

SHIP Patient Attribution File Specification Sheet

- **What is the SHIP Patient Attribution File and why is it important to me as a SHIP Cohort Clinic?**
 - All clinics participating in SHIP are expected to provide patient data for the SHIP clinical quality measure (CQM) reports. Part of the patient data will be patient attribution files, as described in this document. These *attribution files will provide the critical information that will link your patients back to your clinic site and to a specific provider*. While your connection with the Idaho Health Data Exchange (IHDE) will allow Continuity of Care Document (CCD) patient files and/or other files to automatically be sent on and used for CQM analytics, these CCD documents will not contain information to attribute a patient to a specific clinic and provider. Without the attribution file, your clinic will not get credit for providing quality health care to the patient panel that you serve.
 - Clinics will provide IHDE with their attribution files with their patient panel. These files will contain enough patient demographic data to enable IHDE to assign the associated enterprise master patient index (EMPI) number for each patient. These files will then be used by HealthTech to attribute patient CQM data to provider, provider to clinic, and clinic to health system.
- **What does a clinic need to do?**
 - SHIP clinics need to develop and produce a patient attribution report (produced as a custom report from the clinic's billing system) that meets the specifications listed below.
 - SHIP clinics will send IHDE an initial file that includes its patient panel for the past 24 months.
 - Every quarter, each SHIP Cohort Clinic will send an update report of its patient panel that includes patients that had an encounter (billable or non-billable) since the last attribution report was run.
 - The flat file will need to contain specific patient demographic data (listed below) to allow IHDE to assign each patient his or her EMPI number.
- **What is the requirement for reporting frequency and timing?**
 - The initial file will need to be produced prior to being connected to IHDE.
 - The quarterly update reports includes patients that had a billable or non-billable encounter since the last attribution report was run and will be due on the following schedule:
 - Quarter 1: Apr 10 (for the period between Jan-Mar)
 - Quarter 2: Jul 10 (for the period between Apr-Jun)
 - Quarter 3: Oct 10 (for the period between Jul-Sep)
 - Quarter 4: Jan 10 (for the period between Oct-Dec)
- **What are the specifications for the file format and file name (to keep it consistent across multiple clinics)?**
 - **File Type:** The file is a delimited text file (.txt) with a pipe | delimiter.
 - **Header Row:** The first record in file should be the header record that contains column headers for the data contained in the file.

- **Blank Fields:** If there is no data to present for a field in the file, do not insert anything but include the | delimiter so we know to proceed to the next field.
- **End of Line:** Each record is populated on a new line with a carriage return line feed delimiter (CR,LF) at the end of the line.
- **File Naming Convention:**
 - **HealthSystem_ClinicID_Attribution_ReceivedDate_SentDate.txt**
 - where **healthsystem** = name of the health system that you belong to. Put “none” here if you do not belong to a health system.
 - **ClinicID** = unique identifier for your clinic site that you can use for all future attribution files – perhaps the site NPI
 - **Attribution** = designates the type of file this is. You can always use “attribution”
 - **ReceivedDate** = Orion will add this to the file name before it is sent to HealthTech
 - **SentDate** = Orion will add this to the file name before it is sent to HealthTech
- **How will patients be “removed” from the attribution database?**
 - HealthTech will leverage the “date of the last encounter” data to update its database used for reporting. If a patient was on the initial data load file for a specific clinic, but subsequently has not had an encounter with that clinic in the past 24 months, then HealthTech will not attribute the patient to that clinic in its clinical quality measure (CQM) reports.
- **What are the nuances and important considerations about this attribution methodology?**
 - This attribution methodology allows for some duplication. For example, some patients may be attributed to two (or more) different clinics based on the attribution files. This duplication will be evident in the CQM reports at the clinic level and, to a lesser degree, in the county and region levels. There will be no duplication at the state level.
 - Because patient panels are constantly changing and we will be updating the patient attribution database on a quarterly basis, there will likely be some patients for whom we have CQM report data for but who are not attributed to any clinic. All patients who are not assigned to a specific clinic will be grouped at the state level for CQM reporting.
 - This patient methodology will be used moving forward, but we may choose to change the process in the future if we are able to leverage payer data.

