

Hospital Price Index

Reference Guide

May 19, 2022

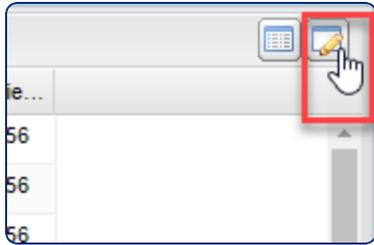
Hospital Price Index (HPI) is a tool that can assist with hospital price transparency compliance by analyzing your CDM, creating service packages and determining your shoppable items, and posting the required information to the **Chargemaster**, **All Service Items**, and **Shoppable Services** tabs of your hospital's HPI website.

Adding Items

To add items, in VitalCDM you will have access to an Admin file that populates the **All Service Items** and **Shoppable Items** tabs, and a CDM file that populates the **Chargemaster** tab for your HPI site.

To add items for the **All Service Items** or **Shoppable Items** tabs, do the following:

1. Open your Administrator CDM file.
2. Click the **View Item Editing Tab** button in the upper right corner.



Note: If there is an existing item similar to the one you are creating, you can right-click the existing item and select **Add item > Manually (Edit Panel)**. This will copy the existing item's information into a new item, which you can then edit and save.

3. If an item is selected in the table, its information appears in the editing tab. Click **New Item** to enter information in the blank item. If no item is selected, a blank new item displays in the editing tab.

A screenshot of a software interface showing the 'Edit' tab. The 'New Item' button is highlighted. The form contains the following fields:

- CDM Name: Admin Panel Saint Mary
- Item ID: [Redacted field]
- Payer: [Empty text box]
- Description: [Empty text box]
- Associated Codes: [Empty text box]
- All_Services: [Dropdown menu]
- Shoppable: [Dropdown menu]

4. Enter information in the fields as necessary. For the **All_Services** and **Shoppable** fields, select **1** to include the item or **0** if the item should not be included.

Copy Data To: Memorial Hospital

Show

Item Number (6/20): 100222

VW Billing Description: REPLACEMENT OF HIP JOINT

Inpatient/Outpatient/Pro: Inpatient

Billing Codes (0/100):

DRG Codes (0/100):

All Services: 1

Shoppable: 1

Not Performed: 0

Total R.U.:

Avg Medicare Pmt:

Save Cancel Finished

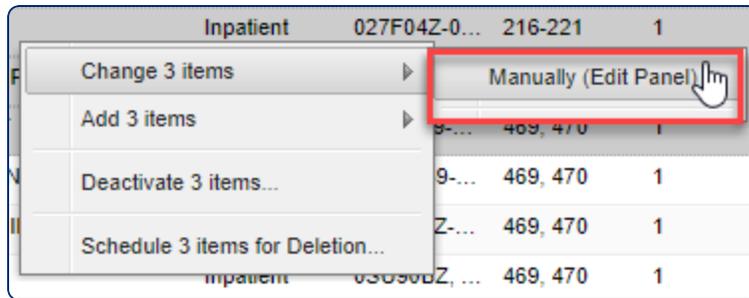
5. Set an item as **Not Performed** in order to override the item's price when it is published to the HPI site. If you set the **Not Performed** field to **1** and the item is included in your **Shoppable Items** tab, then **N/A** will display as the price for that item.
6. Click **Save**.

Editing Items

In VitalCDM, you will have access to an Admin file that populates the **All Service Items** and **Shoppable Items** tabs, and a CDM file that populates the **Chargemaster** tab for your HPI site.

To update items for the **All Service Items** or **Shoppable Items** tabs, do the following:

1. Open your Administrator CDM file.
2. Right-click the items you want to edit and select **Change (x) Items > Manually (Edit Panel)**.



3. Edit the fields as necessary. For the **All Service Items** and **Shoppable** fields, select **1** to include the item or **0** if the item should not be included.



Note: The **Shoppable Items** tab can display primary items and the ancillary items associated with each. Reach out to your Client Success representative for more information about implementing this feature.

4. Set an item as **Not Performed** in order to override the item's price when it is published to the HPI site. If you set the **Not Performed** field to **1** and the item is included in your **Shoppable Items** tab, then **N/A** will display as the price for that item.
5. Click **Save**.

