QUICK START GUIDE

February 2017
Version 2.0

Chi Solutions, an Accumen company
801 West Ellsworth Road, Suite 202
Ann Arbor, MI 48108
(800) 860-5454
www.chiiqonline.com
Chi IQ® is a registered trademark

Welcome to Chi IQ® Cost and Productivity!

Chi IQ® is a web-based benchmarking solution designed for hospital and independent laboratories leveraging decades of laboratory and technology best practices. Chi IQ® provides accessible, accurate, and actionable intelligence to improve cost and productivity, with additional modules for outreach, quality, and utilization.

We are pleased to provide this Quick Start Guide to help you get the most powerful data for your investment in time and the solution. Chi's analytical team is also standing by to assist you with any technical or interpretation needs you may have through the process.

Upon completion of your first report, we are pleased to offer you a complimentary analysis and interpretation via conference call.

No need to wait, get started today!

Table of Contents

1 Introduction

1.1 Scope and Purpose

The purpose of this Quick Start Guide is to provide documentation to supplement the online resources for Chi IQ® Cost and Productivity. Users will find support information to complete initial registration as well as implementation and reporting capabilities.

1.2 Registration Overview

To begin the registration process, simply go to www.chiiqonline.com and click on the blue "Enroll Now" button.

2 Registration

2.1 Welcome to Chi IQ®

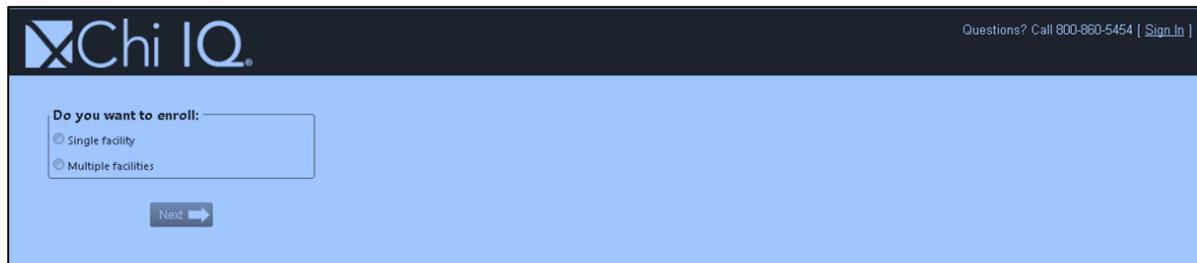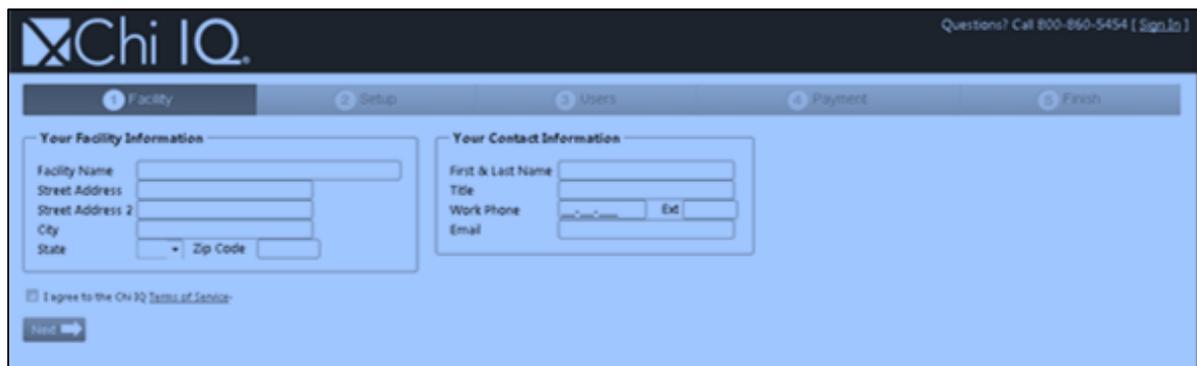Click on the blue "Enroll Now" button.
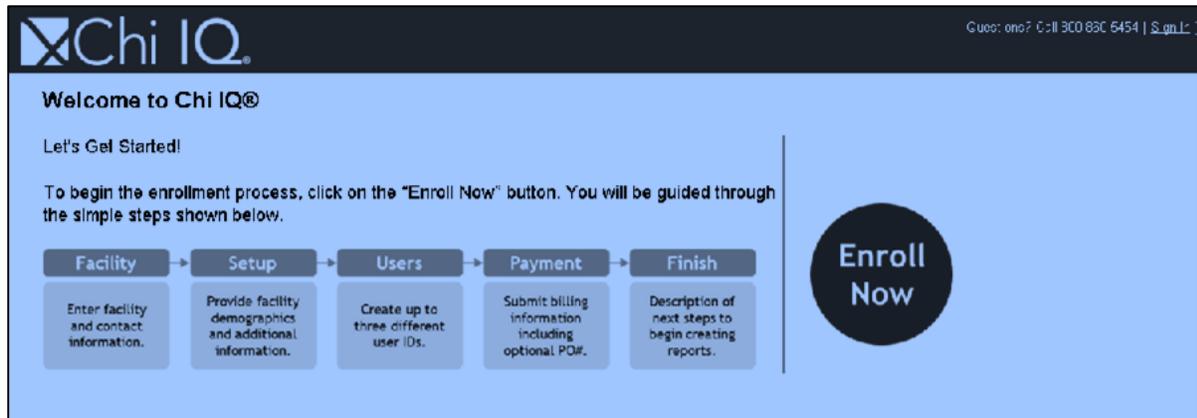
2.2 Single or Multiple Facilities

Determine if you will enroll a single facility or multiple facilities and click "Next."


