MHDO Chapter 300: Annual Reporting Requirements

Organization Data

Thursday, April 11, 2024 | 1:00 pm

Agenda

1. Welcome

2. Overview of MHDO Chapter 300, Uniform Reporting System for Hospital Financial (and Organizational) Data

3. Annual Validation of Organizational Data and Enhancements

4. Timing and Next Steps

5. Questions

Maine Health Data Organization (MHDO)

MHDO is responsible for the collection, validation, storage, management, and public reporting of healthcare data, including claims data, hospital inpatient and outpatient encounter data, prescription drug data from manufactures, wholesale distributors and pharmacy benefits managers, hospital and nursing facilities quality data, **and hospital financial and organizational data** (governed by Rule Chapter 300, *Uniform Reporting System for Hospital Financial (and Organizational) Data).*

Overview of 90-590 Chapter 300, *Uniform Reporting System for Hospital Financial (and Organizational) Data*

MHDO Rules can be found here: https://mhdo.maine.gov/rules.htm

Financial Data

- **On an annual basis, no later than six months after its most recent fiscal year end:** Every parent entity must submit financial data for its Maine hospital(s), subsidiaries, and/or affiliated health care facilities.

- MHDO posts the financial data in the 4th quarter of each year (FY23 data is scheduled to be posted October 2024): https://mhdo.maine.gov/hospital_financials.htm

Continued

Organizational Data

- **By April 30th of each year:** Every health system, parent entity, and hospital are required to review, edit, and verify its organizational information.

  - Extending this year's validation deadline to May 13, 2024.

- The organizational data is used to support MHDO's Provider Directory which lists providers by provider type, specialties, credentials, demographics, service locations and information about organizational relationships to a facility and health system.

Requirement in Chapter 300 Regarding the Annual Provider Validation of Organizational Data

- 2022 was the first year Chapter 300 organizational information was validated.

- The MHDO pre-populated the organizational information in MHDO's Hospital Data portal using its all-payor-claims data, hospital encounter data, and NPPES.

- The data in the portal today reflects the most recent updates and validations by the health system and/or hospital.

- **Health systems and hospitals need to review and update this year's organizational information in the MHDO's Hospital Data Portal by May 13, 2024.**

MHDO's Validation Process

After information is verified, MHDO reviews the information to ensure the following:

- **NPIs and Primary Taxonomies exist for each entity**

- **Baseline physician start dates of 1/31/2022 have been updated to reflect actual start dates**

- **Entity names are official names, with no additional comments**

  - For example, please do not add comments to the name: General Hospital – "*Medicare Pro Fees Billed to Part B*"

  - For example, if an entity name is incorrect, please do not change the name to "Entity Name – *DELETE*" instead update in the portal or contact the MHDO Help Desk at mhdohelp@hsri.org for assistance

- To assist with the validation process, following this webinar, MHDO will e-mail entities with specific follow up questions, if applicable.

Enhancements to the Validation Process

- **Accepting future start and end dates for physicians** *(See slide 32)*

  - Dates up to 365 days from the current date are accepted

- **Removing physicians with end dates from the portal**

  - Occurs prior to the next year's validation

  - For example, 2024 validation updates will remain in the portal until the start of the 2025 validation period (April 1, 2025)

- **Allowing the health system to request an additional deadline extension** *(See slide 41)*

  - MHDO approval is required

Enhancements to the Validation Process

- **A pop-up message appears indicating the NPI and Taxonomy are required to complete your verification.** *(See slide 43)*

- **If address, phone, fax, website, or "On CompareMaine" are missing, a pop-up message appears asking for the missing information to be completed.** *(See slide 44)*

- **A pop-up message appears when no physicians are listed under "Physicians Employed or Affiliated with the Hospital/Practice" asking for the reason:**

    1. No MD's or DO's are employed at this time
    2. We don't employ MD's or DO's at this healthcare setting

    Once this step has been completed, the status will change to "compliant"

- **Re-ordered the columns for "Physicians Employed or Affiliated with the Hospital"**

    - Columns can be sorted by header name, such as Last Name, NPI, Taxonomy, etc.