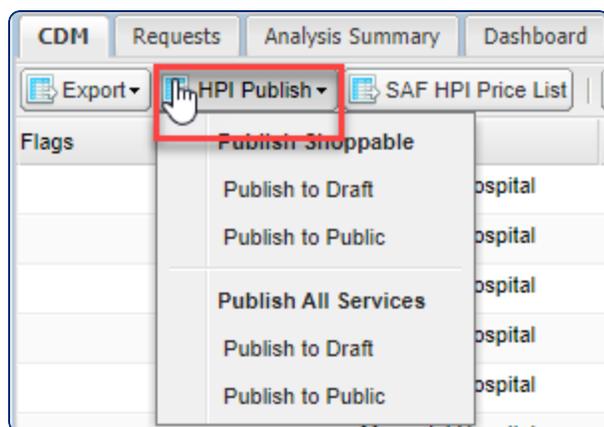
Publishing Items to the HPI Site



Note: After you click one of the **Publish** buttons, your data will start publishing at the top of the next hour. The process runs every hour, seven days a week, between 4:00 am and 8:00 pm Pacific time, and it takes approximately 15 minutes.

To push items to the **All Service Items** or **Shoppable Items** tabs, do the following:

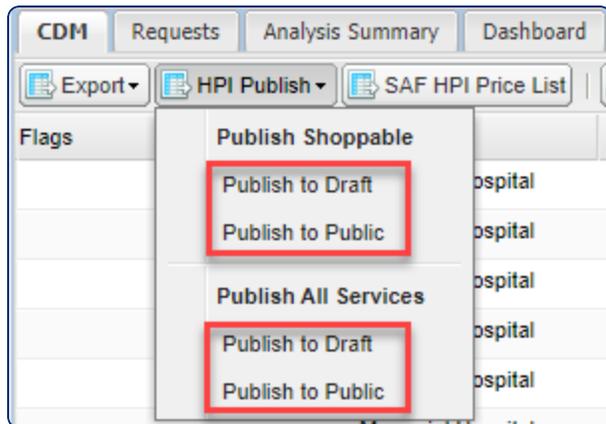
1. Open your Administrator CDM file.
2. Click **HPI Publish**.



3. Click one of the following:
 - Under **Publish Shoppable**:
 - » **Publish to Draft.** Publishes your **Shoppable** tab items to the draft website so that you can preview it. You will need to log in to this site with your Vitalware credentials; this site is not viewable by the public. The draft URL is similar to your public URL, except "hpi2" is replaced by "hpidraft."
 - » **Publish to Public.** Publishes your **Shoppable** tab items to the public website, where anyone with the URL can view them.

- Under **Publish All Services**:

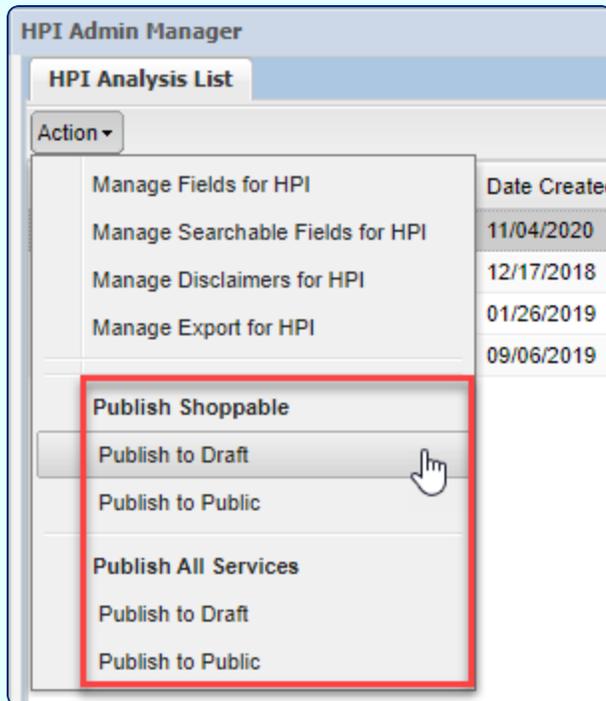
- » **Publish to Draft.** Publishes your **Service** tab items to the draft website so that you can preview it. You will need to log in to this site with your Vitalware credentials; this site is not viewable by the public.
- » **Publish to Public.** Publishes your **Service** tab items to the public website, where anyone with the URL can view them.