Required Patient Attribution File Layout and Field Descriptions

FIELD NAME	FIELD DESCRIPTION	Format	NOTES
Patient EMPI	The EMPI for the patient that is attributed to the clinic.	Numeric	This field can be left blank by the clinic and will be added by IHDE
Patient MRN	The local MRN for the patient that is attributed to the clinic.	CHAR (50)	Need to send the same

			number that will be Patient record ID number (and where applicable, for clinics that have multiple MRNs and are already connected to IHDE, it needs to be the MRN that is used in IHDE already)
Patient First Name	The first name of the patient that is attributed to the clinic.	CHAR (40)	
Patient Middle Name	The middle name or initial of the patient that is attributed to the clinic.	CHAR (30)	
Patient Last Name	The last name of the patient that is attributed to the clinic.	CHAR (40)	
Patient Street Address	The street address of the patient that is attributed to the clinic.	CHAR (100)	
Patient Address Line 2	The second line of the address for the patient that is attributed to the clinic.	CHAR (100)	
Patient City	The city of the patient that is attributed to the clinic.	CHAR (30)	
Patient State	The state of the patient that is attributed to the clinic.	CHAR (10)	
Patient Zip Code	The zip code of the patient that is attributed to the Clinic.	CHAR (5)	NextGate only uses the first 5 characters of the zip code. If a zip code of more than 5 characters is sent, only the first 5 will be sent to NextGate. No error will be produced.
Patient Address Type	Is this the home address or business address	Valid Values: B (Firm/Business) BA (Bad address) BDL (Birth delivery location) BI (Billing Address) BR (Residence at birth) C (Current or Temporary) F (County of Origin)	If not valid, Orion will default to "H" for HOME.

		H (HOME) L (Legal Address) M (Mailing) N (Birth Address, not otherwise specified) O (Overseas) P (Permanent) RH (Registry Home) S (Service Location) SH (Shipping Address) V (Vacation) W (Work)	
Patient DOB	The patient date of birth.	YYYYMMDD	
Patient Home Phone / Primary Phone	The home or primary telephone number of the patient.	CHAR (20)	
Cell Phone	The cell phone number of the patient.	CHAR (20)	
Business Phone	The business phone number of the patient.	CHAR (20)	
Patient Gender	The gender of the patient that is attributed to the clinic.	Valid Values: A (Ambiguous), F (Female), M (Male), N (Not Applicable), O (Other), U (Unknown)	If not a valid code, it will default to unknown.
Date of Last Encounter	The date of the last patient encounter (billable or non-billable) the patient had with that clinic.	YYYYMMDD	
Type of Last Encounter	Type of last encounter - office visit, phone, message, etc.	CHAR	
PCP NPI	The unique ID of the patient's assigned PCP that is attributed to the clinic.	CHAR	
PCP Name	The name of the patient's assigned PCP that is attributed to the clinic.	CHAR	
Clinic NPI	Unique identifier for the ID SHIP clinic.	Numeric	
Unique Facility Code	Identifier in IHDE database needed for EMPI assignment	CHAR	IHDE/ Orion will create one for new clinics, ask if the clinic agrees to it, and ask clinic to add it to

			the file.
Clinic Name	The name of the clinic to be displayed.	CHAR	
Clinic Street Address	The street address that indicates the physical location of the clinic.	CHAR	
Clinic Address Line 2	The second address line for the physical location of the clinic.	CHAR	
Clinic City	The city of the clinic's physical location.	CHAR	
Clinic State	The state of the clinic's physical location.	CHAR	
Clinic Zip Code	The zip code of the clinic's physical location.	Numeric	
ORG ID	Unique identifier for the organization the clinic belongs to, if any. If the clinic does not belong to a larger organization then leave blank.	Numeric	
ORG Name	The name of the clinic's organization.	CHAR	