



PLEASE USE THE FORWARD  
ARROW AND BACKWARD ARROW  
KEYS ON YOUR KEYBOARD TO  
NAVIGATE THROUGH THE SELF  
TUTORIAL

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ADHOC REPORT ONLINE CREATION  
DATA COORDINATOR TRAINING  
SELF TUTORIAL PART 6

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## OBJECTIVES

- What is an AdHoc Report?
- Accessing the System
- Web Page Header Information
- Selecting Report Criteria
- Downloading into Excel
- Inpatient Categories and Flags
- Outpatient Categories and Flags
- Exiting the System

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## WHAT IS AN ADHOC REPORT?

- Provides a Listing of All Error Free Patient Cases Accepted into the COMPdata Database for Your Facility for the Quarter Selected
- Useful for Managing Particularly Difficult Reconciliation Issues
- Compare to the Cases in Your Internal System That Should Have Been Submitted to COMPdata
- You Can Determine Which Cases Are Missing or Duplicated in the Database
- Download into Excel
- Can be Run at Any Time




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**COMPdata** *COMPdata Does More!*

To Create AdHoc Reports, Go to [www.compdatainfo.com](http://www.compdatainfo.com)

**About COMPdata**

**Subscriber Services**

- Training
- News & Updates

**Data Submission Services**

- Training
- News and Updates

**Contact Us**

[Click Here](#)

**Welcome to COMPdata**  
*The Most Powerful Comparative Health Care Information*  
 COMPdata is the most comprehensive and multidisciplinary source of comparative utilization, clinical, physician, financial, demographic, market share, quality performance measurement, and seventy-adjusted information. Since 1987, COMPdata has provided timely data and information, extensive report generation and data analysis tools, and mapping and graphics capabilities for local-area community health care analysis. COMPdata consistently makes data available to subscribers 91 days after the close of each calendar quarter.

**What's New**

**New Customers**

- [COMPdata Signs Agreement with Mississippi Hospital Association](#)

**COMPdata Subscribers**

- [Data Release Announcements](#)

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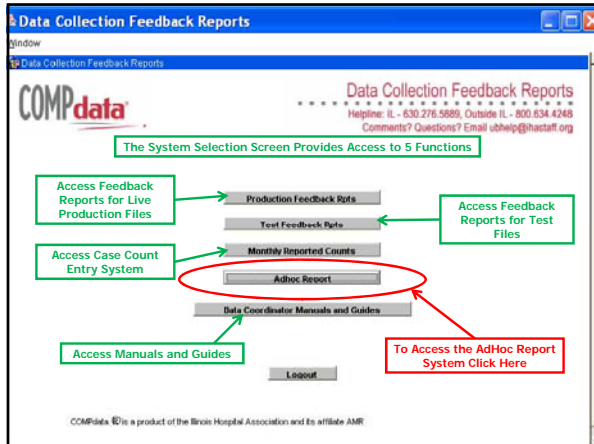
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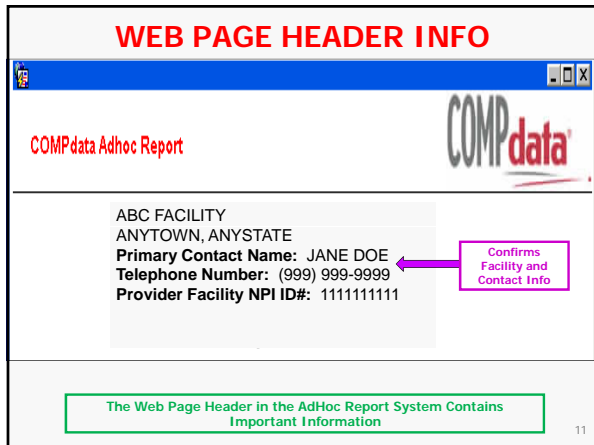
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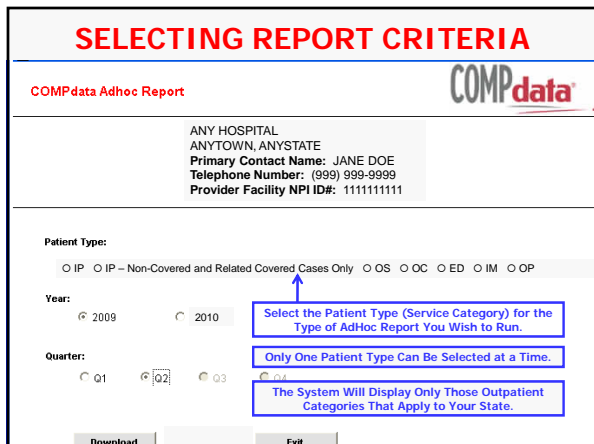
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## OUTPATIENT EXCEL DOWNLOAD