4. You will receive a message that your request has been received. Click **OK**.



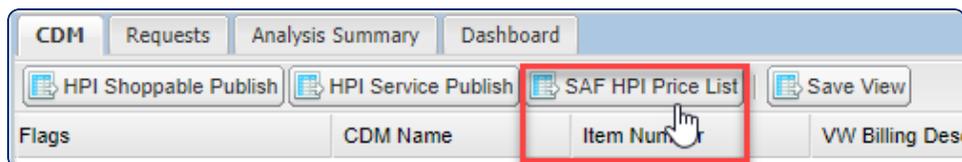
Note: You can also publish your **Shoppable** items and your **All Services** items from the **HPI Admin Manager**.



Viewing Items On the Standard Analytical Files (SAF) Price List

To view items that are included on Medicare's SAF price list, do the following:

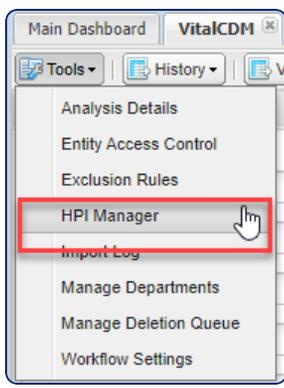
1. Open your Administrator CDM file.
2. Click **SAF HPI Price List**.



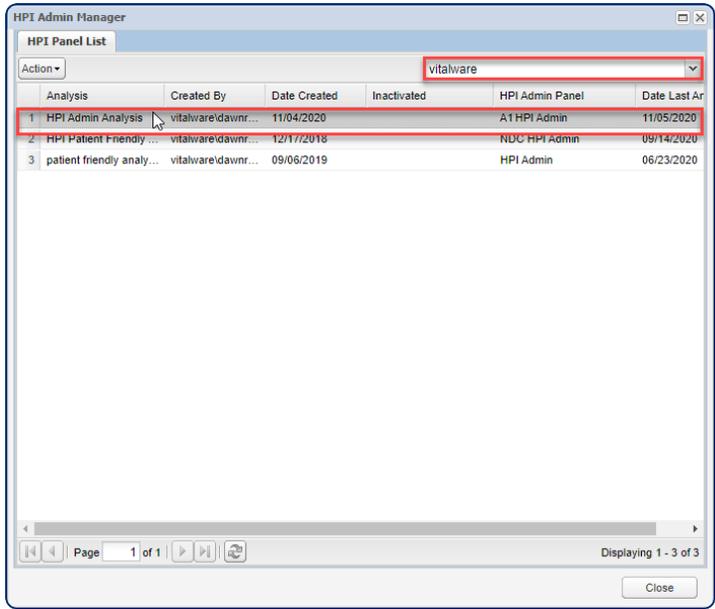
Changing the HPI Site Disclaimers

To change the text that appears in the disclaimers on your HPI site, do the following:

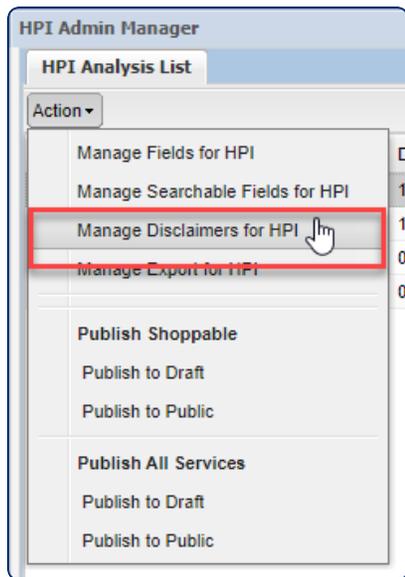
1. Open your Administrator CDM file.
2. Select **Tools > HPI Manager**.



