HPHConnect for Providers User Guide





Provider Analytics

Table of Contents

Overview of Provider Analytics	1
How to Access the Tool	2
How to Use the Tool to	3
View reports	3
Submit a data download request	1
Retrieve download requests	1

Overview

What is Provider Analytics

- A tool provided by Harvard Pilgrim Health Care to help providers monitor and manage the claims activity at their practices
- · Available to registered users of HPHConnect
- Produced monthly and available the Monday on or following the 10th of the month
- · Monthly view refreshed each month

What Data is Included

- Provides claim, EDI and provider demographic data for those practitioners, groups or both associated to an authorized HPHConnect access list
- · Contains data for members enrolled in Harvard Pilgrim core products
 - 13 months of adjudicated claims data
 - 13 months of EDI transaction submission records
 - Associated provider demographic data
- Does not contain claim or EDI data for members enrolled in:
 - Products jointly offered by Harvard Pilgrim and UnitedHealthcare
 - First Seniority Freedom
 - Products offered by Health Plans Inc.



System Requirements

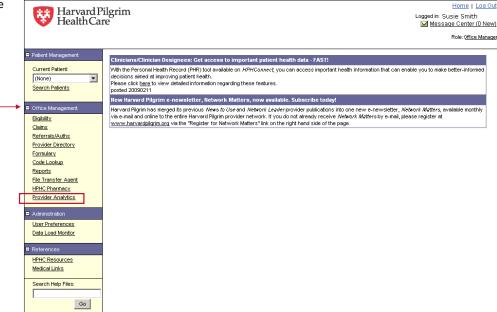
- A valid HPHConnect User ID
- Internet Explorer 6.0 or higher with 128-bit encryption
- · High speed connection (T1, DSL, Cable, etc.)
- · Adobe® Acrobat® Reader® to view and print reports
- · Microsoft Excel or Access 97 (or higher version) to download the detailed claim or EDI data

If You Have Questions

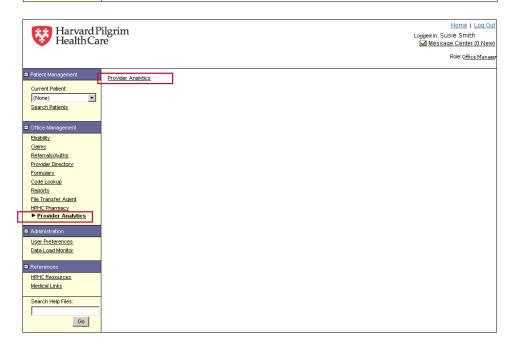
- For help understanding the reports, contact the Harvard Pilgrim Health Care Provider Relations Department at (800) 708-4414
- For help using MS Access or other data analysis software program, refer to your software manual or contact your IT department

How to Access Provider Analytics

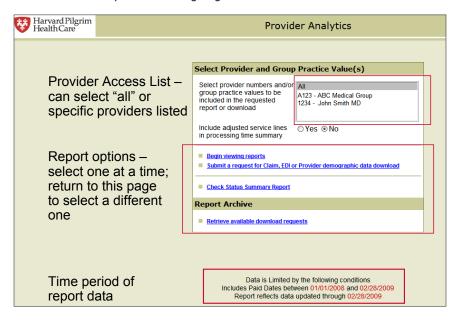
 Sign in to the HPHConnect page and go to Office Management.



2. Click on Provider Analytics.



3. Provider Analytics - Landing Page



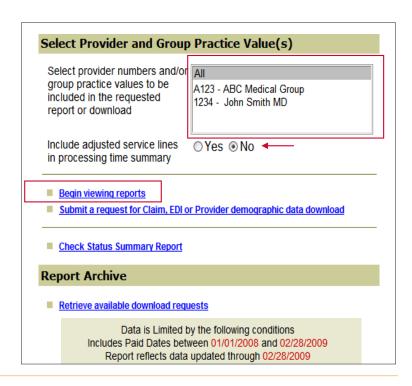
Report Options

Select	To access
Begin viewing reports	The main dashboard page with Claims Summary, Processing Time Summary, & EDI Summary - Multiple "drill-down" options to filter data - Viewing options: online, PDF, Excel spreadsheet, or download
Submit a request for Claim, EDI or Provider demographic data download	"Input Report Request Criteria" screen to enter the parameters for the desired report and submit the request to be downloaded
Check Status Summary Report	A summary report of checks paid to the provider(s) selected
Retrieve available download request	The list of all download requests submitted within the past 15 days, from which the file can be downloaded to open and/or save it