PATIENT ID	RECEIVE DATE	ADMISSI ON DATE	DISCHARGE DATE	PT_DISCH		PRIORITY PRIMARY														
				ARGE_ST	BIRTH DATE	POINT_OF_BILL_ORIGIN	TYPE_VISIT	PAYER_ID	PRINCIPAL_DX	PRINCIPAL_PROC	NEV_FLAG	OS_FLAG	OC_FLAG	ED_FLAG						
A	3/5/2010	1/1/2010	1/2/2010	M	11/14/1924	7	131	1	98910											
B	3/5/2010	1/1/2010	1/2/2010	M	11/14/1924	7	131	2	98910											
C	3/5/2010	1/1/2010	1/2/2010	M	11/14/1924	7	131	1	98910											
D	3/5/2010	1/1/2010	1/2/2010	M	11/14/1924	7	131	1	98910											
E	3/5/2010	1/1/2010	1/2/2010	M	11/14/1924	7	891	1	98910											
F	3/5/2010	1/1/2010	1/2/2010	M	11/14/1924	7	891	1	98910											
G	3/5/2010	1/1/2010	1/2/2010	M	11/14/1924	7	891	1	98910											
H	3/5/2010	1/1/2010	1/2/2010	M	11/14/1924	7	891	1	98910											
I	3/5/2010	1/1/2010	1/2/2010	M	11/14/1924	7	891	1	98910											
J	3/1/2010	1/1/2010	1/2/2010	M	11/14/1924	7	891	1	98910											
K	3/1/2010	1/1/2010	1/2/2010	M	11/14/1924	7	891	1	98910											
L	3/1/2010	1/1/2010	1/2/2010	M	11/14/1924	7	891	1	98910											
M	3/1/2010	1/1/2010	1/2/2010	M	11/14/1924	7	891	1	98910											
N	3/1/2010	1/1/2010	1/2/2010	M	11/14/1924	7	891	1	98910											
O	3/1/2010	1/1/2010	1/2/2010	M	11/14/1924	7	891	3	98920											
P	3/1/2010	1/1/2010	1/2/2010	M	11/14/1924	7	891	2	98920											

## EXCEL DOWNLOAD

PATIENT ID	RECEIVE DATE	ADMISSI ON DATE	DISCHARGE DATE	PT_DISCH		PRIORITY PRIMARY										STUNT_COVERS_PERIOD				
				ARGE_ST	BIRTH DATE	POINT_OF_BILL_ORIGIN	TYPE_VISIT	PAYER_ID	PRINCIPAL_DX	PRINCIPAL_PROC	NCC_FLAG	CMC_FLAG	NEV_FLAG							
A	3/5/2010	1/1/2010	1/2/2010	M	11/14/1924	7	111	1	98910											
B	3/5/2010	1/1/2010	1/2/2010	M	11/14/1924	7	110	2	98910											
C	3/5/2010	1/1/2010	1/2/2010	M	11/14/1924	7	111	1	98910											
D	3/5/2010	1/1/2010	1/2/2010	M	11/14/1924	7	110	1	98910											
E	3/5/2010	1/1/2010	1/2/2010	M	11/14/1924	7	111	1	98910											
F	3/5/2010	1/1/2010	1/2/2010	M	11/14/1924	7	110	1	98910											
G	3/5/2010	1/1/2010	1/2/2010	M	11/14/1924	7	111	1	98910											
H	3/5/2010	1/1/2010	1/2/2010	M	11/14/1924	7	111	2	98910											
I	3/1/2010	1/1/2010	1/2/2010	M	11/14/1924	7	110	1	98910											
J	3/1/2010	1/1/2010	1/2/2010	M	11/14/1924	7	111	1	98910											
K	3/1/2010	1/1/2010	1/2/2010	M	11/14/1924	7	111	1	98910											
L	3/1/2010	1/1/2010	1/2/2010	M	11/14/1924	7	110	1	98910											
M	3/1/2010	1/1/2010	1/2/2010	M	11/14/1924	7	111	1	98910											
N	3/1/2010	1/1/2010	1/2/2010	M	11/14/1924	7	111	3	98920											
O	3/1/2010	1/1/2010	1/2/2010	M	11/14/1924	7	111	2	98920											