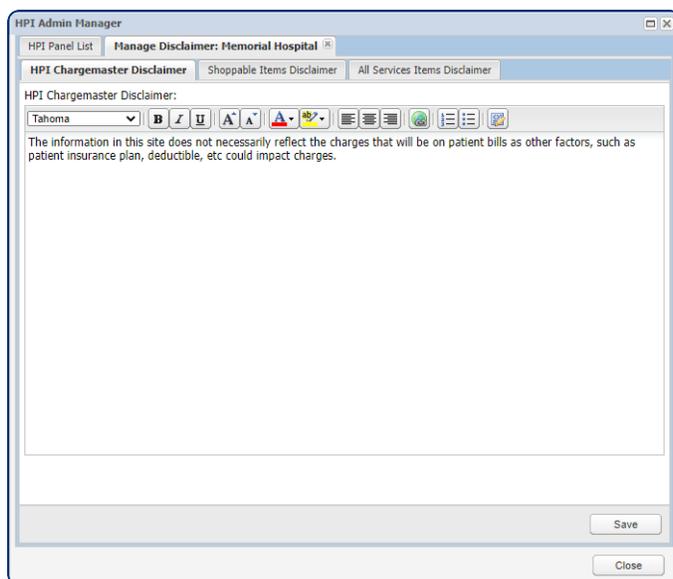
3. Select your Entity and your HPI admin file.



4. Select **Actions > Manage Disclaimers for HPI**.



5. Enter your separate disclaimers for the three tabs: **HPI Chargemaster Disclaimer**, **Shoppable Items Disclaimer**, and **All Service Items Disclaimer**. You can format text, apply list styles, and add links using the toolbar.

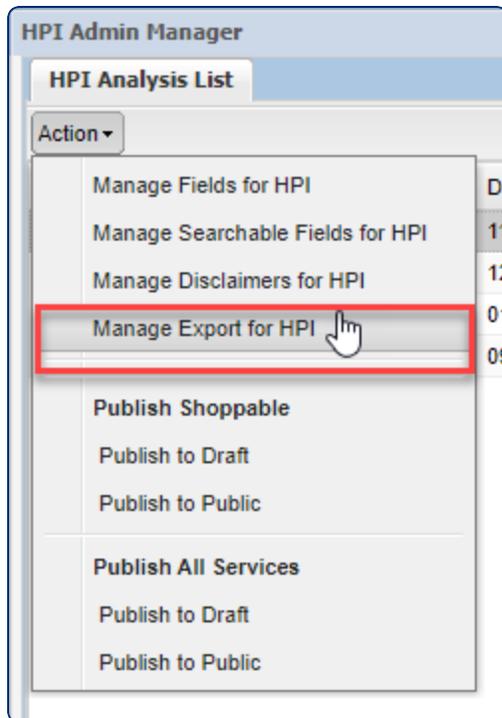


6. Click **Save**.

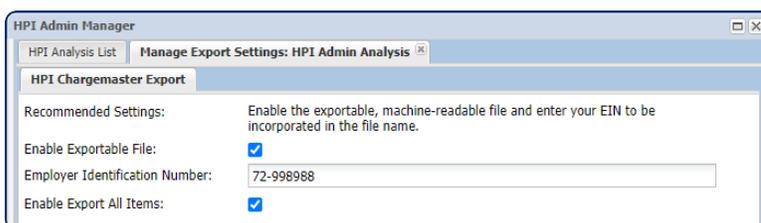
Managing Export Options

You can allow visitors to your HPI site to download the search results on your **All Service Items** tab. To set this up, do the following:

1. Go to **Tools > HPI Admin Manager**, select your HPI admin file, and select **Action > Manage Export for HPI**.



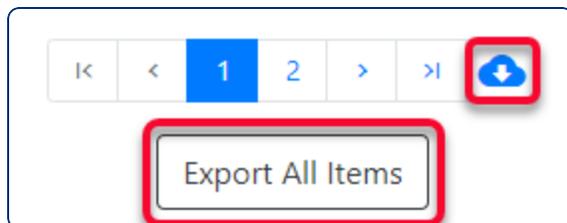
2. You have two options for export:
 - **Enable Exportable File.** Allows site visitors to export the results after searching the **All Service Items** tab.
 - **Enable Export All Items.** Allows site visitors to export **all** items included in your **All Service Items** tab, even if they haven't searched. This export will include both primary and ancillary items.





Note: The **Enable Export All Items** option allows site visitors to export all items on your **All Service Items** tab. The **Enable Exportable File** option allows site visitors to export only their search results on the **All Service Items** tab. Previously, to export all items a site visitor had to enter two asterisks (**) as a search term to display all items, and then click the blue cloud icon to export results. This new option gives site visitors a more straightforward **Export All Items** button to export all items without searching.