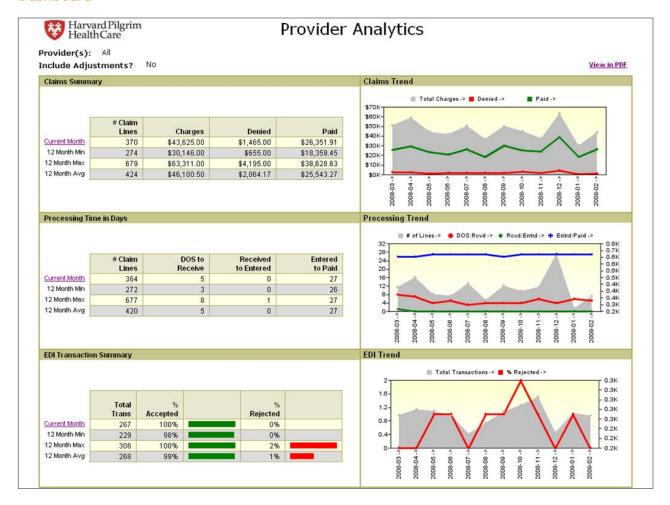
View Reports

Report Selection Criteria

- Select "All" or specific provider(s) from the access list to include in the reports
- Determine whether to exclude or include adjusted service lines in processing time
 - Adjusted service lines are claims previously paid or denied that are readjudicated typically because of an appeal
- Click on "Begin viewing reports" to launch the dashboard
- 4. A new window will open to the Provider Dashboard (disable any popup blocker)



Dashboard



Claim Summary

Compares the # of claim lines for the current month against:

- Maximums and minimum values within 12 month period*
- · Average of claim activity for the past 12 months

^{*}Values may occur in different months



Processing Time in Days

Summarizes 12 months of data and calculates the timeframes for # of claim lines represented (non-adjusted or adjusted, depending on initial preferences selected) from:

- · Date of service to date received at Harvard Pilgrim
- Date received to date claim is entered into the Claim system
- Date entered into Claim system to the date a remittance is issued to the provider

Processing Ti	me in Days			
г				
	# Claim	DOS to	Received	Entered
	Lines	Receive	to Entered	to Paid
Current Month	364	5	0	27
12 Month Min	272	3	0	26
12 Month Max	677	8	1	27
12 Month Avg	420	5	0	27

EDI Transaction Summary

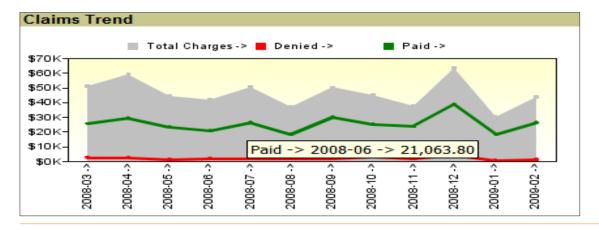
Summarizes EDI claims activity for the month:

- The total number of EDI claim transactions
- · The percentage of EDI claims, accepted and rejected

EDI Transaction	on Summary			
	Total	%	%	
	Trans	Accepted	Rejected	
Current Month	267	100%	0%	
12 Month Min	229	98%	0%	
12 Month Max	306	100%	2%	
12 Month Avg	268	99%	1%	

