

# HPHC LCU Reporting User Guide



## Inpatient Census Reporting

This report enables users to view patient level information for patients who were an inpatient at some point during the time window selected by the user. This report supports care management in ensuring appropriate oversight of inpatient care and the transition of care between care settings.

Separate Reporting for Commercial and Medicare products

For questions regarding access and/or report content, please email [HPHC\\_NMM@point32health.org](mailto:HPHC_NMM@point32health.org)

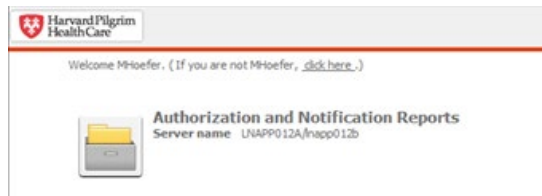
This User Guide is posted at [www.harvardpilgrim.org/LCUReporting](http://www.harvardpilgrim.org/LCUReporting)

## 1.0 Introduction

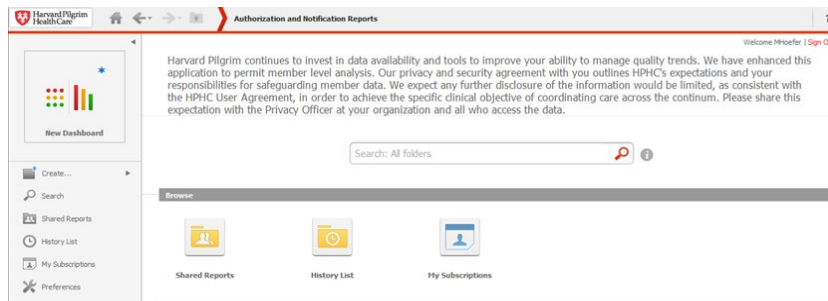
This user guide introduces clinical staff within our provider groups to the HPHC tools to identify patients **during** an inpatient stay at any hospital (beyond the local hospital). Such timely reporting enables optimal communications between providers and the transition of care between the inpatient and post hospital settings, critical to reducing readmissions.

## 2.0 Navigating to the IP Census Report in the Authorization and Notification Reports folder

Once you are logged in to the web application, you will see the following screen:

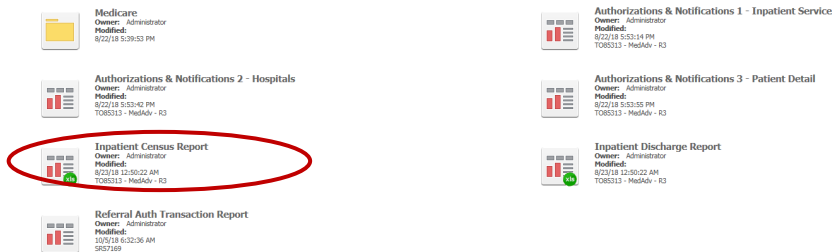


Click on the icon and you will see the following screen. Select Shared Reports icon.



*Please note the PI/PHI Privacy Notice displayed*

Click on the desired report name. Please allow a few moments for the next page to load.



**Medicare STRIDE:** Note the option for the Medicare drill path for users with Medicare reporting access. Upon selecting Medicare, you will be presented with the same folder options for IP reporting.

This user guide addresses the Inpatient Census Report. Other reports in this folder, Authorization and Notification reports and Inpatient Discharge reports, have separate user guides.

The next screen will indicate that the system is processing your request (and validating your security access to this data).

### 3.0 Inpatient Census Report – User Selections

Selecting your user defined parameters. There are **7 selections** the user can make on the first screen.

INDEX	
Summary of your selections	
1 Start Date	✔
2 End Date	✔
3 LCU - CSU vs Customer (Required)	✔
4 Funding Arrangement	
5 Business Line	✔
6 Product Line	
7 Facility Name	

Enter the **start date and end date** of the period for which you are searching for IP cases

**1. Start Date**  
Enter Start Date.  
 Your selection: 4/1/2019  
 The default selection is: Day 1 of the month of (Today minus 0 day(s) minus 1 month(s))(4/1/2019)

**2. End Date**  
Enter End Date.  
 Your selection: 4/30/2019  
 The default selection is: last of the month of (Today minus 0 day(s) minus 1 month(s))(4/30/2019)

Specify **PCP LCU-CSU** view

**3. LCU - CSU vs Customer (Required)**  
Choose selection to run.  
 PCP LCU - CSU  Customer

The customer option is only if user is eligible to view IP cases of specific employer groups.

Selecting **insurance** populations

**4. Funding Arrangement**  
Enter Funding Arrangement.  
 Fully Insured  Self Insured  Undefined

The user makes select the funding arrangement.

