Getting Started
with Patient Data Reporting to OSHPD

Newly licensed ambulatory surgery clinics and hospitals should complete the following steps in their initial preparations for submitting data to meet regulatory requirements. Completing these steps will help expedite the process when you are contacted by OSHPD.

1. PC, internet, & email
Verify that you have the minimum system requirements.
- Access to a personal computer (with the following minimum configuration)
    - High speed internet connection
    - Microsoft supported version of the Internet Explorer web browser
    - Adobe Acrobat Reader. This is a FREE product that can be downloaded from the Internet.
    - Virus checking software
    - File compression program. MIRCal accepts files that are 3MB or less. Files that are more than 3MB must be zipped in order to be submitted successfully.
- Internet access through an Internet Service Provider (ISP)
- Email account. MIRCal sends email reminders and notices to a facility's primary contact and administrator.

2. Training
We strongly recommend that you **take our training** in order to become comfortable navigating through MIRCal. These online lessons provide step-by-step tutorials on how to submit your Inpatient, Emergency Department, or Ambulatory Surgery data to OSHPD through the MIRCal system.

3. MIRCal access
Get a Username and Password. MIRCal requires a unique username and password. See the MIRCal User Registration information on our website to find out how you can get access.

4. Is data ready and available for currently due Report Period?
Collaborate with your registration, finance, & IT staff to prepare your data for timely submission.

5. .txt or .zip
Make sure your file is in .txt or .zip format. No other format will be accepted by MIRCal.

6. Formal data report in one file only
To be accepted, ensure all report period records for that data type are in one file. Separate files for segments of a reporting period do not meet the required format and must be combined into one file.

7. Format and file specifications
Verify that your data meets the required specs.
For ED or AS reporting, reference the Format & File Specifications for ED and AS Data.
For IP reporting, reference the Format & File Specifications for Inpatient Data.

8. Know the number of records
Before submitting your file, know the number of records for the report period. You will be required to enter the number of records that you are submitting for the report period. If you do not know the number of records that you're submitting, you should contact your IT department to obtain that number.

9. Patient Data Reporting Checklist
See the Patient Data Reporting Checklist**.** This helpful preparatory tool is found among many other valuable website resources.