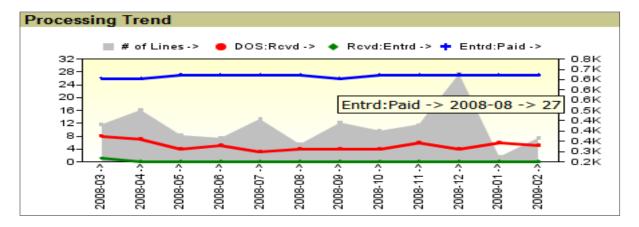
Claims Trend

- · A 12 month graphical representation of the relationship of total charges to denied charges to paid amount
- Hover over "pop ups" that reveal type, month and value for the period selected
- 36 selectable data points that reveal the Total Charges, Denied and Paid values for preceding 12 months from which to launch into detailed views



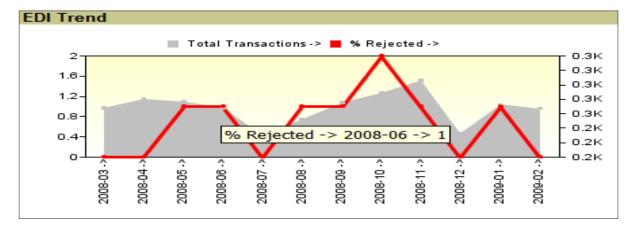
Processing Trend

- 12 month graphical representation of the relationship of:
 - DOS to receipt, Receipt to Entered, Entered to Paid
- Axis:
 - X-axis represents month and year
 - Left Y-axis represents number of days
 - Right Y-axis represents number of claim lines (in thousands)
- 36 hover over "pop ups" that reveal type, month and value of period selected from which to launch into detailed views

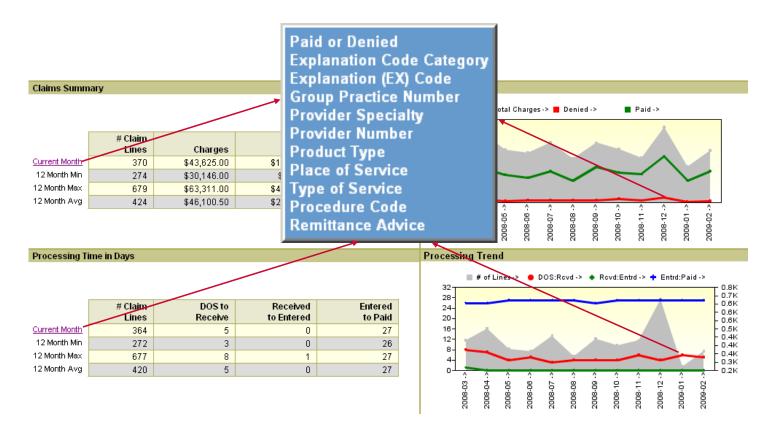


EDI Trend

- A 12 month graphical representation of the relationship of:
 - Total number of EDI transactions and total number of rejected EDI transactions
- Axis:
 - X-axis represents month and year
 - Left Y-axis represents rejection percentage
 - Right Y-axis represents number of claims (in thousands)
- 24 hover over "pop ups" that reveal type, month and value of period selected from which to launch into detailed views

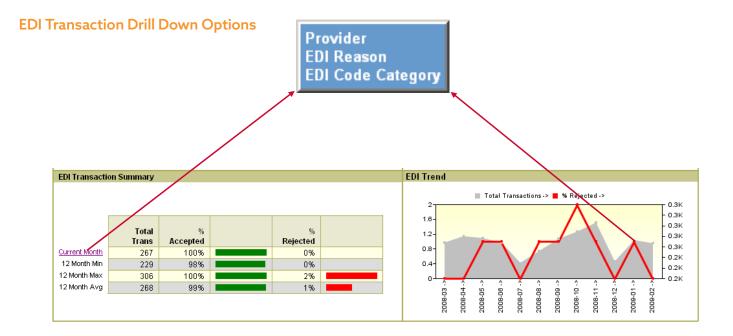


Claims/Processing Time Drill Down Options



Claims Options Description

Select	To view claims data by
Paid or Denied	Status – paid or denied
Explanation Code Category	Adjudication category: Administrative, Contractual, Other Party Liability, Paid, Payment Policy
Explanation (EX) Code	EX Code on a Harvard Pilgrim remittance
Group Practice Number	Group practice if HPHConnect access list is comprised of multiple provider and group practice records
Provider Specialty	The primary provider specialty on record
Provider	Number Individual provider
Product Type	Member product, i.e., HMO, PPO, POS or indemnity
Place of Service	Where the service occurred, e.g., office, ER, inpatient, etc.
Type of Service	General type of service rendered, e.g., lab, day surgery, radiology
Procedure Code	CPT or revenue code
Remittance Advice	Remittance advice (check) number



