



datadive

powered by MGMA

# DATADIVE USER GUIDE 2024



# IT'S TIME TO EXPLORE THE UNKNOWN.

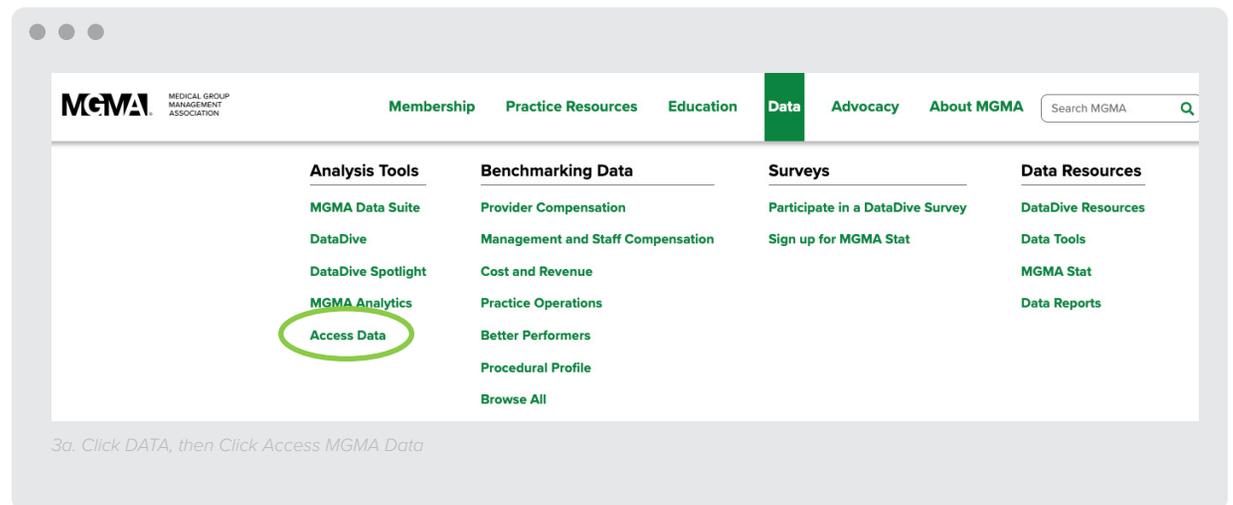
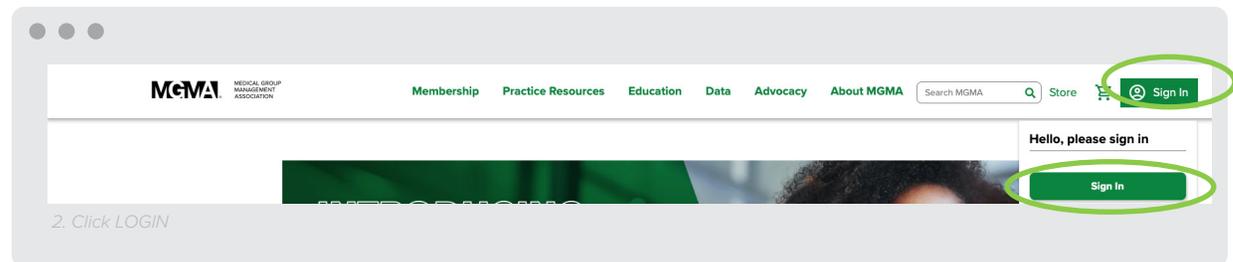
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# ACCESS MGMA DATADIVE

1. Visit [mgma.com](https://mgma.com)
2. Sign in with your existing MGMA account credentials by clicking **“SIGN IN”** in the navigation bar.
3. Access DataDive in one of two ways:
  - a. After signing in, click on the **“DATA”** tab in the top navigation bar and select **“ACCESS DATA”** under the Analysis Tools menu header.
  - b. Type **“data.mgma.com”** in the URL search bar (bookmarking this page).
4. As we update license agreements, you may be asked to accept the agreement.
5. Select the **“DataDive”** tile on the next page.



**System Requirements:** All you need is internet access. MGMA DataDive is easily accessible on any device with nothing to download, no corrupt files and no system processing.

