# Microstrategy Procedure Picker

The new Procedure Picker houses institutional charge code rates updated each fiscal year for MGH, BWH, NWH, and Faulkner. With the update, the Procedure Picker has moved from Insight to Microstrategy. The following outlines how to use Microstrategy Procedure Picker.

Accessing Procedure Picker

1. Request access to Microstrategy via Insight Helpdesk at InsightHelpDesk@partners.org or 1-617-424-4175

2. Once access has been granted, restart computer, log onto Microstrategy via the Partners icon, or visit: https://insightanalytics.partners.org/microstrategy/asp/Main.aspx

3. The Procedure Picker folder is avaliable within the Insight Analytics folder, under "Share Reports"
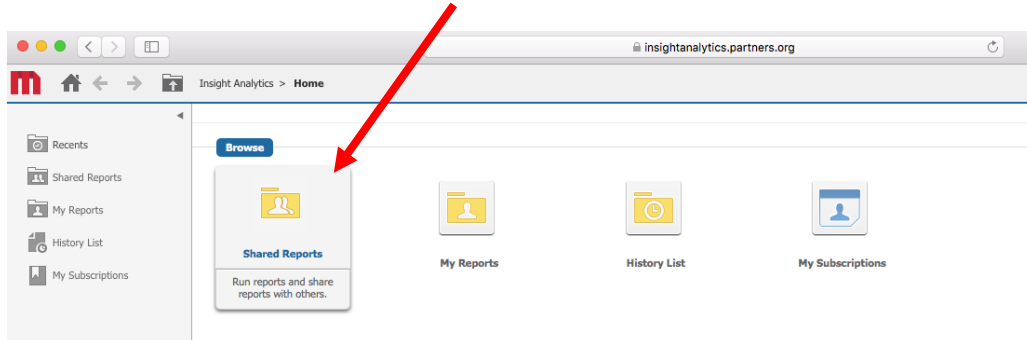
4. Then select "Procedure Picker" folder to enter reporting functionality
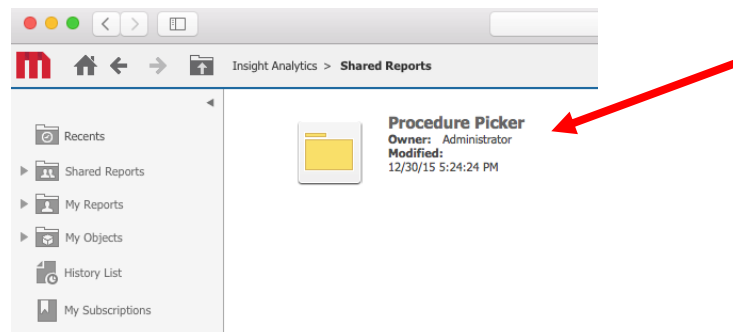
Using Procedure Picker Filters

Use the 7 different filters to generate the charge codes and rates.

1. Institution: Use the institution filters to filter charge codes based on institution. For example, if BWH charge codes are the only charge codes needed; highlight BWH and click the right arrow (displayed below). Once clicked, the BWH will remove from "Available" and display on the right under "Selected". To remove an institution from the "Selected", highlight institution and select left arrow. *This is an optional filter.*

1. Institution

Choose elements of Institution

☐ Save this answer when report is run

Search for:

[ ] 🔍 ☑ Match case

Available:

- 🟥 **BWH**
- 🟥 FH
- 🟥 MGH
- 🟥 NWH

1 - 4 of 4

Selected:

(none)

2. Cost Center

Choose one or more Cost Centers

☐ Save this answer when report is run

2. Cost Center filters allow charge codes to be filtered based on associated cost centers. When this filter is used, all charge codes associated with the cost center will display. To filter by cost center, click the right arrow. To remove selected cost centers, click the left arrow. *This is an optional filter (not selecting any locations will display the full output of various locations). Users do not need to pull all cost centers into the "Selected" box if all cost centers need to be viewed. The system automatically assumes this. Please note that different cost centers may have different research discount rates for the same CPT code so users are recommended to budget accordingly.*

3. The Service Date filter gives the ability to view previous fiscal year rates based on the dates of service. Click the calendar icon and choose a date to view a previous rate. *This is an optional filter that does not need to be used if viewing current rates. The system defaults to the current fiscal year's rate automatically. Please keep in mind that services are charged based on date of service provided. Procedure picker rates default to current fiscal year rates so users are recommended to budget for inflation accordingly.*

4. a. Use the CPT code to filter charge codes associated to the CPT. This is typically used to view all charge codes with the same CPT. To perform a wildcard search add the % sign. I.e. enter 408% to search for CPT code starting with 408. Enter %408% to search for CPT code containing 408. Then click Run report to execute. *This is a free text field and is optional.*

OR

b. i. Run report by Institution and leave CPT and Charge Code blank. This will pull all the charge codes.

ii. Within the actual report, right click on the header of CPT Code or Charge Code to "Filter On…" specific codes.

iii. You can then search and filter on those codes using the right arrow to apply the codes.