- When both export options are enabled, an **Export All Items** button displays on the **All Service Items** tab. After a site visitor performs a search, the **Export Results** blue cloud button displays at the bottom of the results table for exporting results. Clicking either button downloads a .json file with the results.



- If you are viewing the non-public draft URL, you also have an option to export a CSV of your draft data.



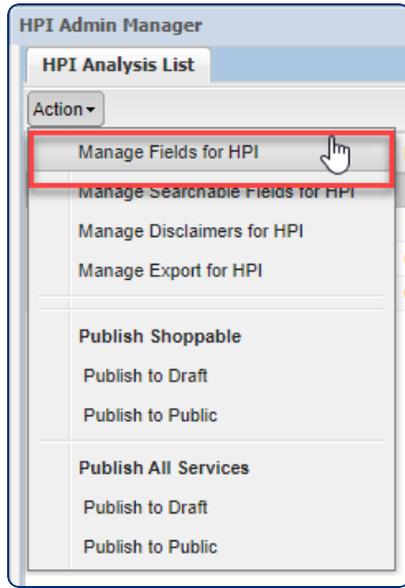
Note: The CSV export is **only** for the draft URL.

Managing HPI Fields

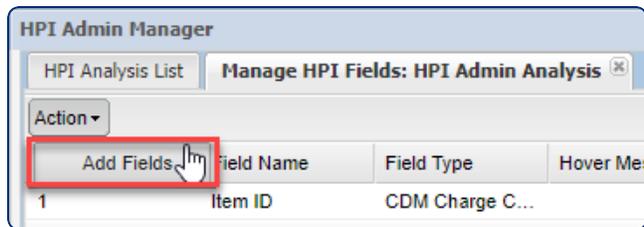
You can control which fields are available on your HPI site. To manage fields,

do the following:

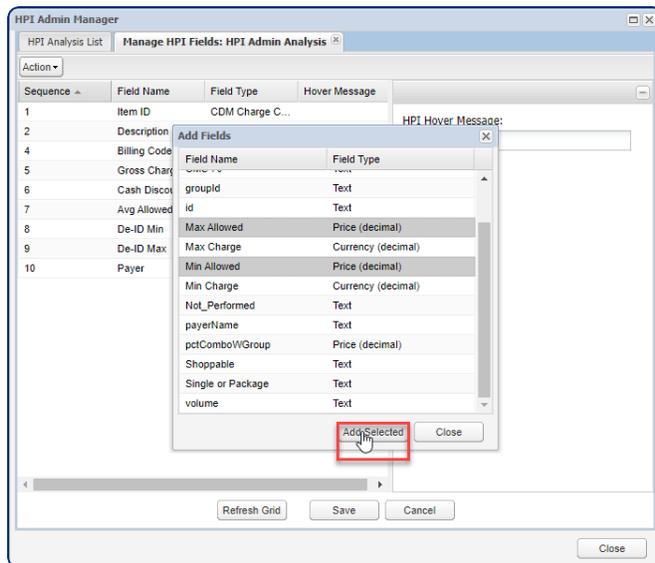
1. Click **Tools > HPI Manager**.
2. Select the HPI admin file and then select **Action > Manage Fields for HPI**.



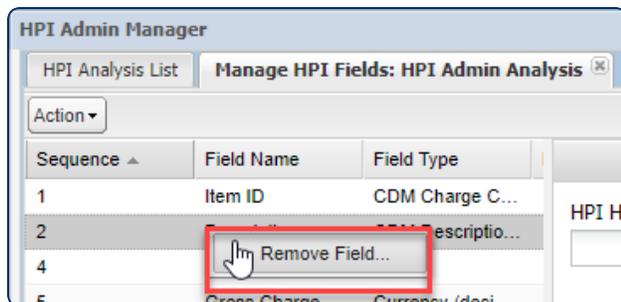
3. The **Manage Fields** tab displays. To add fields, select **Action > Add Fields**.