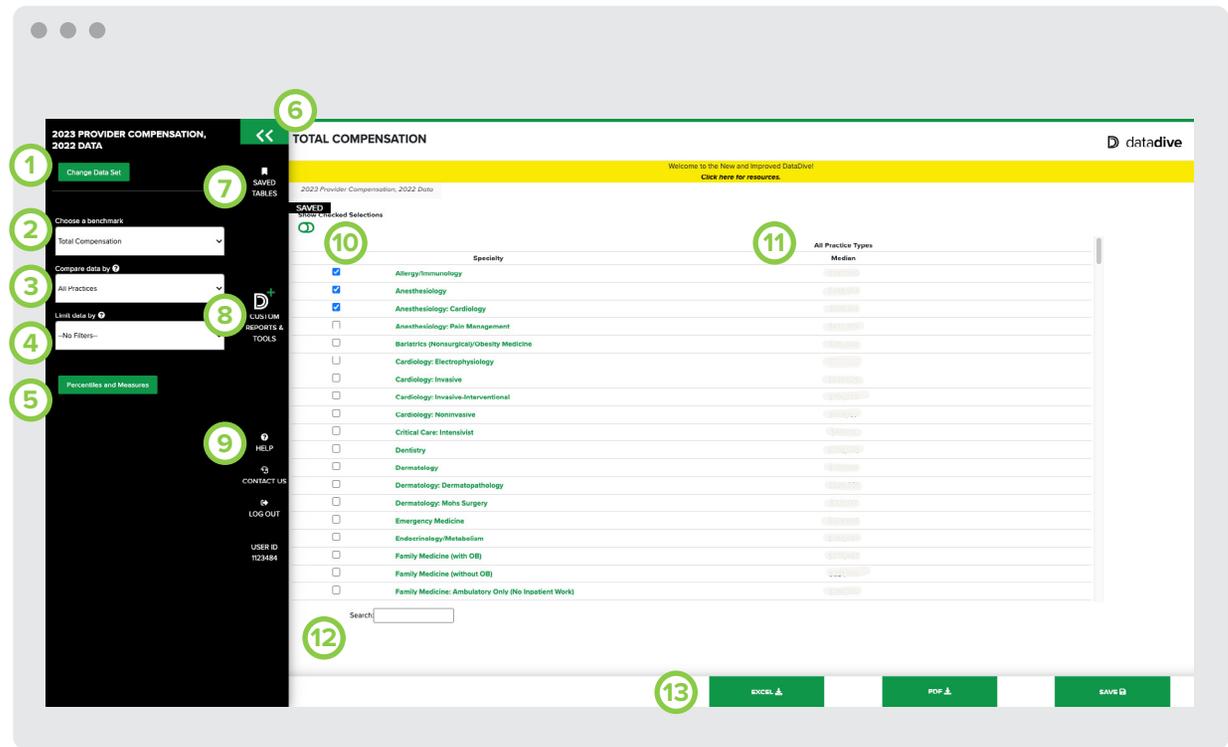
Desktop • Laptop • Smartphone • Tablet

This block contains system requirements and device compatibility information. It features icons for Desktop, Laptop, Smartphone, and Tablet, indicating that the service is accessible on all these devices.



# NAVIGATION: A VISUAL GUIDE

- 1. Data set access:** If you have access to multiple data sets, this is where you can select between them. Select a data set and year to switch between data sets. In this example, we see 2022 MGMA DataDive Provider Compensation, based on 2021 survey data.
- 2. Choose a benchmark:** Click the drop down and choose a benchmark to view for the compensation data sets or a specialty and benchmark category for operations data sets.
- 3. Compare data by:** Select an option from the drop down to display filtered values side-by-side. For example, choose “Geographic Section” to see values across the four U.S. regions.
- 4. Limit data by:** Select a filter category and one option to limit the values. For example, choose “Geographic Section” and the option “Eastern” to see values for that region only.
- 5. Percentiles and Measures:** To view values in addition to the median, check the percentiles and measures to display on the data table.
- 6. Navigation panel:** Click the arrows to collapse the left navigation. Once collapsed, the option to expand will say “Edit.”
- 7. Saved Tables:** Saved tables are stored here.



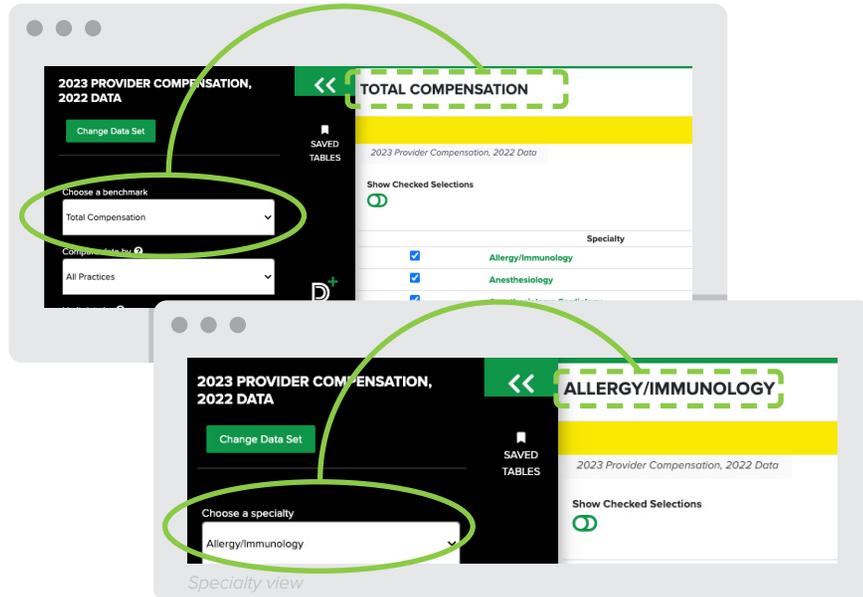
- 8. Custom Reports & Tools:** Create in-depth reports with expanded filtering capabilities, additional percentiles and your data populated side-by-side MGMA’s data. Access tools including the Pay to Production Plotter and Quartile Report.
- 9. Help / Contact Us:** This area provides access to glossaries with definitions, survey demographics, best practices, FAQs, contact information for one-on-one help and more.
- 10. Show Checked Selections toggle:** To view the data table for select specialties or benchmarks,

check the box next to the options you want to view in the data table, then click the toggle to show only your checked selections.

