



Data Services Portal Instructions for Hospitals and Ambulatory Surgery Centers

Instructions

The purpose of this document is to provide instructions on how to use the PHC4 Data Services portal data upload feature. This online data upload process was developed to simplify the process for providers to transfer their data files to PHC4.

Requesting a Portal Account

To begin using PHC4's portal, you will need to request a username and password. Go to <https://www.phc4submit.org/Accounts/SignUp.aspx> and complete the form as seen below. After you submit your request, you will receive a confirmation page with login information.

The screenshot shows the PHC4 Sign Up for User Account form. At the top left is the PHC4 logo and the text "PENNSYLVANIA HEALTH CARE COST CONTAINMENT COUNCIL". At the top right are links for "Home", "Help", and "Contact". The main heading is "Sign Up for User Account". Below this is a paragraph: "Submit the following form to create an account to report data to PHC4. If you need assistance or have questions please contact PHC4 at dataservices@phc4.org or (717) 232-8958." Below the paragraph is a note: "All fields are required". The form fields are: "PAF Number:", "Name:", "Phone:", and "Email Address:". Each field has a corresponding input box. Below the input boxes is a "Submit" button. At the bottom of the form are links for "Right-To-Know" and "Privacy Policy", and a copyright notice: "Copyright © 2019 Commonwealth of Pennsylvania".

If you have any questions about this process, please contact PHC4's Information Services department at (717) 232-8958.

Data Upload Process

Go directly to <https://www.phc4submit.org>.

Below is the first page you will see. Enter the username and password assigned to your facility and click the “Login” button. **Note:** You will be given an error message and redirected back to the login page if either the username and/or password are incorrect.


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COST CONTAINMENT COUNCIL

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Laboratory Data Reporting Tutorials

Online Data Correction

Lab Reporting



Correcting Billing Records
Demonstration of how to use PHC4's online Data Correction tool to correct billing data errors.



Add and Delete Billing Records
Demonstration of how to use PHC4's online Data Correction tool to add and delete billing records.

Data Services Login

Username:
Password:

[Forgot your password?](#)

Click on these links to access other PHC4 online services:
[Financial Data Submission](#) | [Patient Safety Reports](#)

Notice to Facilities Reporting Laboratory Data

Clarification on the use of code 7012 for Base Units
The following clarification is being offered in response to questions from hospitals regarding the submission of lab data - specifically the use of code 7012 for Base Units.

Pennsylvania Health Care Cost Containment Council

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Once the username and password have been successfully validated, you should see the following page. If this page displays, click the “Data Upload” link.

 PENNSYLVANIA HEALTH CARE
COST CONTAINMENT COUNCIL

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Data Services

Available services for PHC4:

- [Cardiac Surgery Reports - Outcome Data Reports for Comment](#)
- [Correction Reports](#)
- [Data Correction](#)
- [Data Upload](#)
- [Hospital Performance Reports - Outcome Data Reports](#)

[Help](#) · [Right-To-Know](#) · [Privacy Policy](#) · [Contact](#)

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At this time you must complete a data transmittal form as shown here:

The screenshot shows a web form titled "Provider Data Upload" for the PHC4 Pennsylvania Health Care Cost Containment Council. The form includes the following fields and options:

- PAF Number: 0000
- Organization Name: PHC4 Test Hospital
- Contact Name: PHC4
- Contact Phone Number: 717-232-6787
- Contact Email Address: datacollection@phc4.org
- Claim Type: ☐ Inpatient ☐ Outpatient/Ambulatory
- Collection Period (YYYYQ): [dropdown menu]
- Supply the Local Path to the File*: [text box] [Browse... button]
- Comments: [text area]
- Optional: ☐ Append Records ☐ Test Upload ☐ Other/Non-standard Upload
- [Upload Data button]
- [Link: Click here to view past data submissions]

Note: Although the entire file name (path) must be entered in the box, a long file name may not display completely in the box

The last field, “**Supply the Local Path to the File:**” is the path containing the file to be uploaded. (You may see additional fields for laboratory data and supplemental cardiac data, depending upon your facility.)


Be sure to enter the entire path name. For example, you might enter:

C:\myfiles\facilitydata.zip

Or simply click the “Browse” button if you are unsure of the path and Windows Explorer will open so you can select the file from your local or network drive. Then, double click on the file and the path will be automatically written in the field. **Please note**, only files with the extension “.txt”, “.dat” or “.zip” will be accepted. The data file must be text and contain valid ASCII characters. Alternately, the text data file may be zipped, but the zipped file must contain only the text data file and it must not have a password. For more information regarding the file description, please refer to the PHC4 data reporting manuals page.

Click on the “**Upload Data**” button when the form is complete. This will begin the transfer of data to PHC4. If a required field is left blank, the information is incorrect or in the wrong format, an error message will be displayed and you will be prompted to correct it. **Please note**, it may take several minutes to upload the data.

When the transfer is complete a confirmation page will be displayed like the one shown below. Please print this page for your records.

PENNSYLVANIA HEALTH CARE
COST CONTAINMENT COUNCIL

HomeContactLogout

Data Submission Confirmation

Your file has been successfully received.

PAF: 0000
Organization Name: PHC4 Test Hospital
Contact Name: PHC4
Contact Phone Number: 717-232-6787
Contact Email Address: datacollection@phc4.org
Claim Type: Inpatient
Collection Period: 20093
Submission Type: Resubmission
Process Type: Quarterly Data Submission
File Name: 0000L_Test_20093-12-14-13-41-48.txt
File Size: 448728
Comments:
Date & Time: 12/24/2009 12:35:56 PM
Confirmation ID: 23308

[Click here to view past submissions](#)

Please contact PHC4's Information Services department at (717) 232-8958 if you encounter any system issues with submitting the data. Please print the error and write down the events that occurred so we can better troubleshoot your problem.