Data Elements to Validate

Health Systems, Parent Entities, and Hospitals

- Organization Names

- Names of Affiliated or Unaffiliated Practices

- NPI(s)

- Primary Taxonomy for each NPI

- Address

- Phone Number

- Fax Number

- Website

- On CompareMaine

Physicians Employed or Affiliated with Each Health System, Parent Entity, Hospital, and Practice

- Name: First, Last, Middle Name or Initial, Prefix, Suffix

- Credentials

- NPI

- Primary Taxonomy

- Start Date with Hospital and/or Practice

- End Date with Hospital and/or Practice

Accessing the Portal & Browser Requirements

- **MHDO Hospital Data Portal URL:** https://mhdo.maine.gov/hospital_portal/

- **Minimum Required Browser Settings**

  - *Screen Resolution:* Optimized for 800x600 or higher

  - *JavaScript:* Required

  - *Cookies:* Required

  - *Security:* SSL/Certificate required for access to restricted resources

  - *Internet Explorer Compatibility View:* Turn Off

Home – Organization Data

Organization Data

This table reflects the organizational structure of health systems and parent entities, including the relationships with local health systems, hospitals, and practices. **Please contact the MHDO Help Desk if you need to modify your organizations' hierarchical relationships.**

The status column indicates if action is required:

- **Compliant** – the organizational information and the respective employed or affiliated physicians were verified during the annual review and are accurately displayed.
- **Not Compliant** – the annual review and verification is needed.

YEAR: STATUS:

2023   ∨   All   ∨

Click the + symbol after an organization's name to view affiliated entities and click the – symbol to minimize the view.

Collapse All | Expand All

Entity Name	Status	Actions
St. Mary's Health System	Not Compliant	Review
Auborn Office Building (St. Mary's Health System)	Not Compliant	Review
+ Community Clinical Services	Not Compliant	Review
Corinne Croteau Lepage Women's Health Pavilion	Not Compliant	Review

Show or Hide Affiliated Practices

Click the + symbol after an organization's name to view affiliated entities and click the – symbol to minimize the view.

Collapse All | Expand All

Entity Name

St. Mary's Health System

+ Community Clinical Services

St. Mary's Center for Family Medicine at Mollison Way

St. Mary's Center for Family Urology at Rumford

− St. Mary's Regional Medical Center

Auburn Medical Associates

Dr. Richard Kappelmann Practice

If a +/- sign doesn't appear next to an entity's

name, there are no affiliated practices.

Viewing Statuses

Organization Data

This table reflects the organizational structure of health systems and parent entities, including the relationships with local health systems, hospitals, and practices. **Please contact the MHDO Help Desk if you need to modify your organizations' hierarchical relationships.**

The status column indicates if action is required:

- **Compliant** – the organizational information and the respective employed or affiliated physicians were verified during the annual review and are accurately displayed.
- **Not Compliant** – the annual review and verification is needed.

YEAR:

2023

STATUS:

All

Review and Verification

Entity Name	Status	Actions
St. Mary's Health System	Compliant	Review
+ Community Clinical Services	Compliant	Review
St. Mary's Center for Family Medicine at Mollison Way	Compliant	Review
− St. Mary's Regional Medical Center	Compliant	Review
Auburn Medical Associates	Compliant	Review
Dr. Richard Kappelmann Practice	Compliant	Review

Hospital Summary

>> *St. Mary's Health System* > *St. Mary's Regional Medical Center*

Information Verified for 2022 ✓
Last updated: 9/23/2022 at 12:26 PM by pbeaule
Last verified: 9/28/2022 at 5:54 AM by pbeaule