- 11. Data table:** As selections are made in the left navigation, they are applied to your table results shown here.
- 12. Search:** To quickly find an individual specialty, type the name into this field.
- 13. Table options:**
  - Export table results into an Excel or PDF file.
  - Save results as a favorite and retrieve later in “Saved Tables.”

# NAVIGATION

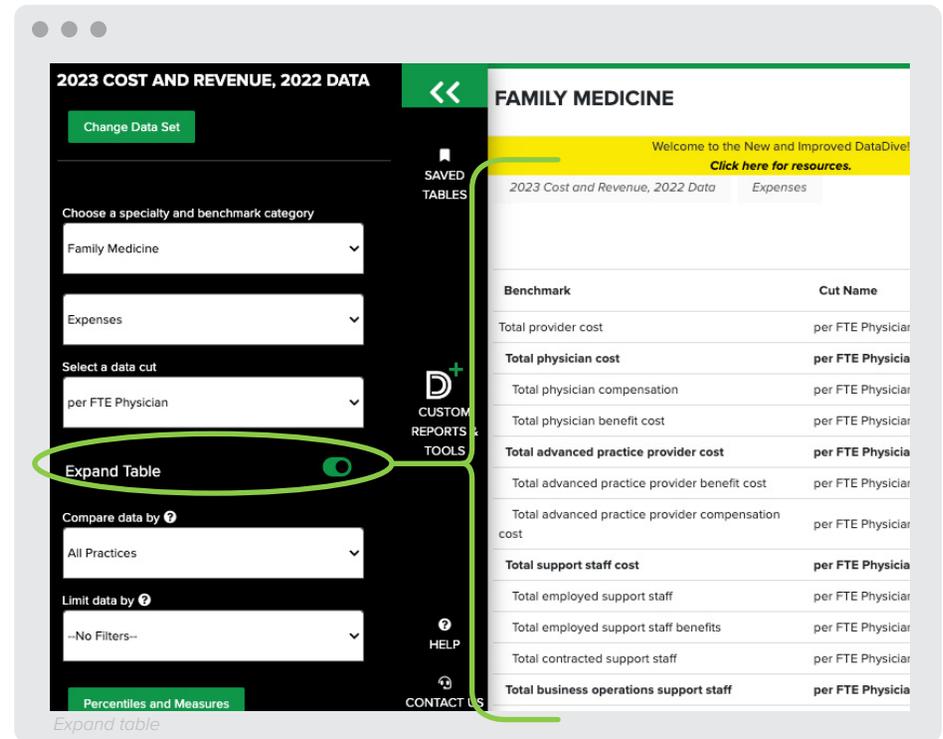
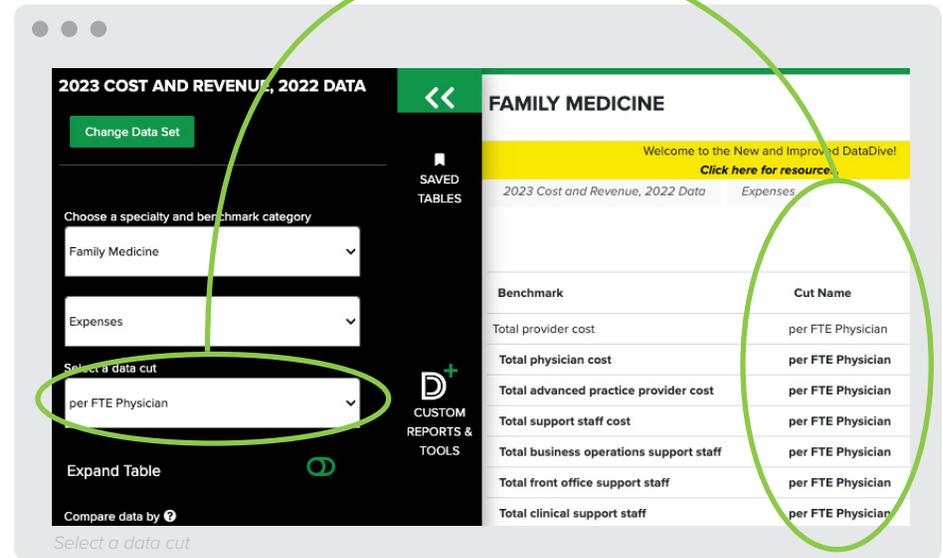
## SPECIFIC DATA SETS



**Specialty view:** This option is specific to Compensation data sets. Data tables default to display the Benchmark view, with one benchmark showing for multiple specialties/position titles. To view all benchmarks for one specialty/position title, click on the specialty/position title in the data table. To revert to the default, click on a benchmark label in the data table.