EDI Transaction Options Description

Select	To view claims data by
Provider	Individual provider
EDI Reason	Reason code: claim accepted for further processing, invalid member #, invalid member/patient last name, etc.
EDI Code Category	Status – accepted or rejected

Report View Options

- Report Options: reformat data on the page into
 - Microsoft Excel spreadsheet
 - PDF document

Harvard Pilgrim Health Care Harvard Pilgrim Health Care Claims Disposition Report Options Report WCL01801 Report Run: 03/24/09 12.02 Fi Reformat in EXCEL P Reformat in PDF Report Science for Fourier Month show Explanation Type ALD: 2070

• Report Selection Path:

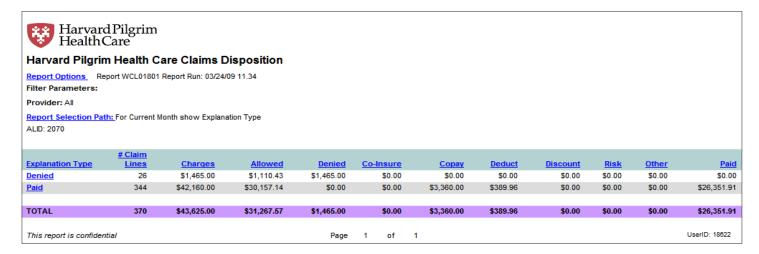
"breadcrumb" navigation allows user to retrace steps through the drill down path

- Go back to an earlier view
- Go back to Dashboard to choose a different path to go forward



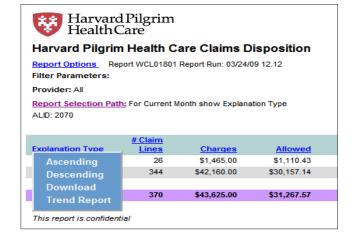
Drill Down Report Columns

- # of Claim Lines
- Gross charges
- · Contractually allowed dollars
- Denied dollars
- Member coinsurance, copayment and deductible
- · Discount off of charges
- Risk withheld (if any)
- · Payments by other liable parties
- Net paid dollars

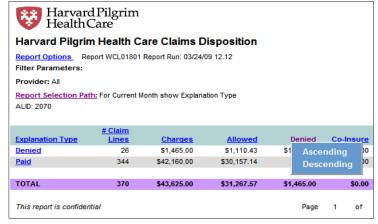


Claim Drill Down Report Column Options

- · Primary view column header permits:
 - Ascending/descending sort
 - Ability to claim download all data associated with the visible view
 - Access to the trend report



- · Secondary column headers permit:
 - Ascending/descending sort



Claim Drill Down Report Trend Report

- Access via the primary column detail (e.g., below: explanation type)
- Only report that once accessed does NOT allow further drilldown
- Drilldown in following example:
 - Select: Explanation Category
 - Select: Administrative Denials
 - Select: Trend Report

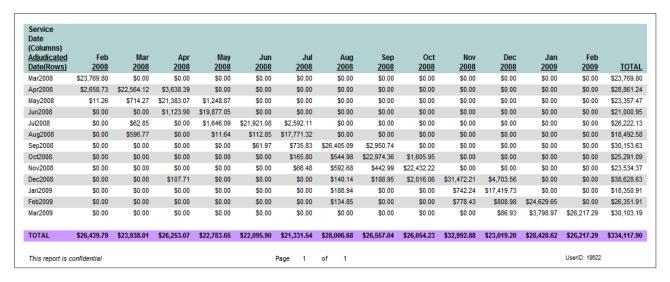
Report Options Report Filter Parameters:	rt WCL01801	Report Run: 04/13/0	9 14.07	
Provider: All				
Report Selection Path: ALID: 2070	For Current M	onth show Explana	tion Type	
	# Claim			
Evolunation Type	Lines	Charges	Allowed	Denier
Ascending	Lines 45	<u>Charges</u> \$3,730.00	Allowed \$2,542.65	<u>Denied</u> \$3,730.00
Ascending		<u>Charges</u> \$3,730.00 \$52,764.00	\$2,542.65 \$37,769.43	\$3,730.0
	45	\$3,730.00	\$2,542.65	