5. Use the Charge Code filter to filter by charge code. This can be used to filter a charge code to see all associated cost centers to the charge code. To perform a wildcard search, add the % sign. I.e. Enter 1001% to search for charge code starting with 1001. Enter %1001% to search for charge code containing 1001. Then click the Run report to execute. *This is a free text field and is optional.*

6. Use the Charge Description filter search charge codes by description. To perform a wildcard search, add the %sign. I.e. enter Blood% to search for charge code description starting with Blood. Enter %Blood% to search for charge code description containing Blood. Then click Run Report to execute. *This is a free text field and is optional.*

6. Charge Description

Enter a Charge Description. Examples - Single value: HCG QL, Starting String: HCG, Contains String: %CG (Note % only needed to search for strings contained)

☐ Save this answer when report is run

7. The Fee Schedule filter has been introduced to allow users to filter charge rates based on AMC or Community Fee Schedule. Click the right arrow to filter based on selected fee schedule. *This is optional. If no fee schedule is selected, the report will display both types of rates.*

7. Fee Schedule

Choose elements of Fee Schedule.
This prompt allows only one selection.

☐ Save this answer when report is run

Search for:
🔍 ☑ Match case

Available:
- 📦 PHS AMC FEE SCHEDULE
- 📦 PHS COMMUNITY FEE SCHEDULE

Selected:
(none)

1 - 2 of 2

After the filters are selected, click "Run Report" at the bottom left to generate the report.

Viewing Procedure Picker Output

Once the report is generated, users will have the ability to view the different rates associated with the CPT or charge codes. Here is a sample screenshot view:

PROMPT DETAILS

BWH
PHS AMC FEE SCHEDULE

PAGE-BY: Charge Type: [   ] Institution: BWH Discount Type: Foundation

◄ ◄ 1 ▾ 2 3 4 5 of 127 pages ► ►

Charge Code	CPT Code	Description	Cost Center		Fee Schedule	Price	Discount Rate
			BW4119	BWH LABOR & DELIVERY	PHS AMC FEE SCHEDULE	$633.00	31.50
			BW5278	BWH MULTIPLE SCLEROSIS	PHS AMC FEE SCHEDULE	$633.00	53.10
			BW5511	BWH EMERGENCY DEPARTMENT	PHS AMC FEE SCHEDULE	$633.00	27.90
			BW7465	BWH WATKINS CARDIOVASCULAR CLINIC	PHS AMC FEE SCHEDULE	$633.00	53.10
26000001	96360	IV INFS THPY FLD INTL 31MN-1HR	BW7474	BWH FOXBORO UCC	PHS AMC FEE SCHEDULE	$633.00	53.10
			BW7710	BWH RADIATION ONCOLOGY	PHS AMC FEE SCHEDULE	$633.00	15.80
			BW7762	BWH BLOOD BANK DONORS ROOM	PHS AMC FEE SCHEDULE	$633.00	29.50
			BW7768	BWH TRANSFUSION SERVICE	PHS AMC FEE SCHEDULE	$633.00	29.50
			BW7776	BWH OUTPATIENT INFUSION SERVICE	PHS AMC FEE SCHEDULE	$633.00	53.10
			BW7777	BWH 850 INFUSION	PHS AMC FEE SCHEDULE	$633.00	29.60

The Procedure Picker grid displays multiple outputs based on filter selection. These columns can be customized (added/deleted) based on the user's discretion. For example, if the Non Facility Global Fee is not needed, simply right click the header grid to remove the column. Below list the different columns

- Charge Code
- CPT Code
- Description
- Fee Schedule
- Price
- Discount Rate
- Research Charge
- Global Fee
- Non Facility Global Fee
- Pro Fee
- PO Tech Fee
- Non Facility PO Tech Fee
- PO Pro Fee
- NF PO Pro Fee

Quick Tips for Data Manipulation

1. The Procedure Picker grid can be exported to an Excel spreadsheet by clicking Export icon
2. Columns can be utilized to filter within the report by clicking on the column header and dragging it to the Page By:

Before

After

3. For BWH, users can sort by rate types of Foundation, Government, or Industry.

Contacts

If there are any questions or concerns, please contact the Insight Helpdesk at Insighthelpdesk@partners.org.