**Select a data cut:** This option is specific to the Cost and Revenue data set. Select a data cut to view the benchmarks in a normalized manner.

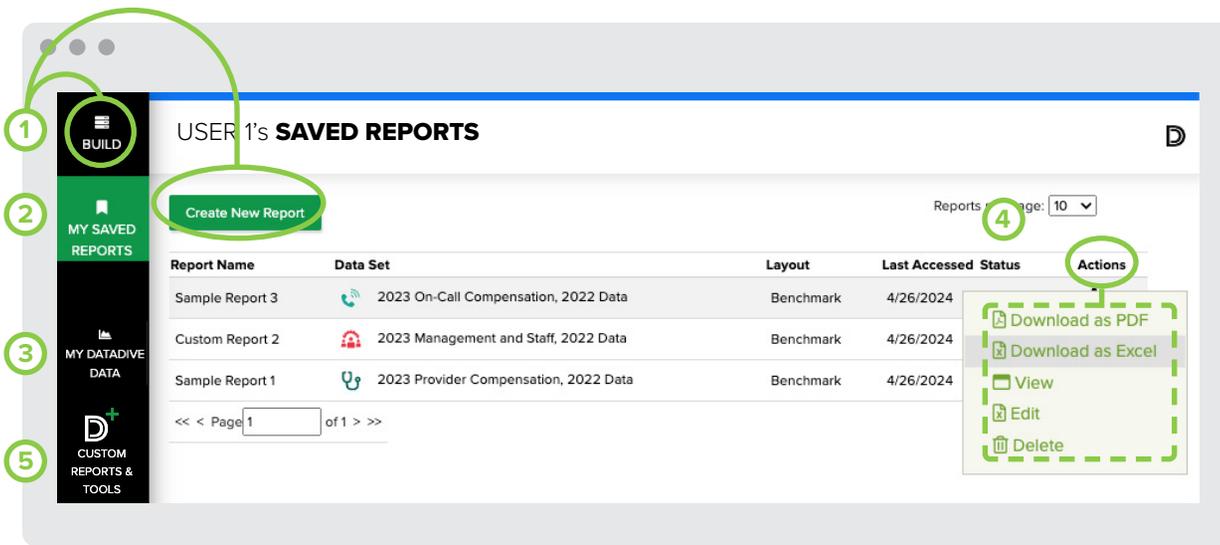
**Expand table:** This option is specific to the Cost and Revenue data set. The data table defaults to show category roll-ups and can be expanded by toggling to display breakout data.



# CUSTOM REPORTS & TOOLS

## SAVED REPORTS MENU

Upon entering Custom Reports & Tools from the left navigation panel, you can navigate between viewing previously-created advanced reports and creating new ones on the My Saved Reports landing page.



- 1. Build/Create New Report:** Click either “Build” or “Create New Report” to access the report builder and tools.
- 2. My Saved Reports:** All reports created in the Custom Reports & Tools feature of DataDive can be accessed in “My Saved Reports”. You can page through the list to find a previously-created report, or click on any of the headers to sort the list by criteria.
- 3. My DataDive Data:** Click here to add your practice data for side-by-side comparison against MGMA’s benchmarks.
- 4. Saved reports actions:** Use the Actions menu to export, view, edit or delete your report.
- 5. Return to Data Tables:** Click here to exit Custom Reports & Tools and return to the data tables view.

# CUSTOM REPORTS & TOOLS

## BUILD / CREATE NEW REPORT

- 1. Select a Data Set and Data Year:** Select a data set in the first drop down and a data year in the second drop down for the report you want to create.
- 2. Indicate report type:** Indicate whether you want to build an MGMA Standard Report (reports that only reference MGMA data sets) or an Add My Practice Data report (reports that compare your inputted practice data side-by-side MGMA data).
- 3. Tools and Report Layouts:** Select the type of report or tool you want to build (layouts and tool availability vary between data sets).

- **Benchmark:**

- View one benchmark by multiple specialties or position titles.
- Specialties and position titles are displayed down the left side of the table.

- **Compare Benchmarks:**

- View multiple benchmarks by multiple specialties or position titles.
- Benchmarks are displayed across the top of the table. Specialties and position titles are displayed down the left side of the table.

- **Custom Specialty:**

- View benchmarks by a custom-created specialty or position title by selecting specialties or position titles to combine.

- Benchmarks are displayed down the left side of the table.

- **Graph:**

- Create a basic grouped bar graph with option to include a data table.

