datadive

powered by **MGMA**

USER GUIDE 2025

IT'S TIME TO EXPLORE
THE UNKNOWN.

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ACCESS MGMA DATADIVE

1. Visit **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 navigation bar and select **"Access Data"** under the Analysis Tools menu header, or
   b. Type "**datadive.mgma.com**" in the URL search bar (bookmarking this page is recommended).
4. As we update license agreements, you may be asked to accept the agreement.
5. Select the data year under a data set, and **"Access."** You can also launch your recent session or open a saved report.

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.
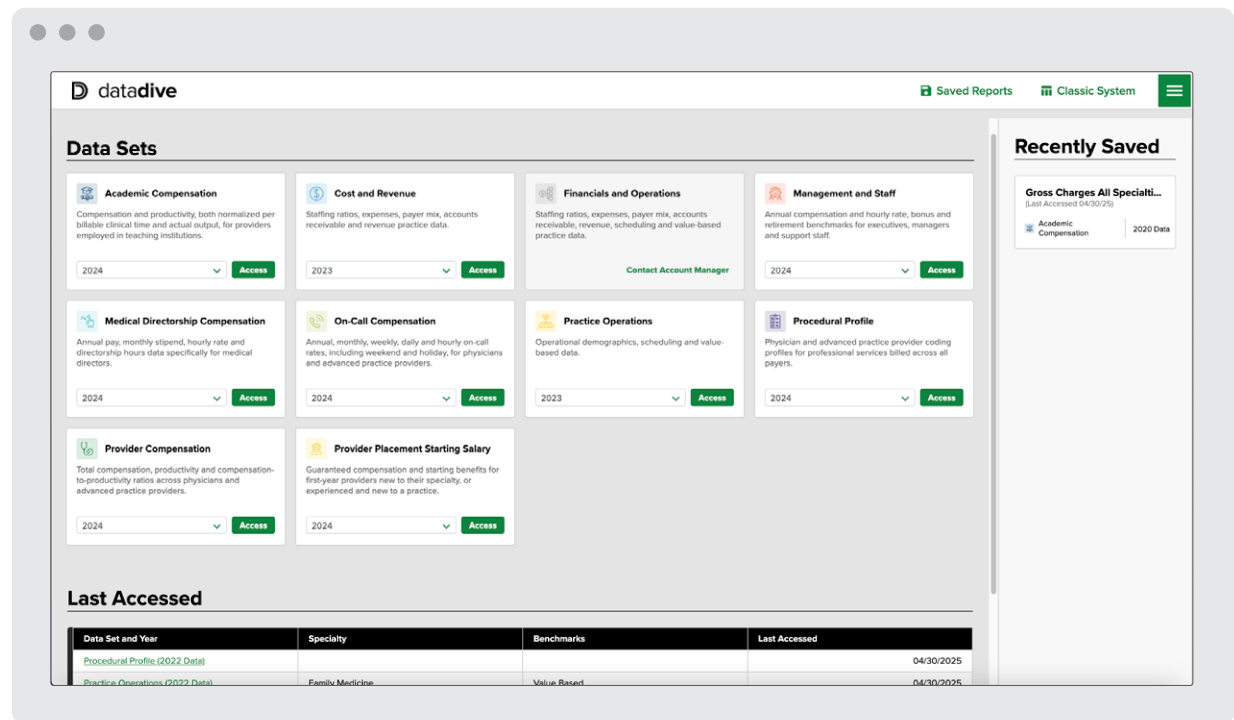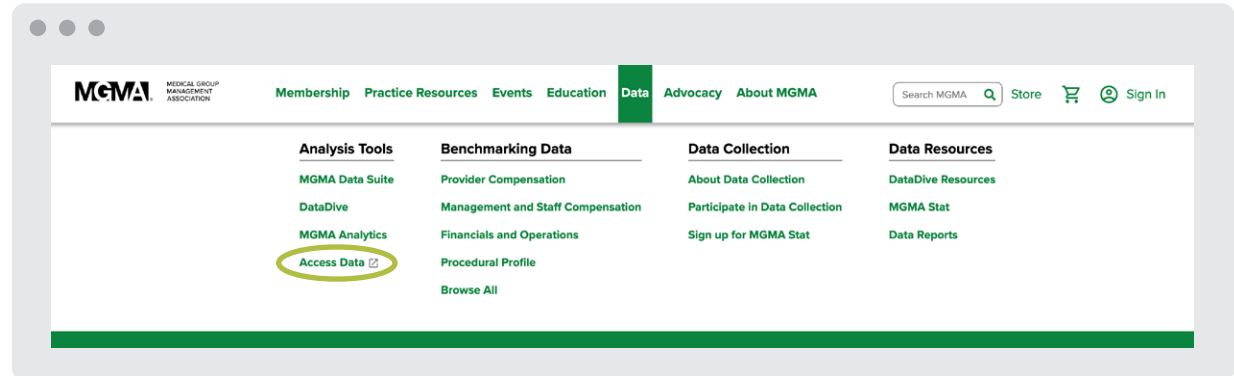
Desktop • Laptop • Tablet