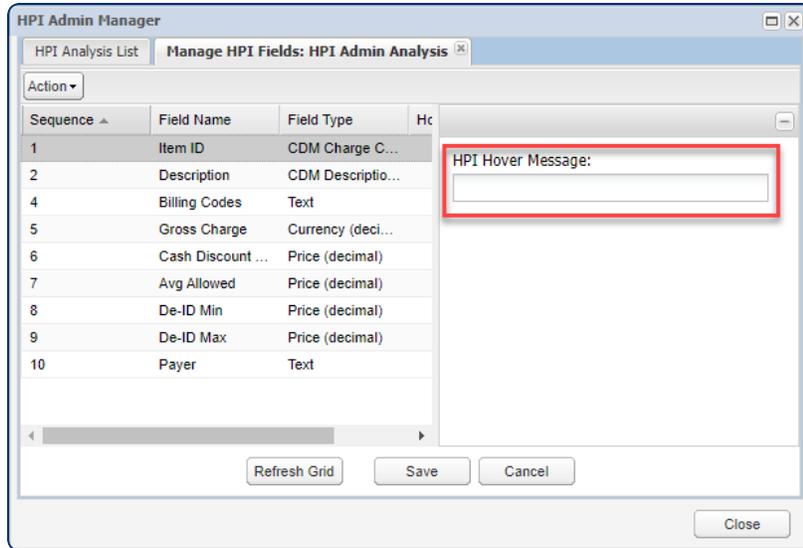
4. On the **Add Fields** window, select the fields you want to add, and then click **Add Selected**.



5. To remove a field, right-click the field and select **Remove Field...**. Then click **OK** on the confirmation message.



- To change the text that will display when visitors to your HPI site hover over each field, select the field and then enter text in the **HPI Hover Message** field.

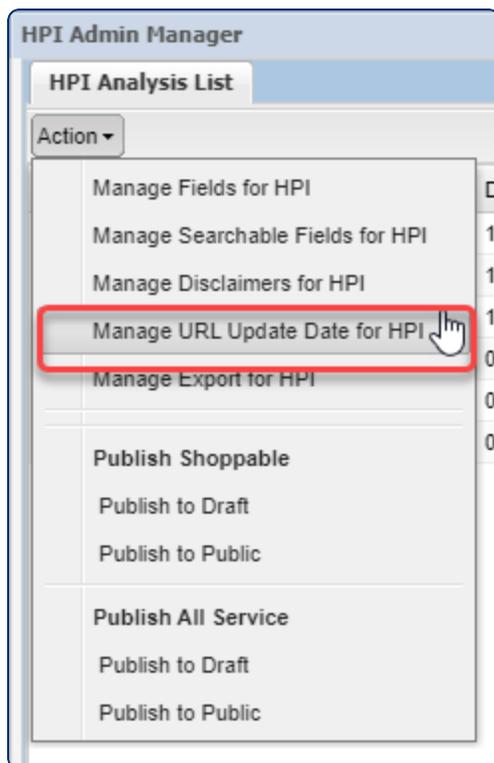


- Click **Save** to save your changes.