- **Pay to Production Plotter:**

- View compensation and productivity data by provider specialty on a plotter graph.
- Compensation and productivity benchmark data is included in the plotter only when the provider's reported data included both variables.

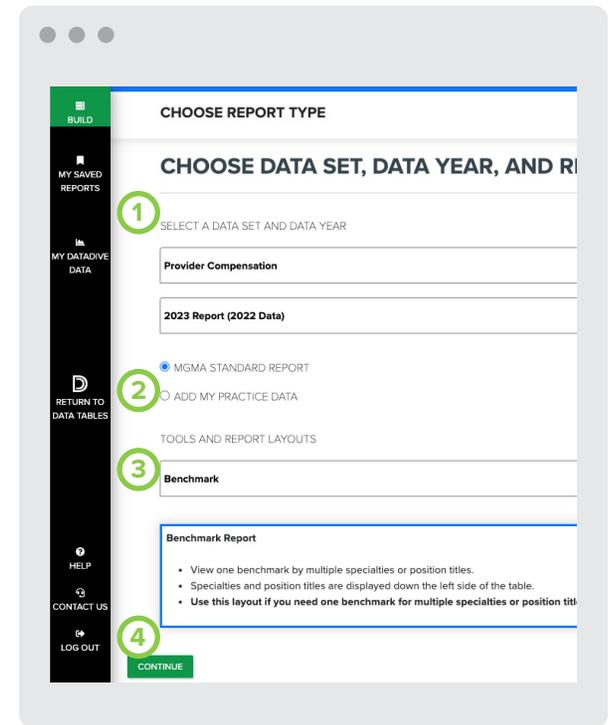
- **Quartile:**

- View compensation and productivity data in the Compensation data sets, and key performance benchmarks in the Cost and Revenue data set, partitioned by highest-to-lowest performers and the corresponding values of additional benchmarks.

- Data is displayed by quartile in a table and interactive graph.

- **Specialty:**

- View multiple benchmarks by one specialty or position title.
- Benchmarks are displayed down the left side of the table.



- **Trend:**

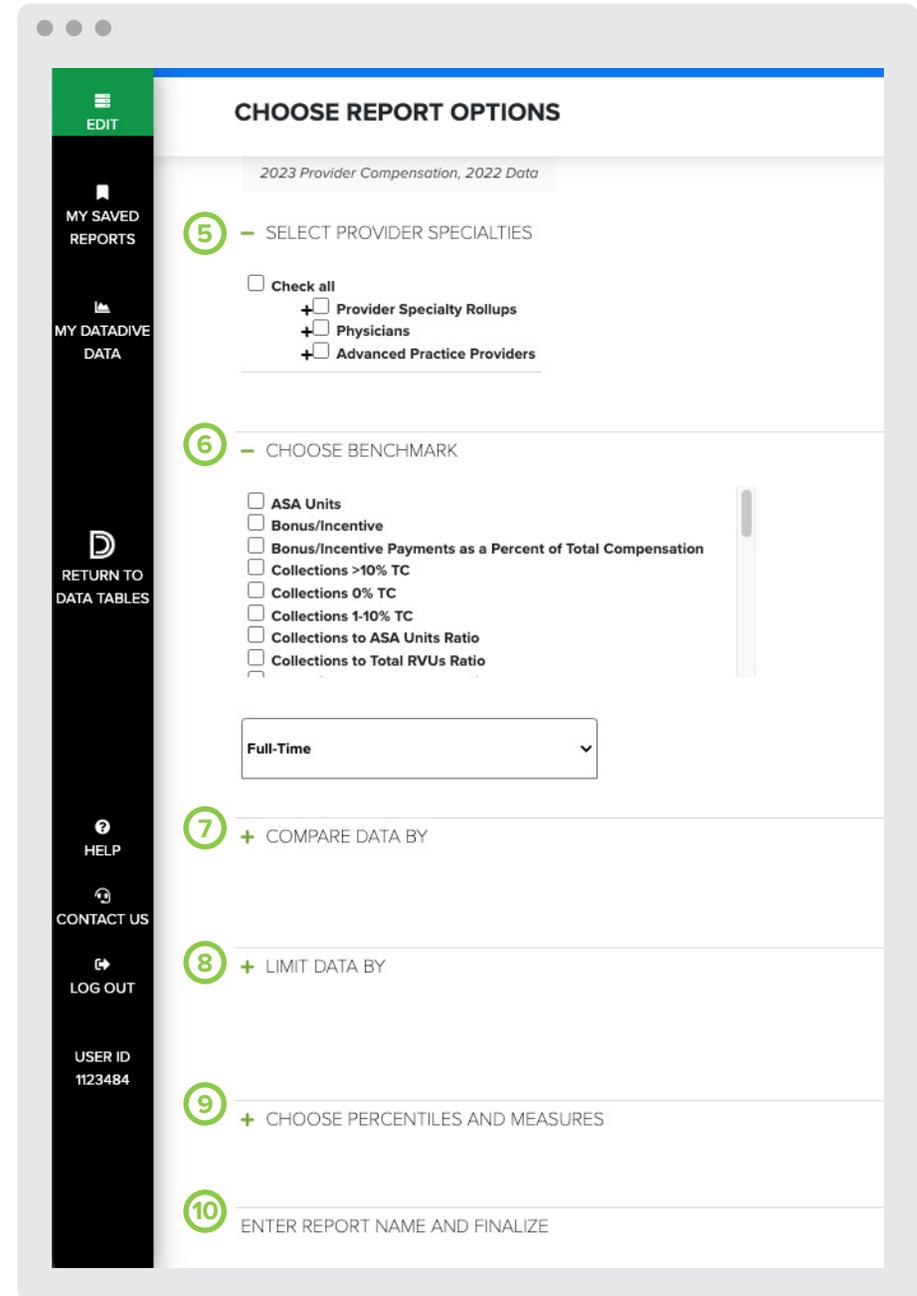
- Choose one benchmark and one measure to view in a table of five years of trending data for all specialties or position titles.