NAVIGATION
A VISUAL GUIDE

1. **Data Set and Year:** This is where you can select between the data sets and data years you have access to.

2. **Saved Reports:** View your saved tables across all data sets.

3. **Classic System:** Access Custom Reports & Tools via the legacy system. 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.

4. **Top Right Menu:** Access your user information, DataDive resources, support contact information, links to the DataDive landing page and MGMA homepage, and log out functionality.

5. **Specialty/Position:** Select all specialties/ positions to view one benchmark or select one specialty/position to view all benchmarks. *You can navigate back to the left panel by selecting the top navigation labels.*

6. **Benchmark:** Choose a benchmark to view for all specialties/positions or view all benchmarks if one specialty is chosen.

7. **Compare Data By:** Choose a filter to compare data across a category.

8. **Limit Data By:** Choose a filter category and one option to limit the values.

9. **Percentiles and Measures:** Select other values to display in addition to the median.

10. **Clear All:** Remove all table selections to build a data table from scratch.

11. **Data Table:** As selections are made in the left navigation, they are applied to the table results.

12. **Save Report:** Save your data table selections with a custom report title.

13. **Checkboxes and Only Show Selected Items:** Check the data you would like to narrow down and turn on the toggle to filter to your selections.

14. **Search:** Type in the data, specialty or position you wish to narrow down in the data table.

15. **Export:** Select Excel, CSV or PDF export for the visible data table.

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.
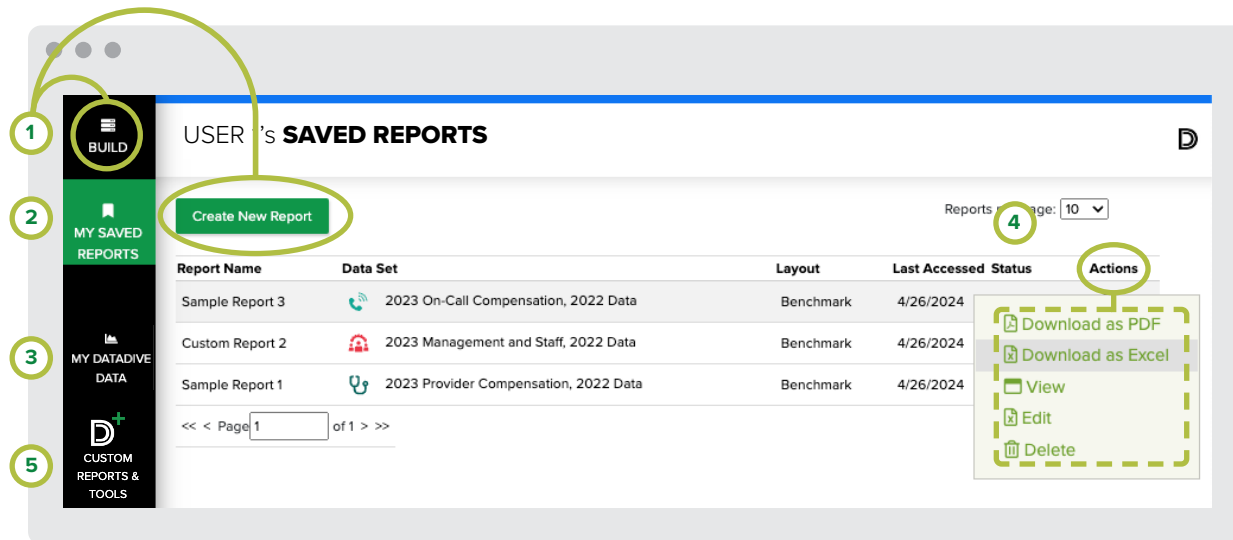
1. **Build/Create New Report:** Click either "Build" or "Create New Report" to access the report builder and tools.