2.3 Facility and Contact Information

Provide the facility and contact information for each field. Read all the terms of service, agree, and proceed by clicking "Next."

2.4   Facility Descriptors

Describe your facility information and complete additional facility descriptors using the radio buttons in this step and click "Next." If you don't have the information available to complete the additional facility descriptors, you can still proceed but will be required to answer these questions before your first report can be generated.
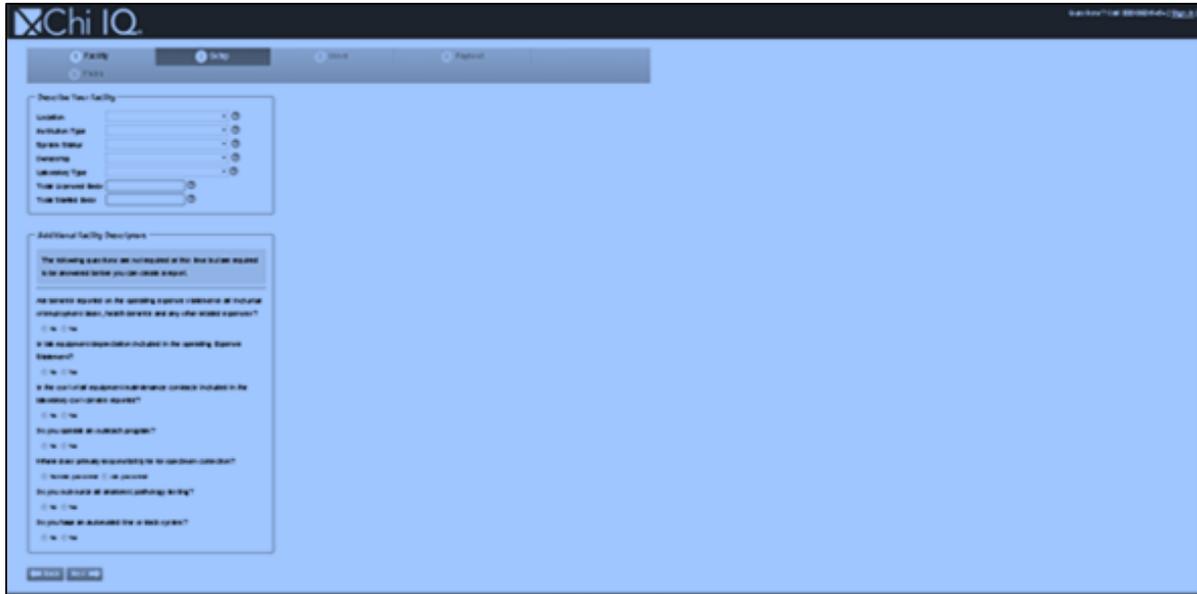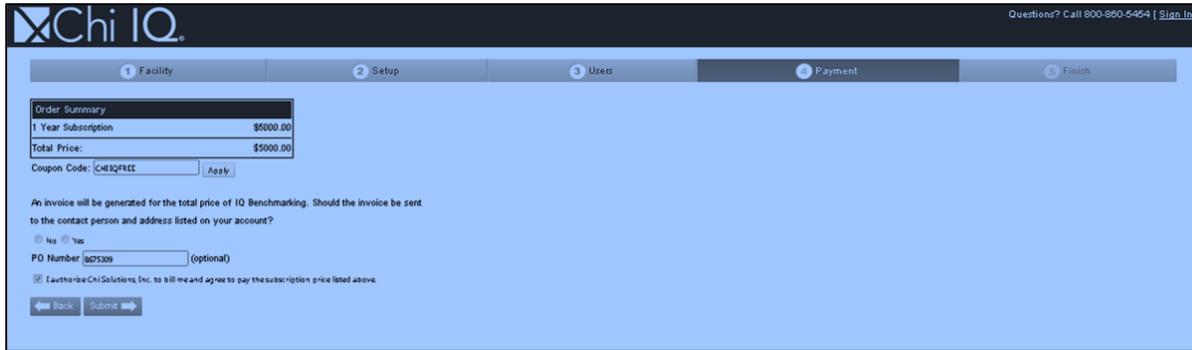