- 4. Continue:** After making your data set, data year and report layout selections, click "Continue" to proceed in building your report.

# CUSTOM REPORTS & TOOLS

## BUILD / CREATE NEW REPORT

- Select Specialties:** Use the check-boxes to select specialties/position titles to include in the report.
- Choose Benchmarks:** Use the check-boxes to select the benchmarks to include in the report.
  - Not pictured: When building a Cost and Revenue report, you will first need to select the benchmark cut(s) by category, then select the benchmarks to include in the report.
- Compare Data By:** Expand this menu with the plus sign and select an option to display filtered values side-by-side. For example, if you select “Geographic Section”, your report will display the benchmark value(s) across the four U.S. regions.
- Limit Data By:** Expand this menu with the plus sign and select category option(s) below filter category(s) to limit the values. Multiple category options may be selected from multiple filter categories to create a custom filter. For example, choose “Eastern” below “Geographic Section” and “Physician Owned” below “Organization Ownership” to see values for physician-owned practices in only the eastern region.
- Choose Percentiles and Measures:** Enter percentile values or ranges to view any percentile between 10-90. You can also select to display other measures including the mean, standard deviation and counts.
- Enter Report Name and Finalize:** Enter a name for your report to be saved as, then click either:
  - Save and Continue:** Clicking “Save and Continue” will save your report and redirect you to a data table that reflects your report selections.
  - Save as a Copy and Continue:** When editing an existing report, you’ll see the option to “Save as a Copy and Continue”. This allows you to save a copy of the existing report with new selections.

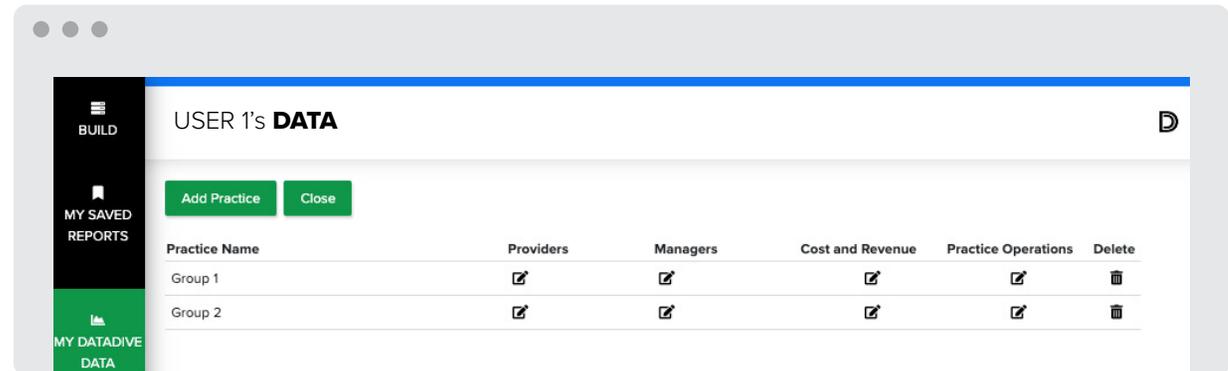


# CUSTOM REPORTS & TOOLS

## MY DATADIVE DATA

Follow these 10 steps to enter your practice data for side-by-side comparison against MGMA benchmarks.

