

**MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**  
**Health Planning and Access to Care Division**  
**210 Townsend, Capitol View Bldg., 7<sup>th</sup> Floor**  
**Lansing, Michigan 48913**

**Magnetic Resonance Imaging Data Reporting Schedule**

**Reporting Format:** The data format for the submission of individual patient Magnetic Resonance Imaging (MRI) data is provided in Attachment I, MRI Data Collection Format. The code definitions for Attachment I are included in Attachment II, MRI Data Collection Code Definitions. The data format for the submission of the Referring Doctor is provided in Attachment III. This includes a method to include and code Non-Michigan Doctors.

**Starting Date:** All MRI services in the State of Michigan are required to collect and report data from the first day of operation of the MRI for patient visits. A mobile MRI service is required to report data once operational, even if all approved host sites are not operational. Clinical MRI services are required to report in accordance to Attachments I and II. Dedicated research MRI services may be required to submit Attachment I data, however, currently the data from dedicated research MRI magnets are not collected.

Services converting from mobile services to a fixed MRI with approval to utilize an interim/temporary MRI unit will use the date the interim/temporary magnet began operation as the official date for the start of clinical operations of the new MRI service. These data will be submitted utilizing the MRI ID number assigned by the Department for the approved fixed magnet.

**Reporting Due Dates:** All data are reported quarterly. All data must be reported to MDCH using the "Single Sign On." Please see "**Submission of data to the Department**".below for detailed instructions for this protocol. The data are due to MDCH at the end of the month following the end of the reporting quarter. For example, for the reporting quarter July 1, 2012, through September 30, 2012, the computer readable data are due to MDCH on or before October 31, 2012. The following schedule exactly defines the reporting periods and reporting due dates.

<u>REPORTING PERIODS</u>	<u>DUE DATE</u>
January 1 through March 31	April 30
April 1 through June 30	July 31
July 1 through September 30	October 31
October 1 through December 31	January 31

**Examples:** The following are examples of the Data Reporting Schedule:

Example 1: A new MRI service began operation on April 15, 2012. The new service shall start data collection on April 15, 2012. The data from April 15, through June 30, 2012 shall be submitted to MDCH no later than July 31, 2012.

Example 2: An existing MRI service adds a second MRI unit that starts clinical operation on July 15, 2012. The MRI service shall report all data for the second unit beginning on July 15. These data shall be submitted to MDCH together with the rest of the data for this service no later than October 31, 2012.

Example 3: An existing host site on a mobile MRI service received a CON to convert to a fixed MRI unit. The fixed unit starts clinical operation on November 15, 2012. The fixed unit will begin to collect data beginning on November 15, 2012 using a NEW MRI ID number supplied by the Department. If the site continues to have mobile MRI service provided by its current providers the data for the period October 1, 2012 through November 14, 2012 for this site will be reported under the mobile MRI IDs and will be submitted by the Central Service Coordinators (CSC) to the Department no later than January 31, 2012. The data for the new fixed MRI unit that started operation on November 15, 2012 will be submitted with the new MRI ID number to the Department no later than January 31, 2013.

Example 4: An existing host site on a mobile MRI service received a CON to convert to a fixed MRI unit and utilize an interim/temporary magnet until the fixed magnet becomes operational. The interim/temporary magnet (usually a mobile MRI parked on the site's pad) starts clinical operation on January 22, 2012. The data for the interim/temporary unit must utilize the NEW MRI ID number assigned by the Department for the fixed MRI and initiate reporting data to the Department in the prescribed format with the first data due to the Department no later than April 30, 2012. When the fixed unit starts clinical operation there should be no change in the MRI ID. If the site continues to have mobile MRI service provided by its current providers, the data for the period January 1, 2012 through the last date on which mobile service was provided prior to the start of clinical operation of the new fixed magnet, the data for this site will be reported under the existing mobile MRI IDs and will be submitted by the CSC.

Example 5: An existing mobile MRI service site, or an existing fixed MRI service, becomes an additional site for another existing mobile MRI service. The MRI service for this additional site began on July 3, 2012. The data collection for the additional mobile MRI service shall start on the same date. The data from each MRI service will be reported to MDCH separately, no later than October 31, 2012.

**Submission of data to the Department:** The submission of all individual patient MRI data and Referring Doctor files to the Michigan Department of Community Health (MDCH) shall be in the specified computer format. All data submissions must use the Single Sign On (SSO) protocols. The instructions for using the SSO are attached as "Attachment V - Single Sign On Instructions." The instructions for submitting data using the SSO are attached as "File Transfer User Manual." Help may be obtained by contacting Stanley I. Nash. See below for contact information.

**Questions:** Any questions or concerns regarding these reporting requirements should be addressed to Stanley I. Nash at the above address, or by calling (517)-241-3350. FAX: (517)-241-1200. E-mail: [nashs@michigan.gov](mailto:nashs@michigan.gov).

**AUTHORITY:** Act 368, P.A. 1978, as amended in Sections 20141(5), 20143(5), 20162(5), and 22131.  
**COMPLETION:** Required.  
**PENALTY:** Failure to participate may jeopardize future Certificate of Need review actions.

10/23/2009