## ADHOC DETAILS

- The Case Count on This Report Should Match the Accepted Cases on Your Current DSVR
- The AdHoc Report Does Not Include Any Duplicate Submissions or Deletion Request (XX8) Submissions
- It Strictly Represents Error Free Cases Accepted Into The System
- If a Recent File Has Been Submitted but Not Yet Processed, The Data Will Not Appear on the AdHoc Report



## OUTPATIENT CATEGORIES AND FLAGS

OS_FLAG	OC_FLAG	ED_FLAG	IM_F_LAG	OP_FLAG
0	1	1	0	0
0	1	0	0	0
0	1	0	0	0
0	1	0	0	0
0	1	0	0	0
0	1	1	0	0
0	1	0	0	0
0	1	0	0	0
0	1	0	0	0
0	1	0	0	0
0	1	0	0	0
0	1	0	0	0
0	1	0	0	0
0	1	0	0	0
0	1	0	0	0
0	1	0	0	0

- If You Were to Run an Observation Care (OC) AdHoc Report:
  - ❖ There Would be All Zeros in the OS Column, as it Does Not Apply
  - ❖ A "1" Will Appear in the OC Column for All the Cases
  - ❖ A "1" Will Also be Displayed in Any Other Service Category That May Have Applied to That Case
- This Same Scenario Applies When Running an AdHoc Report for Any of the Other Outpatient Categories

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## EXITING THE SYSTEM

COMPdata Adhoc Report

ANY HOSPITAL  
ANYTOWN, ANYSTATE  
Primary Contact Name: JANE DOE  
Telephone Number: (999) 999-9999  
Provider Facility NPI ID#: 1111111111

Patient Type:  
 IP  IP – Non-Covered and Related Covered Cases Only  OS  OC  ED  IM  OP

Year:  
 2008  2010

Quarter:  
 Q1  Q2  Q3  Q4

At the Bottom of the Screen Click the Exit Button.

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## EXITING THE SYSTEM

**Data Collection Feedback Reports**

COMPdata

Data Collection Feedback Reports  
Helpline: IL - 630.278.5889, Outside IL - 800.634.4249  
 Comments? Questions? Email ubhelp@hastuff.org

You Are Returned to the System Selection Screen.

You Can Enter into the Feedback Report or Count Entry Systems if You Desire to Run New Reports or Enter Counts.

Or You Can Click Logout to End Your Session.

Logout

COMPdata is a product of the Illinois Hospital Association and its affiliate AMR

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## NEXT STEPS



- The Full Complement of Basic Training Self Tutorials is Now Complete
- They Are Available as a Refresher at Any Time
- Please Use All Resources, Manuals, and Tools That Have Been Provided in Order to More Easily Manage Your Data Coordinator Tasks

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## RESOURCE REMINDERS



- Technical/Functional Inquiries: [ubhelp@ihastaff.org](mailto:ubhelp@ihastaff.org)
- Training Questions: [compdataedu@ihastaff.org](mailto:compdataedu@ihastaff.org)
- General Info and Links to All Systems: [www.compdatainfo.com](http://www.compdatainfo.com)
- Tools and Aids: <http://www.compdatainfo.com/datacollection/tools.html>
- Helpline: 800/634-4248

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[UBHELP@IHASTAFF.ORG](mailto:UBHELP@IHASTAFF.ORG)  
800/634-4248

**QUESTIONS ???**

**SUGGESTIONS ???**

**CONCERNS ???**

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