*If you participate in MGMA Surveys, your survey data will pre-populate and you can skip steps 1 - 5.*



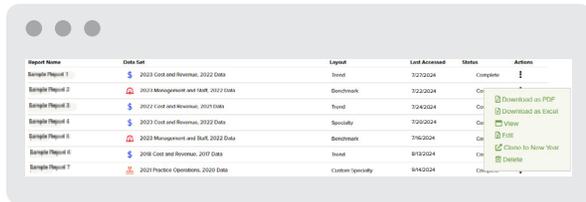
1. Click **"Add Practice,"** enter the practice name then click **"Add Practice."** Your practice will now appear under the Practice name header.
2. Click the pencil icon for the data set you'd like to benchmark against.
3. Within the data entry screen, you may either enter your practice data directly on the forms or you may complete via Excel by clicking the Excel button at the top, downloading and completing the template, then uploading the completed template within the Excel Upload tab.
4. Once your data entry is complete (via the web forms or Excel upload), click the **"Process Data"** button at the top.
5. Once your data processing reaches 100%, click the **"Close Window"** button and you will be directed back to the My DataDive Data dashboard.
6. Click **"Build"** in the left navigation panel to create a report that includes your practice's data.
7. Select a data set in the first drop down and a data year in the second drop down for the report you want to create.
8. To add your practice data side-by-side MGMA data, click the radio button next to **"Add My Practice Data."**
9. Select the type of report or tool you want to build, then click **"Continue"** to proceed in building your report.
10. Once your report is saved, you will be redirected to the Saved Reports page where you can choose a format to view your report.

# ORGANIZATIONAL MEMBERSHIP

## DATA BENEFITS

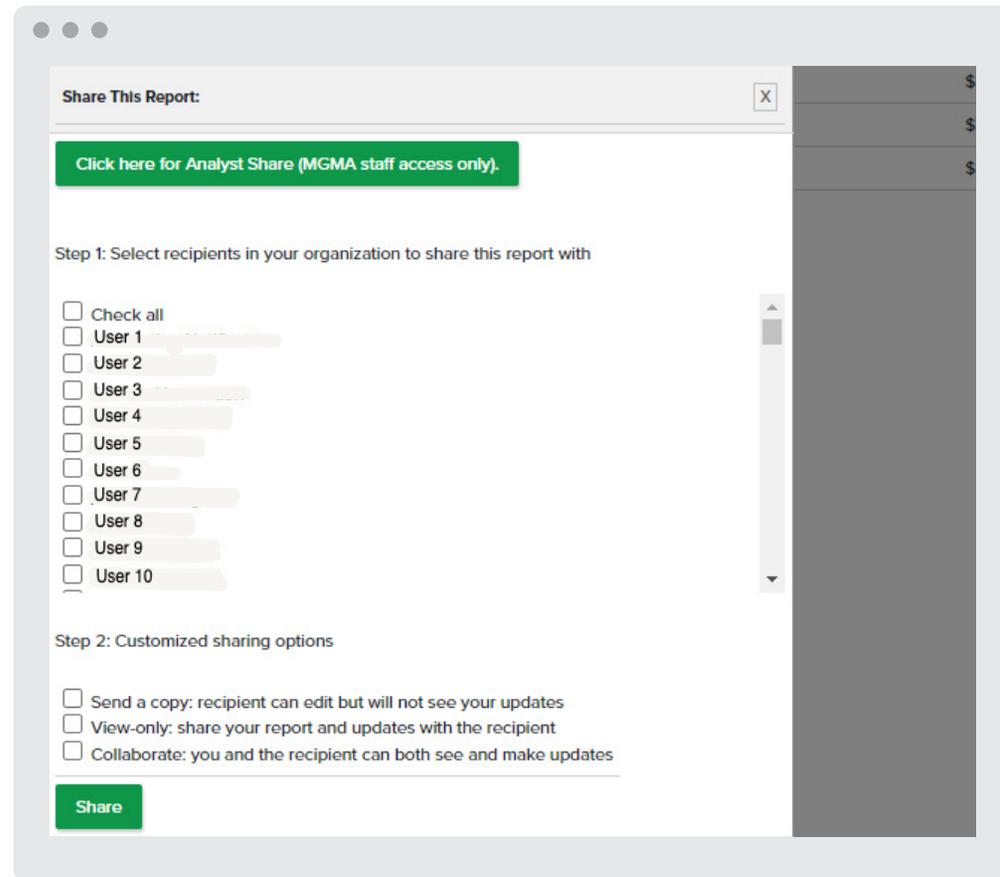
In addition to the DataDive benefits highlighted, organizational members receive exclusive access to many other helpful features to guide their data journey. View all organizational member benefits [here](#).

1. **Access to all current MGMA data sets** live in DataDive + Retained access to MGMA data sets for the duration of the organizational membership.



Report Name	Data Set	Layout	Last Accessed	Status	Actions
Sample Report 1	2023 Cost and Revenue, 2022 Data	Item	7/27/2024	Complete	
Sample Report 2	2023 Management and Staff, 2022 Data	Benchmark	7/22/2024	Complete	
Sample Report 3	2022 Cost and Revenue, 2021 Data	Trend	7/24/2024	Complete	Download as PDF Download as Excel
Sample Report 4	2023 Cost and Revenue, 2022 Data	Specialty	7/20/2024	Complete	View
Sample Report 5	2023 Management and Staff, 2022 Data	Benchmark	7/16/2024	Complete	Print Close to New Year
Sample Report 6	2018 Cost and Revenue, 2017 Data	Item	8/13/2024	Complete	Delete
Sample Report 7	2021 Practice Operations, 2020 Data	Custom Specialty	8/14/2024	Complete	Delete

2. **Ability to share created reports** with others in the organization.
  - This feature helps with creating standard reports across the organization and ensuring everyone is using the same data.
3. **Ability to ask questions while interfacing with the data** by using the live chat feature and interacting directly with data analysts from within the MGMA DataDive platform.