St. Mary's Regional Medical Center

Edit Verify

NPI and Primary Taxonomy:
1407242522 : 261QU0200X - Urgent Care Clinic/Center Edit | Delete
1447226584 : 282N00000X - General Acute Care Hospital Edit | Delete
1245292788 : 273R00000X - Psychiatric Hospital Unit Edit | Delete
1952306524 : 314000000X - Skilled Nursing Facility Edit | Delete
Add NPI

Address: 93 Campus Avenue, Lewiston, Maine 04240
Phone: 207-777-8100
Fax:
Website: http://www.stmarysmaine.com/

On CompareMaine: Yes

Practices Affiliated with the Hospital   Add Practice

Name	Address	City	State	ZIP	Status	Action
Auburn Medical Associates	2 Great Falls Plz Ste 21	Auburn	ME	04210	Compliant	Review	Edit	Delete
St. Mary's Center for Cancer and Blood Disorders	93 Campus Ave I2 Wing	Lewiston	ME	04240	Compliant	Review	Edit	Delete
St. Mary's Urgent Care	791 Turner St Unit 2	Auburn	ME	04210	Compliant	Review	Edit	Delete

Physicians Employed or Affiliated with the Hospital   Add Physician | Bulk Import Physicians

NPI	First Name	Last Name	Credentials	Taxonomy	Start Date	End Date	Action
1790712982	JAMES	PARKER	M.D.	207RC0000X - Cardiovascular Disease Physician	1/31/2022	-	Edit	Delete
1972915544	SHIVA	ANNAMALAI	M.D.	207RC0000X - Cardiovascular Disease Physician	8/23/2021	-	Edit	Delete
1003881319	STEPHAN	BAMBERGER	MD	2081P2900X - Pain Medicine (Physical Medicine & Rehabilitation) Physician	1/31/2022	-	Edit	Delete

Editing Organizational Information

St. Mary's Regional Medical Center   Edit Verify

NPI and Primary Taxonomy:
1407242522 : 261QU0200X - Urgent Care Clinic/Center Edit | Delete
1447226584 : 282N00000X - General Acute Care Hospital Edit | Delete
1245292788 : 273R00000X - Psychiatric Hospital Unit Edit | Delete
1952306524 : 314000000X - Skilled Nursing Facility Edit | Delete
Add NPI

Address: 93 Campus Avenue, Lewiston, Maine 04240
Phone: 207-777-8100
Fax:
Website: http://www.stmarysmaine.com/

On CompareMaine: Yes

Editing Organizational Information

Adding, Editing, or Deleting NPI(s)

St. Mary's Regional Medical Center

NPI and Primary Taxonomy:
1407242522 : 261QU0200X - Urgent Care Clinic/Center Edit | Delete
1447226584 : 282N00000X - General Acute Care Hospital Edit | Delete
1245292788 : 273R00000X - Psychiatric Hospital Unit Edit | Delete
1952306524 : 314000000X - Skilled Nursing Facility Edit | Delete
Add NPI

Adding, Editing, or Deleting NPI(s) and Primary Taxonomy

Adding, Editing, or **Deleting** NPI(s)

St. Mary's Regional Medical Center

NPI and Primary Taxonomy:
1407242522 : 261QU0200X - Urgent Care Clinic/Center Edit | Delete
1447226584 : 282N00000X - General Acute Care Hospital Edit | Delete
1245292788 : 273R00000X - Psychiatric Hospital Unit Edit | Delete
1952306524 : 314000000X - Skilled Nursing Facility Edit | Delete
Add NPI

Delete NPI

Are you sure you want to remove the following NPI?

