

# Patient Data Reporting Checklist



The following checklist is intended to provide your facility the information necessary to start reporting patient level data electronically through the Office of Statewide Health Planning and Development's (OSHPD), Medical Information Reporting for California (MIRCal) system.

---

**1. ☆ Verify that your facility is a licensed facility required to report patient level data to OSHPD.**

Licensed as (one or more):

- Inpatient Hospital (IP)    Emergency Dept. (ED)    Ambulatory Surgery (AS) /Surgical Clinic

Licensed facility resources: OSHPD's Automated Licensing Information and Report Tracking System (ALIRTS) website: [www.alirts.oshpd.ca.gov](http://www.alirts.oshpd.ca.gov). California Department of Public Health (CDPH) maintains Licensing and Certification information. CDPH's general information telephone number: (916) 558-1784. CDPH's Centralized Applications Unit telephone number: (916) 552-8632.

---

**2. ☆ Make sure OSHPD has your contact information.** OSHPD will notify you of important announcements including program changes and reporting due date reminder notices. Initial facility contact information can be submitted via fax (916) 322-9555 (preferred), US mail, or e-mail to [mircal@oshpd.ca.gov](mailto:mircal@oshpd.ca.gov) by completing the Facility Contact Information form available at [www.oshpd.ca.gov/HID/MIRCal/Forms.html](http://www.oshpd.ca.gov/HID/MIRCal/Forms.html).

---

**3. ☆ Complete User Account Administrator (UAA) Agreement form(s).** UAAs will have access to create and maintain user account and contact information on behalf of your facility. We suggest having at least two, up to the maximum of three, UAAs assigned to your facility. A UAA form must be submitted to OSHPD before MIRCal access can be granted. Forms can be downloaded at: [www.oshpd.ca.gov/HID/MIRCal/Forms.html](http://www.oshpd.ca.gov/HID/MIRCal/Forms.html) then submitted via fax (916) 322-9555 (preferred) or US mail.

---

**4. ☆ Access the Data Reporting Manual(s).** Go to [www.oshpd.ca.gov/HID/MIRCal/ManualsGuides.html](http://www.oshpd.ca.gov/HID/MIRCal/ManualsGuides.html). The IP and ED & AS data reporting manuals provide data element definitions and discussions to clarify the reporting requirements. Separate sections may be printed as needed.

---

**5. ☆ Ensure that your facility has procedures and systems in place to capture and report the required data elements.** Check the MIRCal web resources [www.oshpd.ca.gov/HID/MIRCal/ManualsGuides.html](http://www.oshpd.ca.gov/HID/MIRCal/ManualsGuides.html) for Format and File Specifications and Definitions of Data Elements, as noted in the data reporting manuals. If appropriate, check with your software vendor to see if they provide OSHPD reporting capabilities.

---

**6. ☆ Verify that your facility has at least one computer that meets the minimum system configuration necessary to access MIRCal.** You can verify minimum system requirements by checking online at [www.oshpd.ca.gov/HID/MIRCal/GettingStarted.html](http://www.oshpd.ca.gov/HID/MIRCal/GettingStarted.html).

---

**7. ☆ Obtain your OSHPD analyst name and phone number.** The OSHPD Patient Data section will assign an analyst to your facility. Contact OSHPD if you do not know who your analyst is.

Name:  Telephone #:

---

**8. ☆ Locate your 6-digit facility ID number.** You will need this when submitting data. Your unique facility ID number may be located online at [www.alirts.oshpd.ca.gov](http://www.alirts.oshpd.ca.gov). Use the search feature to locate your facility by its licensed name. For MIRCal patient data reporting, the last 6 digits of the OSHPD ID are used as the facility ID. If you are unable to locate your ID number, contact OSHPD. Your Facility ID #:

---

**9. ☆ Take the MIRCal Computer Based Training (CBT).** To learn more about MIRCal and obtain hands-on training, you can access our training modules at [www.oshpd.ca.gov/MIRCal/training/CBT..](http://www.oshpd.ca.gov/MIRCal/training/CBT..)

---

**10. ☆ Test your data submission.** MIRCal provides a Test submission mode for you to verify and validate that your data meets OSHPD requirements. After you are satisfied that your data are complete and accurate, then select the Formal submission mode to submit your data to OSHPD for approval.

---