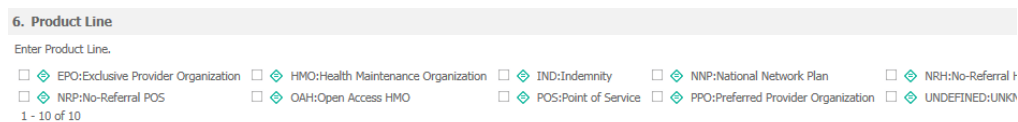
The tool enables the user to select various insured populations. Comprehensive medical is the largest. Very few members exist in these Medicare supplemental products. If nothing is checked, all options are included in the report.

**5. Business Line**  
Enter Business Line.  
 COM:Comprehensive Medical  FEHBP:Federal Employees Health Benefit Plan  MEDSU:Medicare Enhance  SUPP:Medicare Supplement  UNDEFINED:UNKNOWN

**Medicare STRIDE:** This option is not offered in the Medicare version of this report, as by default, the patients will all be Medicare Stride members.

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The user can select various product offerings.

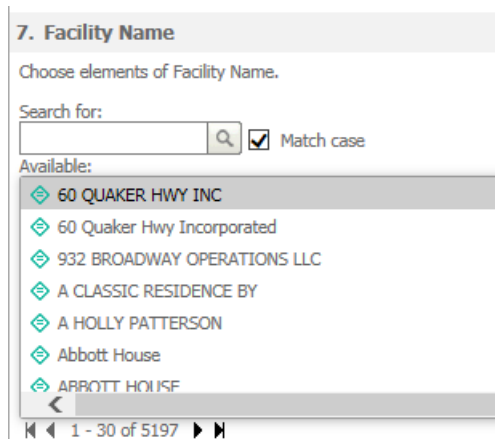


- HMO/POS products where the member must select a PCP
- EPO/PPO products do not require a PCP, but an attribution logic enables HPHC to match an EPO/PPO member to a PCP based on claims history
- Open Access HMO (OAH) is a product offering only in the Connecticut market
- National Network Plan (NNP) is a PPO product offered jointly by HPHC and our partner United Health Care.

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### Selecting Specific Facilities

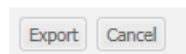
The user may select specific facilities, but it is **not recommended**. Because of the processing time to compare serving providers to the selected parameter, it is recommended that the user not make a selection in this parameter and to filter the output report for the desired facility.



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### Complete initial selections

Once the user has completed their desired selections, press export in the lower left corner.



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### Selecting Practices

On the next screen, the user will be asked to select the desired practices (LCUs and CSUs). Only the LCUs and CSUs established for the user via the data access management process will be displayed. The user can select a single LCU or CSU, all LCUs/CSUs, or a subset per their business needs (e.g., the Northern Region).

To select all options, press the >> symbol. To select a subset of the options, highlight each offered practice and the > symbol.

**1. Local Care Unit**

Enter Local Care Unit.

Search for:


 Match case

**2. Care Sub Unit**

Enter Care Sub Unit.

Search for:


 Match case

- Available:
- AA: Bayside Internal Medicine
  - BB: Seaside Pediatrics
  - CC: Coastal Family Practice

- Available:
- 11: Bayside Internal Medicine – Northside Campus
  - 22: Bayside Internal Medicine – Coveseide Campus
  - 33: Seaside Pediatrics
  - 44: Coastal Family Practice

**Run the report**

Once the desired selections are made, click on Export button on the bottom left side of the screen. To return to the previous screen without running the report, click on Cancel.

Due to the large amount of data contained and the variability of internet connection speeds, it may take several minutes for the report to load. Please be patient and do not use the “reload” feature on your browser. Once the report is completed, you will be prompted to open or save the file. Select your preferred option, and then review the output.

**Output**

When the job is run, you will see a prompt to enable you to [Save](#) the file in Excel as the filename you indicate (which will also prompt you to open file after saving) or [Open](#) the file (and you will have to save it after opening).

Do you want to open or save **Inpatient Discharge Report.xlsx** from **healthtrioconnect.com**?

