



# Patient Data Reporting Checklist

This checklist is to provide 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/default.aspx](http://www.alirts.oshpd.ca.gov/default.aspx). 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 email to [mircal@oshpd.ca.gov](mailto:mircal@oshpd.ca.gov), fax to (916) 327-1262, or U.S. mail by completing the Facility Contact Information sheet located under Forms at [Patient Level Data Resources](#).

**3. ☆ Complete User Account Administrator (UAA) Agreement form(s).** UAA(s) will have the responsibility to create and maintain user account and contact information on behalf of your facility. We suggest having at least two UAAs assigned to your facility for situations when a UAA is unavailable but assistance is needed. A UAA Agreement form must be completed and submitted to OSHPD before user access can be granted. It can be found under Forms at [Patient Level Data Resources](#) and sent via email, fax (916) 327-1262, or U.S. mail.

**4. ☆ Access the Data Reporting Manual(s).** Go to the [MIRCal Website](#). Then select the Learn More link for either the Inpatient Resources or the Emergency Department & Ambulatory Surgery Resources. The Data Reporting Manuals provide data element definitions and discussions to clarify the reporting requirements.

**5. ☆ Ensure that your facility has procedures and systems in place to capture and report the required data elements.** Use the Learn More link for either the Inpatient Resources or the ED & AS Resources also for Format and File Specifications and Definitions of Data Elements in the Data Reporting Manuals. If appropriate, provide the Format and File Specifications to your software vendor.

**6. ☆ Verify that your facility has the minimum system configuration necessary to access MIRCal.** On the [MIRCal Website](#), select the Learn More link for Training. Then click the "View Steps to Get Started" button.

**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/default.aspx](http://www.alirts.oshpd.ca.gov/default.aspx). Use the search feature to locate your facility by its licensed name. For 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. ☆ Training.** Our [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. We strongly recommend that you take this training in order to become comfortable navigating through MIRCal.

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