1952306524 | 314000000X - Skilled Nursing Facility

[Yes] [No]

Adding Practices

Health System Summary

Verification Needed for 2023!
Extension until: 6/15/2023
Request an extension
Last updated: 4/6/2022 at 3:49 PM by UNKNOWN
Last verified: -

St. Mary's Health System

Edit **Verify**

Address: 93 Campus Avenue, Lewiston, Maine 04240
Phone: 207-777-8100
Fax:
Website:

Hospitals   Add Hospital

Name	Address	City	State	ZIP	Status	Action
St. Mary's Regional Medical Center	93 Campus Avenue	Lewiston	Maine	04240	Not Compliant	Review	Edit	Delete

Practices Affiliated with the Health System   Add Practice

Name	Address	City	State	ZIP	Status	Action
Community Clinical Services	57 Birch Street Suite 201	Lewiston	Maine	04240	Not Compliant	Review	Edit	Delete
St. Mary's Residences	100 Campus Avenue	Lewiston	Maine	04240	Not Compliant	Review	Edit	Delete

Adding Practices

Add Practice

Practice Details

Name:

NPI:

Primary Taxonomy: (View codes by NUCC)

Address:

City:

State:

ZIP:

Phone:

Fax:

Website:

On CompareMaine:

No

Save   Cancel

Deleting Practices

Health System Summary

Verification Needed for 2023!
Extension until: 6/15/2023
Request an extension
Last updated: 4/6/2022 at 3:49 PM by UNKNOWN
Last verified: -

St. Mary's Health System

Edit **Verify**

Address: 93 Campus Avenue, Lewiston, Maine 04240
Phone: 207-777-8100
Fax:
Website:

Hospitals

Add Hospital

Name	Address	City	State	ZIP	Status	Action
St. Mary's Regional Medical Center	93 Campus Avenue	Lewiston	Maine	04240	Not Compliant	Review | Edit | Delete

Practices Affiliated with the Health System

Add Practice

Name	Address	City	State	ZIP	Status	Action
Community Clinical Services	57 Birch Street Suite 201	Lewiston	Maine	04240	Not Compliant	Review | Edit | Delete
St. Mary's Residences	100 Campus Avenue	Lewiston	Maine	04240	Not Compliant	Review | Edit | Delete

Deleting Practices

Delete Practice

Why are you deleting the following practice?

St. Mary's Residences

- The practice's relationship is not correct

- The practice is duplicative

- The practice closed

- The practice was added accidentally

Back

Deleting Practices

Renest Entity

1. Entity Name: St. Mary's Residences

2. Why is the relationship incorrect?

   ⦿ The entity needs to be moved under a different entity:

   [   ]

   ○ The entity is not part of our health system
   ○ Individual providers are not employed or affiliated with the entity

3. Comments:

   [   ]

   Submit

Deleting Practices

Delete Practice

Are you sure you want to delete the following practice?

St. Mary's Residences

Yes   No

Deleting Practices

Close Practice

Please indicate when and why the following practice closed. Reasons for closure may include a private practice is no longer in business, the practice was bought out by another entity, or the practice went bankrupt.

St. Mary's Residences

Practice Closure Details

Date of Closure:

Reason for Closure:

Submit   Cancel

Editing Employed or Affiliated Physicians

Editing Employed or Affiliated Physicians

Edit Physician

>> *St. Mary's Health System* > *St. Mary's Regional Medical Center*

You are about to edit the following physician:

Physician Name: TAMMY ABBOTT

NPI: 1578199246

What would you like to edit?

- Start or End Date

- Physican Details

Back

Editing Employed or Affiliated Physicians

Edit Physician Start and End Dates

Physician Start and End Dates

Physician Name: TAMMY ABBOTT

NPI: 1578199246

Start Date with Hospital:

04/16/2024

End Date with Hospital:

Save   Cancel

Edit Physician Details

Physician Details

NPI:

1578199246

Prefix:

First Name:

TAMMY

Middle Name:

LYNN

Last Name:

ABBOTT

Suffix:

Credentials:

NP

Primary Taxonomy: (View codes by NUCC)

363LF0000X - Family Nurse Practitioner

Save   **Cancel**

Editing Employed or Affiliated Physicians

Manually Adding Employed or Affiliated Physicians

Manually Adding Employed or Affiliated Physicians

Add Physician

>> *St. Mary's Health System* > *St. Mary's Regional Medical Center*

Physician Details

NPI:

Submit   Cancel

Manually Adding Employed or Affiliated Physicians

Add Physician

>> St. Mary's Health System > St. Mary's Regional Medical Center

The NPI was not found in our system. Complete these details to add the physician.