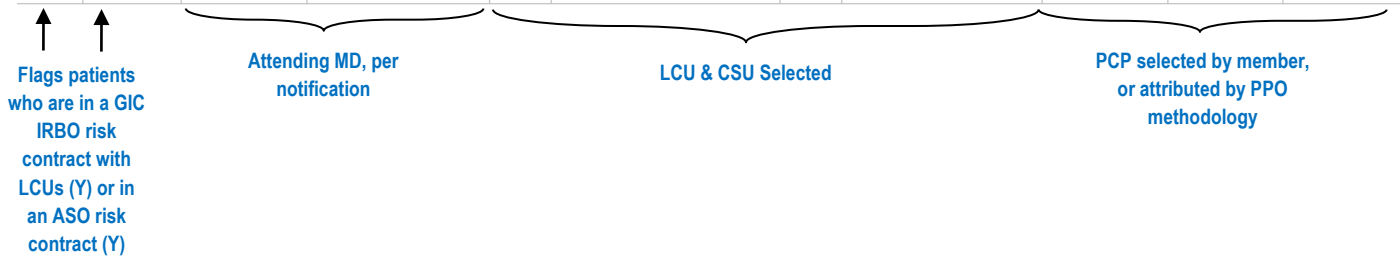
## 4.0 Sample Output: Inpatient Census



### Inpatient Census Report

October 1, 2014 to October 31, 2014

GIC Flag	Aso Contract Risk Flag	Attending Physician Id	Attending Physician Nm	Local Care Unit Cd	Local Care Unit Nm	Care Sub Unit Cd	Care Sub Unit Nm	PCP NPI	PCP Name	PCP Specialty
X	X	AA154898	Ben Casey	8W	Harvard Pilgrim No Risk (HPNR)	S2	100% HPPO	1111111111	George Georges	GERIATRIC MEDICINE
X	X	AA332619	Christian Barnard	8W	Harvard Pilgrim No Risk (HPNR)	S2	100% HPPO	2222222222	Sam Samuels	GERIATRIC MEDICINE
X	X	64890	Doug Ross	8W	Harvard Pilgrim No Risk (HPNR)	8W	HARVARD PILGRIM NO RISK (HPNR)	3333333333	Jane Janey	INTERNAL MEDICINE



Member Number	Member Name	Member DOB	Age	Gender	Funding Arrangement	Product	Auth Number	Lifecycle State	Auth Begin Date	Auth End Date	Discharge Indicator	Admission Description	Admission Urgency
HP111111111	LINCOLN, ABRAHAM	1/1/1950	63	M	Self Insured	HMO	PHL11111	EMERGENCY ADMISSION AUTHORIZED	1/1/2019	1/5/2019	Y	MEDICAL ADULT	EMER
HP222222222	WASHINGTON, MARTHA	2/2/1952	62	F	Self Insured	HMO	PHL22222	OUTPATIENT SERVICE AUTHORIZED (CONTRACTED PROVIDER)	2/2/2019	2/7/2019	U	DAY SURGERY	ELEC
HP333333333	ADAMS, ABIGAIL	3/3/1950	64	F	Self Insured	HMO	PHL33333	ADMISSION NOT PRECERTIFIED, AUTHORIZED	3/3/2019	3/9/2019	Y	SURGERY ADULT	ELEC



Diagnosis 1 ID	Diagnosis 1 DESC	ICD Version Diag1	Diagnosis 2 ID	Diagnosis 2 DESC	ICD Version Diag2	Procedure / Service1 ID	Procedure / Service1 DESC	Procedure / Service2 ID	Procedure / Service2 DESC
486	PNEUMONIA, ORGANISM UNSPECIFIED	9				UNDEFINED	UNKNOWN	UNDEFINED	UNKNOWN
486	PNEUMONIA, ORGANISM UNSPECIFIED	9				UNDEFINED	UNKNOWN	UNDEFINED	UNKNOWN
808.8	UNSPECIFIED CLOSED FRACTURE PELVIS	9				UNDEFINED	UNKNOWN	UNDEFINED	UNKNOWN

**Diagnoses Information**
**Procedure Information**  
(Undefined/unknown indicate no surgical procedures)

Facility NPI	Facility Name	Facility Specialty	Facility Phone	Referring Provider Name	Referring Provider Specialty
1164497459	BRANDON WOODS OF DARTMOUTH	HOSPITAL INPATIENT	5089977787	BRANDON WOODS OF DARTMOUTH	HOSPITAL INPATIENT
1447275037	ST LUKES HOSPITAL	HOSPITAL INPATIENT	5089971515	ST LUKES HOSPITAL	HOSPITAL INPATIENT
1578677811	BRIGHAM AND WOMEN'S	HOSPITAL INPATIENT	6179837000	BRIGHAM AND WOMEN'S	HOSPITAL INPATIENT

**Facility Information**

## 5.0 For further information, please contact:

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General information about this report and its contents

Martha Hoefer  
(Network Medical Management)

[HPHC\\_NMM@point32health.org](mailto:HPHC_NMM@point32health.org)

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Getting a new HPHConnect Account

Complete the HPHC User Access form available at [www.harvardpilgrim.org/LCUREporting](http://www.harvardpilgrim.org/LCUREporting)  
Send to the mailbox address at right. Upon receipt, HPHC will log the request, confirm that a privacy and security agreement is in place, and forward to the HPHC eBusiness team will set up the new HPHConnect account and forward the account name to the requestor.