- 13 month trend of a particular view
 - In below example: administrative denials in total over last 13 months
- All but primary column (month/year) are sortable
- Further drilldown by month year is not selectable HOWEVER
- · Drilldown to a given month and year is achieved via trend report on dashboard

Month and Year Adjudicated	# Claim Lines	Charges	Allowed	Denied
Mar 2008	14	\$1,735.00	\$962.54	\$1,735.00
April 2008	5	\$535.00	\$342.99	\$535.00
May 2008	2	\$65.00	\$37.45	\$65.00
June 2008	4	\$885.00	\$541.22	\$885.00
July 2008	3	\$545.00	\$355.97	\$545.00
August 2008	1	\$120.00	\$81.48	\$120.00
September 2008	1	\$120.00	\$81.48	\$120.00
October 2008	2	\$235.00	\$152.78	\$235.00
November 2008	3	\$565.00	\$419.74	\$565.00
December 2008	17	\$1,560.00	\$1,285.45	\$1,560.00
January 2009	1	\$50.00	\$35.36	\$50.00
February 2009	7	\$470.00	\$369.37	\$470.00
Mar 2009	8	\$1,705.00	\$1,081.84	\$1,705.00

Claim Drill Down Pay Matrix Report

- · Available as a drilldown option only from the Processing Time module
- Compares the month of service to the month for which the claims was paid or denied and includes 13 months of service and 13 months of paid claims
- · No columns are sortable
- · No further drilldown is possible from this report
- Navigation to prior drilldown points or the dashboard is still an option



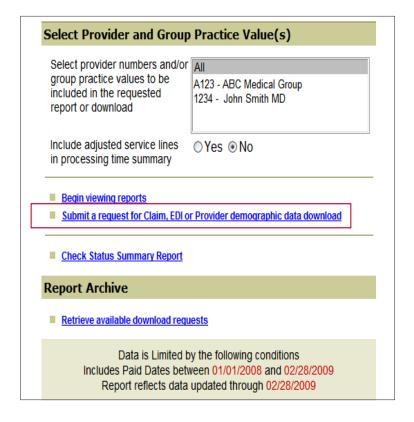
Submit a Request for Download

Types of Download Reports

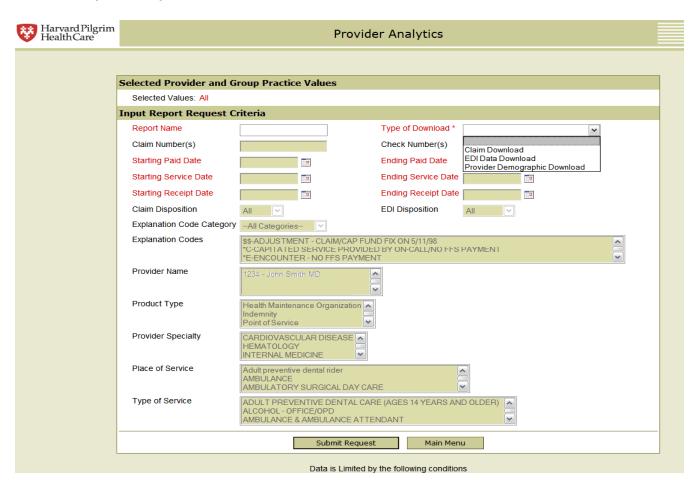
- · Claims request claim line detail for particular condition(s)
 - Detail equivalent to what appears on a provider remittance
 - Service or paid date
 - Claim disposition (paid or denied)
 - Adjudication category or reason
 - Demographic: provider, specialty, type or place of service
 - Check number
- EDI request EDI claim transaction details
 - Receipt or service date
 - Accepted or rejected
 - EDI response code
 - Provider
- Provider Demographics request and validate provider attributes
 - Local Care Unit (LCU/contract affiliation)
 - Primary specialty
 - Tax ID#
 - Practice and payment addresses
 - Contract status
 - Effective and end dates

