selection was made in error it can be deleted by clicking on the 'X' (See E).

Note: Standard line items can also be selected using this method.



After all selections are complete, continue with the instructions in Section 1, step 14.