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# PO Clinical Data Submission for MiPCT

## Frequently Asked Questions

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This guide contains answers to frequently asked questions (FAQs) about submitting clinical data.

### Content

#### **Should I include data for all patients in my files?**

No. Please submit data for MiPCT patients only.

#### **Do I have to send only the records that MDC has requested? Can I include other records in the files as well?**

You can send us files with additional records that we did not request as long as you also include the requested records. If there are some record types we requested that you are unable to send, please contact MDC Support via email at [MichiganDataCollaborative@med.umich.edu](mailto:MichiganDataCollaborative@med.umich.edu).

#### **What is the most common issue seen in test files so far?**

The most common issue has been Service Type Codes, HCPCS Codes, CPT Codes, etc. that are not in the codelists provided in the most current BCN Layout. Please verify the codes in your test file before submitting your files.

#### **What goes into the CONTRACT\_NUM field in the BCN Layout?**

This number should match the **Payer Specific Member ID** field from the *All Payer Patient List* that MDC produces each month. This number should be inserted into each record of the EMR files you send. For more information about this field, see the [All Payer Patient List Information document](#) on the [MDC Website Support page](#).

## Submitting the Test File

### How do I upload my test file?

Connect to [mishare.med.mich.edu](https://mishare.med.mich.edu) through FileZilla, WinSCP, or other file sharing software, using your b2b\_mdc-XXXXX user account.

### What should I do after I upload my test file?

Notify MDC Support via email at [MichiganDataCollaborative@med.umich.edu](mailto:MichiganDataCollaborative@med.umich.edu) that you have uploaded your test file and provide the name of the file.

### What happens next after I submit my test file?

MCD will review your file for compliance with the expected format requirements and run your file through the data validation process, with one of two results:

1. If your file passes this testing, MDC will email the Edit Check Report to you. Your next step is to [generate your historical file](#) and upload it to the MiShare sFTP server using the same method as your test file.
2. If your file does not pass this testing, you will receive an email with details about the issues that need to be resolved. Please address them and resubmit a new test file following the steps outlined above. (Contact [MDC Support](#) if you have any questions.)

**NOTE:** Step 2 may need to be repeated until the file and format are considered compliant and complete.

## MiShare Logon and Password Issues

### What happens if I can't log on to MiShare?

Notify MDC Support by contacting us via email at [MichiganDataCollaborative@med.umich.edu](mailto:MichiganDataCollaborative@med.umich.edu). Within 3-5 days a MDC Support staff member will send you an email with details about how to retrieve your new password.

### What happens if my password expires?

An email is automatically sent to MDC. Within 3-5 days a MDC Support staff member will send you an email with details about how to retrieve your new password.

## Submitting Historical Files

### What happens after my test file passes?

After your test file passes, you will need to create and submit a Historical File. This file should contain records from the oldest date you have available in your EMR to the present date.

## Data Submission Timing

### **How often do we submit data after we submit the Historical File?**

After you submit the Historical File, data submissions will continue on a monthly schedule unless otherwise agreed upon with MDC.

The monthly files are due by the end of the following month. For example, a file with records from 01JAN2015 – 31JAN2015 would be due by 28FEB2015. The next file would contain records from 01FEB2015 – 28FEB2015 and be due by 31MAR2015, and so on.