

## MGMA DATADIVE SURVEYS | PARTICIPATION FAQ

### DO I HAVE TO BE AN MGMA MEMBER TO PARTICIPATE?

No. You do not have to be a national or state MGMA member to submit data for survey participation. First-time participants will need to create a free MGMA account if they do not already have one.

### WHERE DO I GO TO START PARTICIPATING?

MGMA surveys are located on the data homepage at [data.mgma.com](https://data.mgma.com) > “Participate in a Survey.” If you are not already logged in, you will be prompted to do so. Upon first entry into the survey each year, users are prompted to verify their contact information, accept the survey participation agreement, and enter practice information in the Practice Profile.



### WHO SHOULD SUBMIT FILES FOR SURVEY ELIGIBILITY?

Data should be submitted on behalf of an entire organization. Individuals may not submit data for only themselves. If the organization is an integrated delivery system (IDS), hospital, management services organization (MSO), physician practice management company (PPMC), independent practice association (IPA) or other entity that owns, manages or provides services to medical practices, data should be submitted for each medical practice owned, managed or serviced.

***Freestanding ambulatory surgery centers (ASCs) are not eligible to participate in these surveys.***

Consultants submitting data on behalf of a practice will need to indicate someone from the client’s organization as the DataDive access recipient.

## **WHAT SURVEYS CAN BE COMPLETED VIA RAW/SYSTEM REPORT FILE UPLOADS?**

All of the traditional MGMA surveys can be completed via the raw/system report file uploads. Examples of system reports that may be submitted for survey completion include:

- Compensation and Production Survey (Providers & Management and Staff):
  - HR / Payroll system / Census reports (such as ADP, Kronos, Lawson, Paychex, PayCom, Quickbooks)
  - Claims data / Billing and accounts receivable reports
- Cost and Revenue Survey:
  - HR / Payroll system / Census reports (such as ADP, Kronos, Lawson, Paychex, PayCom, Quickbooks)
  - Claims data / Billing and accounts receivable reports
  - Profit & Loss / General ledger / Income statements
- Practice Operations:
  - HR / Payroll system / Census reports (such as ADP, Kronos, Lawson, Paychex, PayCom, Quickbooks)
  - Practice management system / Electronic health records
  - Scheduling system reports
  - Patient portal utilization
  - Phone system analytics

## **WHAT FILE FORMAT SHOULD MY SYSTEM REPORTS BE SUBMITTED AS?**

We can accept any Excel type file format such as .xls, .xlsx, .csv, etc.

## **WHAT IF THE REQUESTED DATA IS SPLIT ACROSS MULTIPLE REPORTS IN MY SYSTEM?**

The data collection platform is built to accept report(s) customized to your system. Therefore, each file upload area can manage multiple reports/uploads. For example, if data is spread across 5 different reports from your payroll system, you may upload all 5 of those reports in that upload window.

## **IS THERE ANY DATA THAT SHOULD NOT BE INCLUDED/SUBMITTED IN THE FILES?**

Yes. To maintain the utmost confidentiality, please ensure no personal health information (PHI) or social security number (SSN) information is included in any of your submitted files.

## **WHERE IS THE SURVEY TEMPLATE THAT I USED LAST YEAR?**

MGMA has moved away from the traditional template collection method and is streamlining the process of data collection. Instead of relying on manual data entry, we're now equipped to accept files exported directly from various system platforms, including payroll, claims, general ledger, EHR and more.

## **HOW DOES THE TRANSITION FROM DATA COLLECTION VIA TEMPLATE TO RAW SYSTEM REPORTS BENEFIT ME?**

In previous years, participants typically spent up to 80 hours compiling data for and completing the MGMA surveys. However, with the introduction of the new data collection system, participants will need to invest most of their time in the initial header mapping. After the initial setup, assuming no changes in your field headers, your annual participation is anticipated to take two hours or less! Your participation will primarily consist of uploading your system files and reviewing any data flagged.

## **HOW ARE MY REPORT COLUMNS TIED TO THE SURVEYS?**

Upon upload of data, your file(s) will be associated to MGMA fields will be recommended based upon machine learning. These recommendations will be viewed in **the Headers Review portion of the submission process**. You will have the option to accept, update or reject the mapping.