**Share This Report:**

[Click here for Analyst Share \(MGMA staff access only\).](#)

Step 1: Select recipients in your organization to share this report with

Check all

User 1

User 2

User 3

User 4

User 5

User 6

User 7

User 8

User 9

User 10

Step 2: Customized sharing options

Send a copy: recipient can edit but will not see your updates

View-only: share your report and updates with the recipient

Collaborate: you and the recipient can both see and make updates

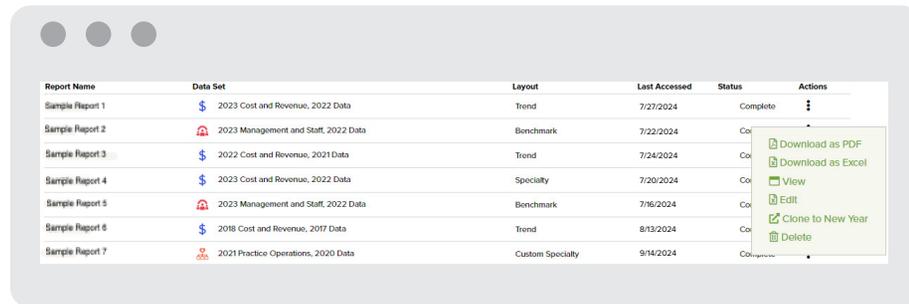
**Share**

# ORGANIZATIONAL MEMBERSHIP

## DATA BENEFITS

### 4. Create copies of existing reports across different data set years.

- Historically, when the newest data became available, all reports had to be recreated year-over-year. New this year, for organizational members only, users will have the ability to clone their existing reports to reflect the newly released data.
- Organizational members can now clone their existing reports to reflect newly released data.



Report Name	Data Set	Layout	Last Accessed	Status	Actions
Sample Report 1	2023 Cost and Revenue, 2022 Data	Trend	7/27/2024	Complete	
Sample Report 2	2023 Management and Staff, 2022 Data	Benchmark	7/22/2024	Col	
Sample Report 3	2022 Cost and Revenue, 2021 Data	Trend	7/24/2024	Col	Download as PDF Download as Excel
Sample Report 4	2023 Cost and Revenue, 2022 Data	Specialty	7/20/2024	Col	View
Sample Report 5	2023 Management and Staff, 2022 Data	Benchmark	7/16/2024	Col	Edit Clone to New Year
Sample Report 6	2018 Cost and Revenue, 2017 Data	Trend	8/13/2024	Col	Delete
Sample Report 7	2021 Practice Operations, 2020 Data	Custom Specialty	9/14/2024	Col	

### 5. Access to a data strategist for assistance interpreting and applying the data to your organization.

- Let us be a partner and help troubleshoot financial and operational challenges using data as a baseline for solutions.

### 6. Access to member-exclusive data tools.

- E/M profile tool:** Create useful reports that compare your providers' and practices' coding experience with claims data found in the most recent Medicare Utilization Dataset.
- RVU calculator:** Calculate your providers' and/or practices' relative value units (RVUs) with the ability to view:
  - RVUs broken out by component
  - Graph/breakout by category, practice or physician
  - Detailed list of RVUs by CPT code
  - Comparison of Centers for Medicare & Medicaid Services fee schedule back to 2003
  - Physician comparison by CPT code
  - Customization by facility/nonfacility, transitional/fully implemented and geographic practice cost indices
- wRVU variance tool:** Calculate the work RVU (wRVU) impact based on the CPT® code and volume for an individual provider or a combined group of providers across multiple fee-schedules.

# SUPPORT

Use the following, helpful resources any time you get stuck or have a question.

## MGMA DATADIVE RESOURCES

Within MGMA DataDive, select “Help” in the left navigation. This area links to a variety of resources including helpful guides, glossaries, survey demographics, best practices and FAQs. Visit [mgma.com/datadiveresources](https://mgma.com/datadiveresources)

## ONLINE HELP COMMUNITY

Join an online support community of fellow MGMA DataDivers! Post questions, discuss insights, search archives and learn something new. Visit [mgma.com/datacommunity](https://mgma.com/datacommunity)

## CONTACT

We are here to make sure you get the most out of your investment. Your account manager is available to help answer your questions and accept feedback.

If you have questions about the MGMA benchmarks, please contact the MGMA Data Solutions department.

**Call 877.275.6462, ext. 1895, or email [survey@mgma.com](mailto:survey@mgma.com)**