Physician Details

NPI:

6532185951

Submit   Cancel

Manually Adding Employed or Affiliated Physicians

Bulk Importing Employed or Affiliated Physicians

Physicians Employed or Affiliated with the Hospital   Add Physician | Bulk Import Physicians

Last Name	First Name	Credentials	NPI	Taxonomy	Start Date	End Date	Action
ABBOTT	TAMMY	NP	1578199246	363LF0000X - Family Nurse Practitioner	2/12/2022	-	Edit | Delete
ABDULKADIR	AMAL	NP	1396937751	363LP0808X - Psychiatric/Mental Health Nurse Practitioner	3/1/1985	-	Edit | Delete
ABERNETHY	ABRAHAM		1306071428	207RC0000X - Cardiovascular Disease Physician	4/5/2001	-	Edit | Delete

Bulk Importing Employed or Affiliated Physicians

Bulk Import Physicians

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

Bulk Importing Employed or Affiliated Physicians

Bulk Import Physicians - Results

Physicians that were found in the database have been added. Physicians that were not found need to be added manually.

NPI	Name	Start Date	Results
6532185951	Sally Weiss	4/7/2022	Already present
6532189543	-	7/4/2021	Physician Not Found – Add Manually

Return to Summary

Requesting a Deadline Extension

To comply with this year's reporting requirements, data must be

validated by **May 13, 2024**.

Verifying the Accuracy of Organization Information

St. Mary's Regional Medical Center   Edit | Verify

NPI and Primary Taxonomy:
1407242522 : 261QU0200X - Urgent Care Clinic/Center Edit | Delete
1447226584 : 282N00000X - General Acute Care Hospital Edit | Delete
1245292788 : 273R00000X - Psychiatric Hospital Unit Edit | Delete
1952306524 : 314000000X - Skilled Nursing Facility Edit | Delete
Add NPI

Address: 93 Campus Avenue, Lewiston, Maine 04240
Phone: 207-777-8100
Fax:
Website: http://www.stmarysmaine.com/

On CompareMaine: Yes

Verifying the Accuracy of Organization Information

mhdo.maine.gov says

NPI and Primary Taxonomy are required.

