# vitalware®

# **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.

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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.

Detail Edit Column Manager	
New Item Show	Data Difference?
CDM Name:	-
Admin Panel Saint Mary	
Item ID 😡 :	
Payer 🛞 :	
Description 🛞 :	
Associated Codes 🔞 :	
All_Services 🔞 :	
	*
Shoppable 😡 :	
	×

 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.

	^
Memorial Hospital 🗵	
Show	
Item Number (6/20) 🛞	*
100222	
VW Billing Description 😡 :	
REPLACEMENT OF HIP JOINT	
Inpatient/Outpatient/Pro 🕹 :	
Inpatient 👻	
Billing Codes (0/100) 🚱	
	1
DRG Codes (0/100) 🛞	
All Services 🔞 :	
Shoppable 😡 :	
1	
Not Performed 🔞 :	
•	
Total R U 😡 :	
Avq 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.
- 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.



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



# 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.

HPI Admin Manager						
HPI Panel List						
Action -				vitalware		~
Analysis	Created By	Date Created	Inactivated	l.	HPI Admin Panel	Date Last Ar
1 HPI Admin Analysis	vitalware\dawnr	11/04/2020			A1 HPI Admin	11/05/2020
2 HPI Patient Friendly	vitalware\dawnr	12/17/2018			NDC HPI Admin	09/14/2020
3 patient friendly analy	vitalware\dawnr	09/06/2019			HPI Admin	06/23/2020
Page 1 of '						Displaying 1 - 3 of 3
						Close

4. Select Actions > Manage Disclaimers for HPI.



 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	HPI Admin Mana	ger				
	HPI Panel List	Manage Disclai	mer: Memorial Hospital 🗵			
	HPI Chargema	aster Disclaimer	Shoppable Items Disclaimer	All Services Items Disclaimer		
	HPI Chargemas	ter Disclaimer:				
	Tahoma	▼ BI	<u>U</u>   A A   <u>A</u> • <u>*</u> •   I		2	
	The informatio patient insuran	n in this site does ce plan, deductibl	not necessarily reflect the cha e, etc could impact charges.	rges that will be on patient bil	Is as other factors, such as	
					Save	
ľ					Close	e

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**.

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on 🗸	_	
Manage Fields for HPI	D	
Manage Searchable Fields for HPI	11	
Manage Disclaimers for HPI	12	
Manage Export for HPI and		
Publish Shoppable Publish to Draft Publish to Public Publish All Services Publish to Draft		
	I Analysis List I Analysis List on - Manage Fields for HPI Manage Searchable Fields for HPI Manage Disclaimers for HPI Manage Export for HPI Manage Export for HPI Publish Shoppable Publish to Draft Publish to Public Publish to Public	

- 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.
- 3. 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.



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





### **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**.
- Select the HPI admin file and then select Action > Manage Fields for HPI.

HPI Admin Manager	
HPI Analysis List	
Action -	
Manage Fields for HPI	۵
Manage Searchable Fields for HPI	1
Manage Disclaimers for HPI	1
Manage Export for HPI	0
Publish Shoppable	
Publish to Draft	
Publish to Public	
Publish All Services	
Publish to Draft	
Publish to Public	

 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**.

HPI Analysis List	Manage H	PI Fields: HPI Adm	in Analysis 🗵		
ction -					
Sequence 🔺	Field Name	Field Type	Hover Message		-
	Item ID	CDM Charge	C		
	Description	Add Fields		HP1 Hover Messac	10:
	Billing Code	Eisld Name	Field Ton		
	Gross Charg	Field Name	Field Type	,	-
	Cash Discou	groupId	Text	Î	
•	Avg Allowed	id	Text		
	De-ID Min	Max Allowed	Price (dec	imal)	
9	De-ID Max	Max Charge	Currency	(decimal)	
10	Payer	Min Allowed	Price (dec	imal)	
		Min Charge	Currency	(decimal)	
		Not_Performed	Text		
		payerName	Text		
		pctComboWGroup	Price (dec	imal)	
		Shoppable	Text		
		Single or Package	Text		
		volume	Text	-	
			Addise	Close	
		Refresh Gr	id Save	Cancel	
					Class

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

HPI Admin Manage	er		
HPI Analysis List	Manage HPI Fie	lds: HPI Admin Ana	lysis 🗵
Action -			
Sequence 🔺	Field Name	Field Type	
1	Item ID	CDM Charge C	НРТ Н
2		escriptio	
4	Remove Fie	ia	
5	Gross Charge	Currency (deci	

 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.

IPI Admin Manag	er				
HPI Analysis List	Manage HPI Fi	Manage HPI Fields: HPI Admin Analysis 🛞			
Action -					
Sequence 🔺	Field Name	Field Type	Hc		E
1	Item ID	CDM Charge C		HDI Hover Messager	-
2	Description	CDM Descriptio		HPI Hover Message:	_
4	Billing Codes	Text			_
5	Gross Charge	Currency (deci			-
6	Cash Discount	Price (decimal)			
7	Avg Allowed	Price (decimal)			
8	De-ID Min	Price (decimal)			
9	De-ID Max	Price (decimal)			
10	Payer	Text			
4					
	Re	fresh Grid	Save	Cancel	
				Clos	se

7. 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**.
- 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.

HPI Admin Manager	
HPI Analysis List Manage Update Dates: AdminPanel 🗵	
HPI Chargemaster Update Date	
Chargemaster Tab Update Date:	
All Services Tab Update Date:	
Shoppable Tab Update Date:	•
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CI	ose

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**.
- Select the HPI admin file and then click Action > Manage Searchable Fields for HPI.

HPI Admin Manager
HPI Analysis List
Action -
Manage Fields for HPI
Manage Searchable Fields for HPI
Wanage Discialmers for HPI
Manage Export for HPI
Publish Shoppable
Publish to Draft
Publish to Public
Publish All Services
Publish to Draft
Publish to Public

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**.

Add Fields		×
Field Name	Field Type	
claimFilingIndicator	Text	
	Add Selected	Close

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

HPI Admin Manager		
HPI Analysis List	Manage HPI Search Fields: HPI Admin Analysis 🛞	
Action -		
Field Name		
All_Services		
Avg Allowed		
Billing Codes	Remove Search Field	
Cash Discount Price	e	

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