## **HOW WILL MGMA IDENTIFY AND MAP PROVIDERS/PERSONNEL ACROSS REPORTS?**

Each report will need to have a unique identifier (such as NPI, employee ID, etc.) for each physician, advanced practice provider (APP) and management/staff personnel. The unique identifier should be the same across reports and/or a separate document that provides a mapping of the unique identifiers across reports may be provided.

**IMPORTANT:** To maintain the utmost confidentiality, please do not use social security numbers (SSNs) as a unique identifier.

## **WHAT SHOULD I DO IF I HAVE A HEADER THAT DOES NOT HAVE A CORRESPONDING MGMA FIELD?**

If your header does not auto-generate an MGMA associated field, and you cannot find a corresponding field in the list, please indicate “No Matches Found.” An MGMA data analyst will review and work with you to make any necessary updates.

## **HOW LONG IS THE DATA REVIEW PROCESS EXPECTED TO TAKE?**

The estimated time for completing the data review process depends on the quality of your system files. If the files provided contain the necessary data elements to populate the survey, then the data review process should be minimal. A list of necessary data elements can be found under the Practice Data & File Uploads section of the [survey participation resources page](#).

## **DO I NEED TO MAP MY PROVIDERS/EMPLOYEES TO THE MGMA LISTS FOR SPECIALTY AND POSITION TITLE?**

Your files will need to distinguish between physicians, advanced practice providers (APPs) and management/staff personnel as well as their specialty/position title. They do not need to be labeled as an exact match; however, they may need to be mapped to the MGMA lists. The full list of MGMA specialties and titles can be found on the second tab of the **HR / Payroll system / Census reports > file headers list**.

### **IS THERE A COST ASSOCIATED WITH SUBMITTING RAW/SYSTEM REPORT FILE UPLOADS FOR SURVEY COMPLETION?**

No. There is no cost! This new, streamlined survey completion process is a win-win. This new process aims to save participants time by allowing submission of reports already generated internally while also allowing MGMA to collect (and report on) more detailed information.

### **IS ALL SUBMITTED DATA CONFIDENTIAL?**

Yes. All submitted data and related materials that identify a specific organization or individual will be safeguarded and not published or voluntarily released without written permission. Summary statistics will only be published if there are sufficient responses to keep the anonymity of those submitting data protected. **Please reference our legal agreement for more information.**

### **IS THERE ANY BENEFIT TO PARTICIPATING?**

Yes. In addition to contributing to industry-standard benchmarks, all eligible participants receive complimentary, single-user access to each survey data set(s) submitted, via MGMA DataDive. Participants also receive discounts on MGMA DataDive / Organizational Membership upgrades. **[Click here to view full participation benefit details.](#)**

### **WHAT IS THE TIMEFRAME FOR SURVEY PARTICIPATION THIS YEAR?**

Survey participation is now open for all surveys! Since the traditional surveys will be populated from across all system reports, we are asking for all reports to be submitted by the end of January 2024. We will no longer be collecting data in staggered time periods.

### **HOW SOON AM I ABLE TO ACCESS THE REPORTED DATA?**

The data sets are released throughout the summer months:

- MGMA Provider Compensation: Mid-May
- MGMA Management and Staff: Mid-June
- MGMA Cost and Revenue: Mid-July
- MGMA Practice Operation: Mid-August
- MGMA Better Performers: End of August
- MGMA Procedural Profile: Mid-September

### WHAT RESPONSE HAVE YOU RECEIVED FROM OTHER PARTICIPANTS ABOUT THE CHANGE?

The response has been overwhelmingly positive. Participants are relieved that they will be saving time thanks to the ease of dragging and dropping files, eliminating the need to copy and paste from one file to another, and no formatted fields and password-protected files to overcome. As one participant eloquently said, “It’s about time!”

### WHAT IF I NEED MORE HELP?

The [participation resources page](#) houses documents to assist you with data submission for survey completion. If you have additional questions, feel free to contact MGMA Data Solutions. Data experts are available Monday through Friday, 8:00 am to 5:00 pm MT. Call toll-free at 877.275.6462, ext. 1895 or email [survey@mgma.com](mailto:survey@mgma.com).