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.

ACCESS LEGACY REPORTING

1. Visit **data.mgma.com/classic** – you may be prompted to sign in. You may also select **"Classic System"** from the top navigation bar.

2. Select the **"DataDive"** tile on the legacy landing page.

2. Select **"Custom Reports & Tools"** from the center-left navigation.

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:**
     - º View one benchmark by multiple specialties or position titles.
     - º Specialties and position titles are displayed down the left side of the table.
   - **Compare Benchmarks:**
     - º View multiple benchmarks by multiple specialties or position titles.
     - º Benchmarks are displayed across the top of the table. Specialties and position titles are displayed down the left side of the table.
   - **Custom Specialty:**
     - º View benchmarks by a custom-created specialty or position title by selecting specialties or position titles to combine.
     - º Benchmarks are displayed down the left side of the table.
   - **Graph:**
     - º Create a basic grouped bar graph with option to include a data table.

   - **Pay to Production Plotter:**
     - º View compensation and productivity data by provider specialty on a plotter graph.
     - º Compensation and productivity benchmark data is included in the plotter only when the provider's reported data included both variables.
   - **Quartile:**
     - º 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.
     - º Data is displayed by quartile in a table and interactive graph.
   - **Specialty:**
     - º View multiple benchmarks by one specialty or position title.
     - º Benchmarks are displayed down the left side of the table.

   - **Trend:**
     - º 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

5. **Select Specialties:** Use the check-boxes to select specialties/position titles to include in the report.

6. **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.

7. **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.

8. **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.

9. **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.

10. **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.
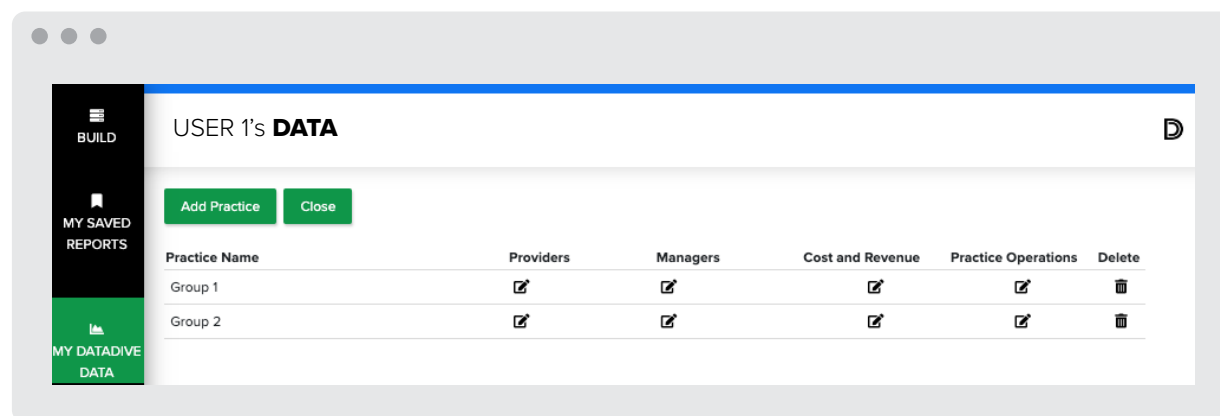
CUSTOM REPORTS & TOOLS