OK

Verifying the Accuracy of Organization Information

Verifying the Accuracy of Organization Information

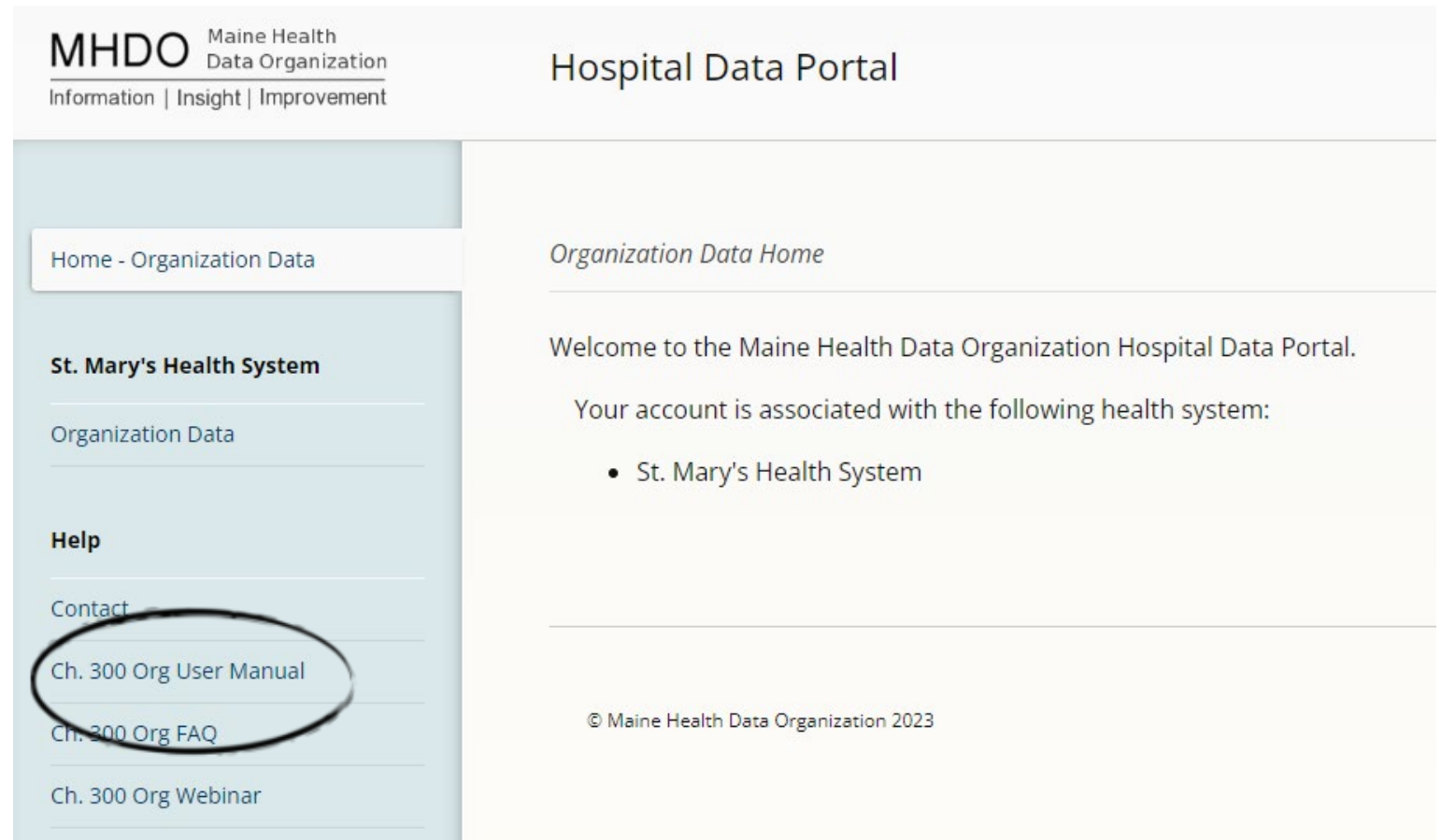# Verifying the Accuracy of Organization Information

mhdo.maine.gov says

By clicking OK you are attesting that the information displayed is accurate and complete, including the NPIs and Primary Taxonomies for each entity.

OK   Cancel

User Manual

A user manual for the Chapter 300 Organization Data is accessible in the hospital data portal and on the MHDO website.

Timing and Next Steps

1. Login to the MHDO Hospital Data Portal: https://mhdo.maine.gov/hospital_portal/

2. Access the Rule, the recording from today's webinar, FAQs, and the Chapter 300 User Manual, as needed: https://mhdo.maine.gov/organizational_data_submitters.htm

3. Health systems, parent entities, and hospitals shall review, update, and validate their organizational information by **May 13, 2024**, for this year**.**

4. Beginning on May 14, 2024, MHDO will review and assess the validated information and contact entities with any questions or updates needed by **June 28, 2024**.

5. All questions and updates need to updated in the portal or responded by **July 31, 2024**.

Troubleshooting and Questions

The MHDO Help Desk is available for any technical/system issues you may experience and to assist in the completion of information.

Support is available during regular business hours (8 a.m. – 5 p.m. EST, Monday – Friday).

You will receive a call back or an e-mail follow up within two hours of the request.

Toll-free Phone: (866) 451-5876

Email: mhdohelp@hsri.org

Questions?