Report Selection Criteria

- 1. Select "All" or specific provider(s) from the access list to include in the reports
- Determine whether to exclude or include adjusted service lines in processing time
- Click on "Submit a request for Claim, EDI or Provider demographic data download" to launch the Input Report Request Criteria window

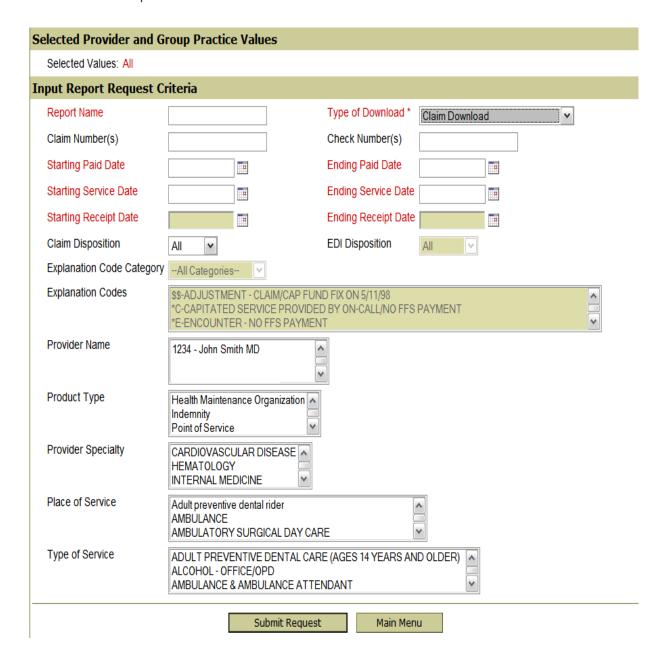


Submit a Report for Specific Data



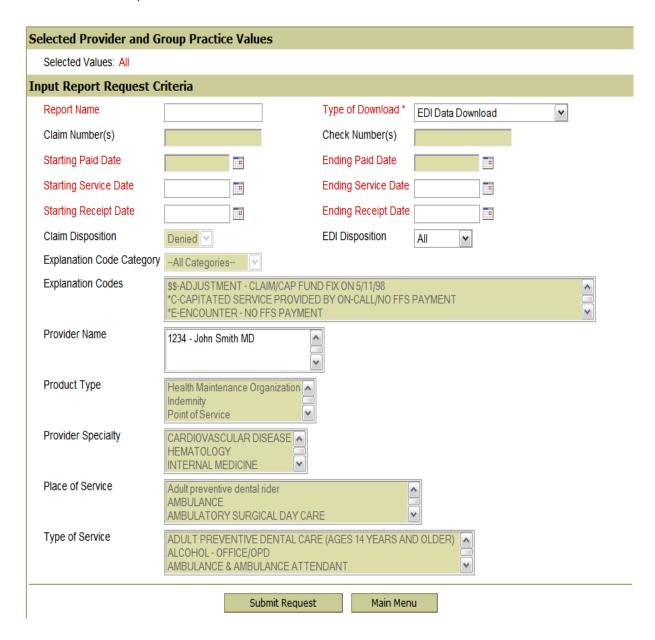
Claim Download Request

- 1. Assign a Report Name
- 2. Select the Type of Download
- a) Enter one or more Claim or Check Numbers separated by a comma, or
 b) Select date parameters
- 4. Select Claim Disposition
 - Selecting 'denied' will enable Explanation Code Category and individual Explanation Codes
- 5. Refine returned criteria data on additional criteria
- 6. Click on Submit Request