2.5   Users

Create a user account. You may create up to 3 different user accounts with one required as the administrator. Please be sure to create a password that is at least 8 characters in length. It is important to hit "Save" and then "Next." You will receive a notification that the user account is saved and will be asked to add additional users.
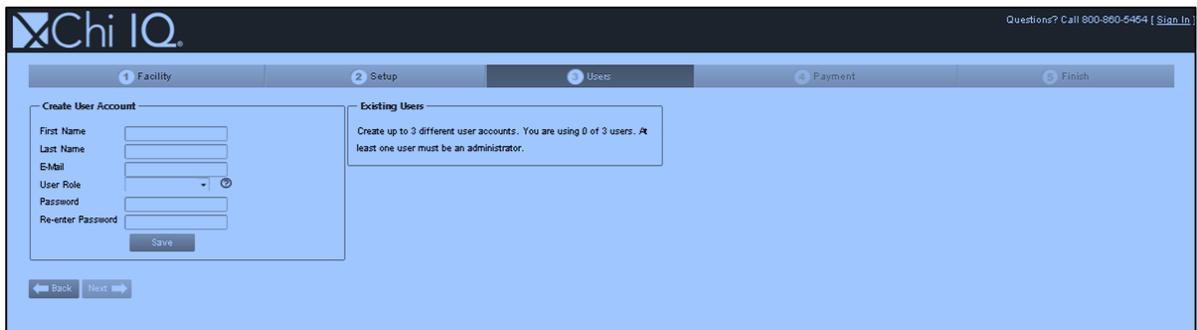
2.6 Payment and Order Summary

A one-year subscription has a total list price of $5,000.00. If you have a coupon code to apply a discount, please enter that in the "Coupon Code" field and hit "Apply." If you plan to be invoiced for the subscription fee, please enter the PO Number in the field before proceeding. Note that you need to click on the "I authorize Chi Solutions, Inc. to bill me and agree to pay the subscription price listed above" box before proceeding. Click "Submit."

2.7 Next Steps

Read the process for next steps and be sure to download the Expense and Test Volume Templates from this screen.

You will receive an email confirmation that your registration has been received.

3 Implementation

Chi's implementation team will contact you directly within 3 business days to finalize your account setup. Setup includes mapping your general ledger accounts to standard expense categories. **The mapping must be completed by Chi's staff before your account will be activated or any reports can be generated.**

In order for Chi's staff to complete the setup, you will be required to provide a full listing of general ledger accounts represented on the operating expense statements. You will be notified by email upon completion of the setup that you can begin processing your first report. You will not be able to log in to your account until this process has been completed.

Chi IQ® Cost and Productivity benchmarking reports are created by uploading operating expenses and test statistics, as well as providing labor hours in a specific format. Data uploads of expenses and test volumes are required to comply with specific parameters identified in the templates provided on this page. Please download and review the templates to ensure that you are able to successfully upload the necessary data files easily once setup is complete.

If you have any questions, please call us at 800-860-5454.

Expense and Volume Template Links and Import Samples:

Links

- EXPENSE TEMPLATE
- VOLUME TEMPLATE
- TEMPLATE CHECKLIST

Expense Import Sample

Account	Description	Amount
40000	Salaries & Wages	845,000
41000	Employee Benefits	253,500
70000	Medical Professional Fees	35,000
70100	Purchased Services	24,200
70200	Supplies	762,000
70250	Office Supplies	2,785
70260	LIS Expenses	15,400
70300	Utilities	10,300
70400	Rental Expense	19,420
70500	Depreciation & Amortization	62,300
70600	Miscellaneous	5,100
70800	Reference	17,800
70900	Other Expenses	14,500
71000	Blood and Blood Products	68,500

Test Volume Import Sample

SVC	DESCRIPTION	CPT	REF	IP	OP	OR
316360	UREA NITROGEN URINE	84540		6	1	
316380	URIC ACID BLOOD	84550		164	682	
316600	ELECTROLYTE PANEL	80051		289	457	
316630	BASIC METABOLIC PANEL	80048		16809	9681	
316310	TRIIODOTHYRONINE T3 TOTAL	84480	REF	5	30	
316635	BASIC METABOLIC PANEL(CA IONIZED)	80047		39	15	
316665	RENAL FUNCTION PANEL	80069		2645	347	
316681	COMPREHENSIVE METABOLIC PANEL	80053		11155	22480	
316775	HEPATIC FUNCTION PANEL	80076		437	1194	
316800	LIPID PANEL	80061		1275	5578	
317155	CARBAMAZEPINE TOTAL QUAN ASSAY	80156		13	95	
317160	DIGOXIN QUAN ASSAY	80162		468	295	
325090	HEMATOCRIT	85014			106	
325100	HEMOGLOBIN	85018			121	
325161	CBC AUTO W PLTS W AUTO DIFF	85025			771	
316020	PHOSPHORUS INORGANIC URINE	84105	REF	1	3	
325235	FIBRIN DEGRAD D-DIMER QUANT	85379			30	
325310	PROTHROMBIN TIME	85610			1039	
325321	SED RATE RBC AUTOMATED	85652			90	