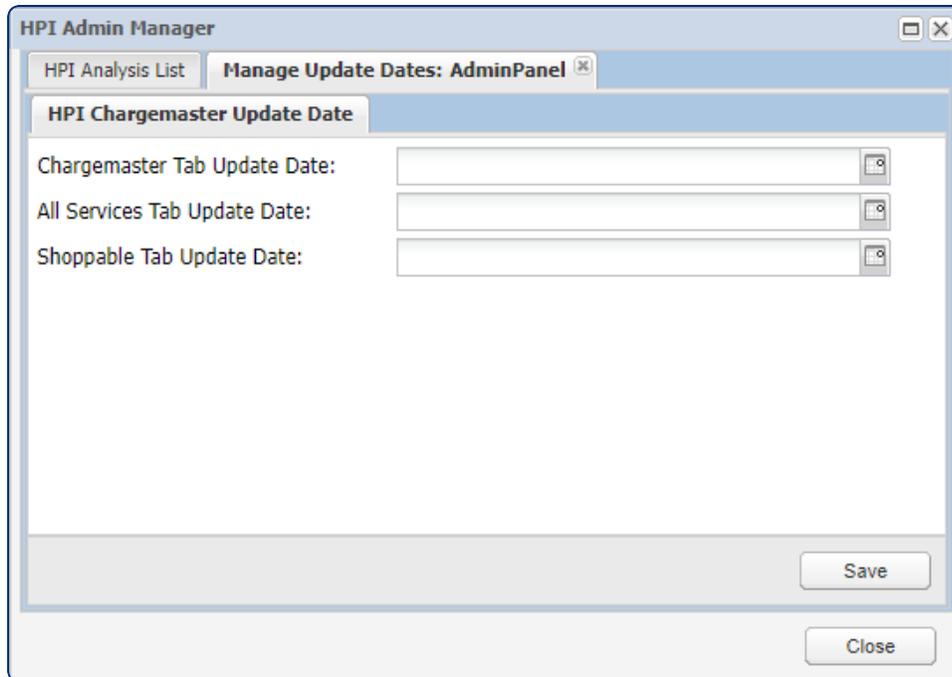
Managing the URL Update Date

You can adjust the **Last Updated** date that displays on each tab of your HPI site.

1. Click **Tools > HPI Manager**.
2. Select the HPI admin file and then select **Action > Manage URL Update Date for HPI**.



3. On the **Manage Update Dates** tab, set the date you want to display on each of your HPI site tabs.



4. Click **Save**.

Managing HPI Filters

You can add searchable fields to your HPI site to include information that is not viewable by people visiting your HPI site.

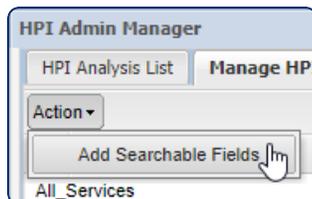


Example: Someone visiting your site is looking for **cisplatin**, a common chemotherapy drug. Your HPI site has **chemotherapy drug** as a generic term, but not **cisplatin** specifically. You can add a secondary description field to your HPI searchable field for specific examples, and on your **chemotherapy drug** item add **cisplatin** (as well as others as necessary) in this field. The secondary description field, containing **Cisplatin**, will not appear on your HPI site unless you have included it in your managed fields to display, but a search for **cisplatin** will return your **chemotherapy drug** item.

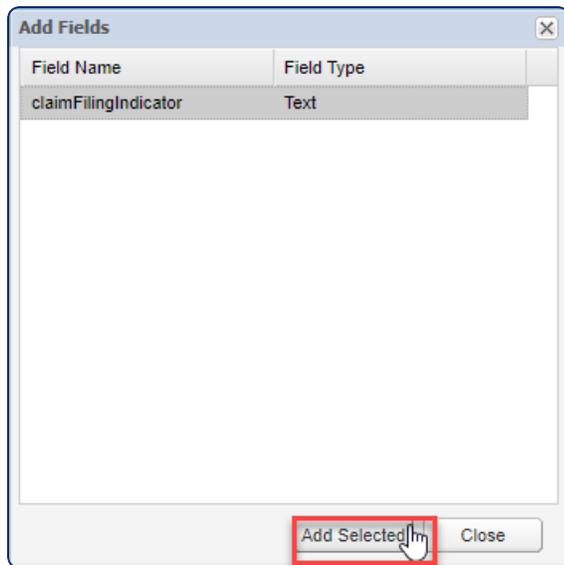
1. Click **Tools > HPI Manager**.
2. Select the HPI admin file and then click **Action > Manage Searchable Fields for HPI**.



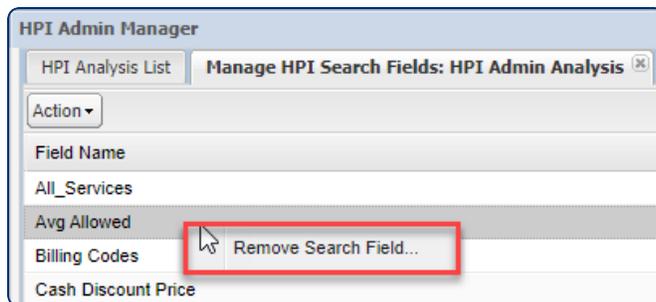
3. The **Managing Filters** tab displays. To add filters, select **Action > Add Searchable Fields**.



4. On the **Add Fields** window, select the fields you want to add, and then click **Add Selected**.



5. To remove a field, right-click the field and select **Remove Filter Field...**. Then click **OK** on the confirmation message.



6. Click **Save Filters** to save your changes.