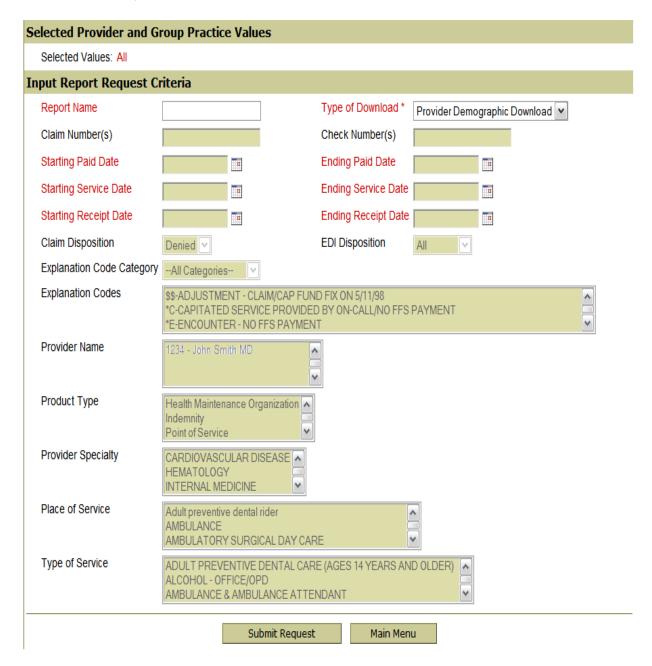
EDI Data Download Request

- Assign a Report Name
- 2. Select the Type of Download
- 3. Select data parameters
- 4. Refine returned data based on specific providers
- 5. Click on Submit Request



Provider Demographic Download Request

- 1. Assign a Report Name
- 2. Select the Type of Download
 - No selectable fields are enabled
- 3. Click on Submit Request



Download Request Response

- · When you click on Submit Request, this message displays initially
- · When the download submission request has been completed, this message displays



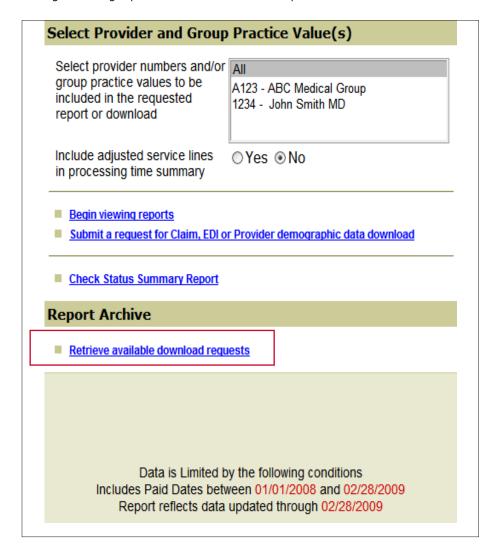
Submission Confirmation Your request was successfully submitted. The request ID is 721. Return

· To retrieve download requests, return to the Provider Analytics Home Page

Retrieve Available Download Requests

Report Selection Criteria

- Click on "Retrieve available download requests"
- "Begin viewing reports" to launch the list of reports



Retrieve a submitted request

- Data is returned in a tab delimited ASCII text file
- Data can be imported into Microsoft Excel or Access for analysis



Check Status Summary Report

Report Selection Criteria

- Select "All" or specific provider(s) from the access list to include in the reports
- Click on "Check Status Summary Report" to launch the report

Select Provider and Group Practice Value(s)

Select provider numbers and/or group practice values to be included in the requested report or download

A123 - ABC Medical Group 1234 - John Smith MD

Include adjusted service lines in processing time summary

○Yes

No

- Begin viewing reports
- Submit a request for Claim, EDI or Provider demographic data download
- Check Status Summary Report

Report Archive

Retrieve available download requests

Data is Limited by the following conditions
Includes Paid Dates between 01/01/2008 and 02/28/2009
Report reflects data updated through 02/28/2009

Check Status Summary Report

View all checks issued within previous 12 months:

- Check Number
- Paid date
- Total paid
- Status