[HPHC\\_NMM@point32health.org](mailto:HPHC_NMM@point32health.org)

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You have an account, but want to get access to the IP Census Reporting

Complete the form and submit to the mailbox at right (the triage point for most questions about HPHC reporting). They will triage your request to the appropriate teams for MicroStrategy Licenses and entry into the user security table.

[HPHC\\_NMM@point32health.org](mailto:HPHC_NMM@point32health.org)

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You have an account and MSTR access, but it is not working

Contact mailbox at right.  
Note that some organizations internal security features can create a barrier to reaching the MSTR reporting. To research local connectivity issues, please access the URL from a non-work computer (home computer, tablet, etc.) If you are able to access the report suite, the setup is OK and local connectivity is the issue. Please contact the mailbox at right so we can assist your IT department in adjusting the correct Web Explorer setting.

[HPHC\\_NMM@point32health.org](mailto:HPHC_NMM@point32health.org)

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*This guide is also posted in the Network Medical Management web site at [www.harvardpilgrim.org/LCUREporting](http://www.harvardpilgrim.org/LCUREporting)*



## Appendix A Inpatient Census Report -- Field List & Descriptions

<b>Report Field Name</b>	<b>Field Description</b>
<b>GIC Flag</b>	Indicates if member is part of GIC IRBO contract (Y). Default is set to "X" for LCUs not in GIC IRBO contract
<b>ASO Contract Risk Flag</b>	Indicates if member is part of an ASO risk contract with a non-GIC employer group (Y). Default is set to "X" for LCUs not another non ASO risk contract
<b>Attending Physician Id</b>	HPHC ID of the attending physician, per authorization or notification
<b>Attending Physician Nm</b>	Name of attending physician
<b>Local Care Unit Cd</b>	HPHC Code for the LCU
<b>Local Care Unit Nm</b>	Name of the LCU
<b>Care Sub Unit Cd</b>	HPHC Code for the CSU
<b>Care Sub Unit Nm</b>	Name of the CSU
<b>PCP NPI</b>	NPI of the patient's PCP
<b>PCP Name</b>	Name of the patient's PCP (selected under HMO/POS product or attributed if EPO/PPO/OAH product)
<b>PCP Specialty</b>	Specialty of the PCP
<b>Member Number</b>	HPHC ID for the member
<b>Member Name</b>	Member Name
<b>Member DOB</b>	Member Date of Birth
<b>Age</b>	Age of member, at date of service
<b>Gender</b>	Gender
<b>Funding Arrangement</b>	Indicates if members is fully insured or self insured
<b>Product</b>	Product of the member <ul style="list-style-type: none"> <li>▪ HMO/POS require PCPs</li> <li>▪ EPO/PPO do not require PCPs, but attribution logic matches the member to a physician</li> <li>▪ NNP is the network product offered in partnership with United Health Care</li> <li>▪ Open Access HMO is a product offered in the Connecticut market</li> </ul>
<b>Auth Number</b>	HPHC generated authorization number
<b>Lifecycle State</b>	Description of Authorization Status
<b>Auth Begin Date</b>	Begin date of the authorization period
<b>Auth End Date</b>	End date of the authorization period
<b>Admission Description</b>	Type of facility admission
<b>Admission Urgency</b>	Elective or Urgent/Emergent (consider these 2 the same)
<b>Diagnosis 1 ID</b>	Diagnosis code for first diagnosis
<b>Diagnosis 1 DESC</b>	Diagnosis description for first diagnosis
<b>ICD Version Diag1</b>	ICD version for first diagnosis code
<b>Diagnosis 2 ID</b>	Diagnosis code for second diagnosis
<b>Diagnosis 2 DESC</b>	Diagnosis description for second diagnosis
<b>ICD Version Diag2</b>	ICD version for second diagnosis code
<b>Procedure / Service1 ID</b>	Code of first procedure during admission, if known
<b>Procedure / Service1 DESC</b>	Description of first procedure authorized, if known
<b>Procedure / Service2 ID</b>	Code of second procedure during admission, if known
<b>Procedure / Service2 DESC</b>	Description of second procedure authorized, if known

<b>Facility NPI</b>	NPI of the facility
<b>Facility Name</b>	Facility
<b>Facility Specialty</b>	Age of member
<b>Facility Phone</b>	Main phone number for the facility
<b>Referring Provider Name</b>	Referring provider for admission (often the hospital, via ER)
<b>Referring Provider Specialty</b>	Specialty of the referring provider for admission