MY DATADIVE DATA

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

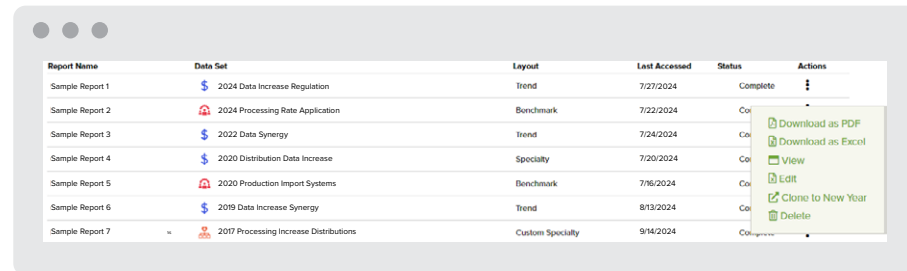*If you participate in MGMA Surveys, your survey data will pre-populate and you can skip steps 1 - 5.*

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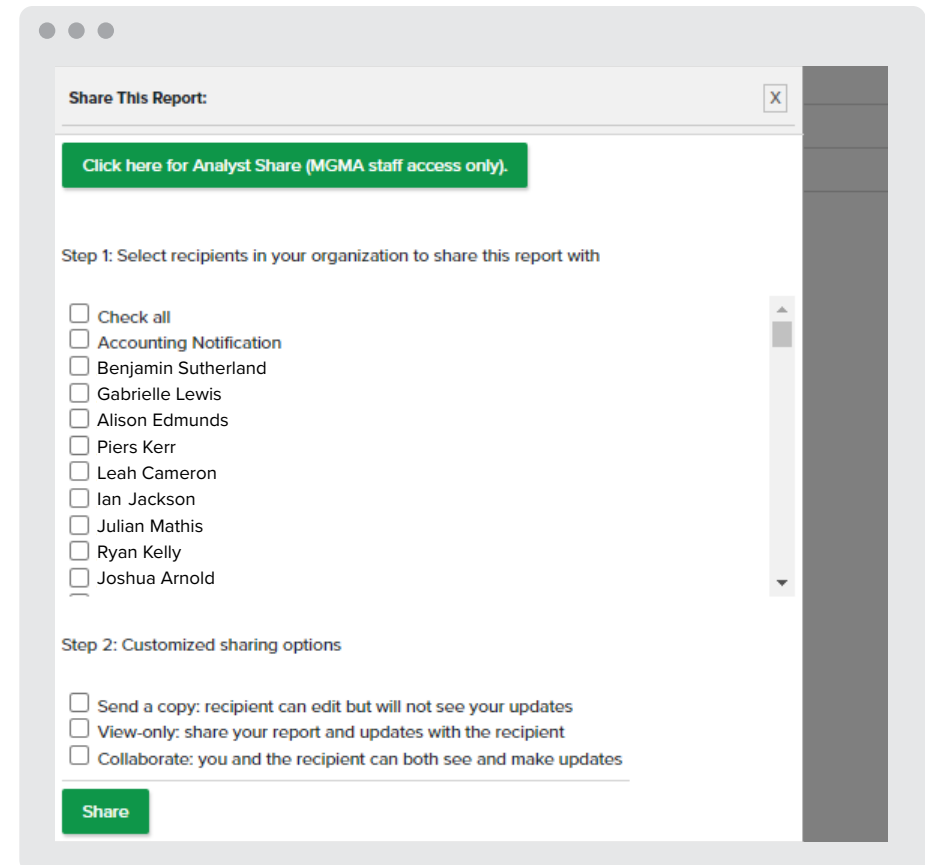
1. **Access to all current MGMA data sets** live in DataDive plus retained access to MGMA data sets for the duration of the organizational membership.

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.
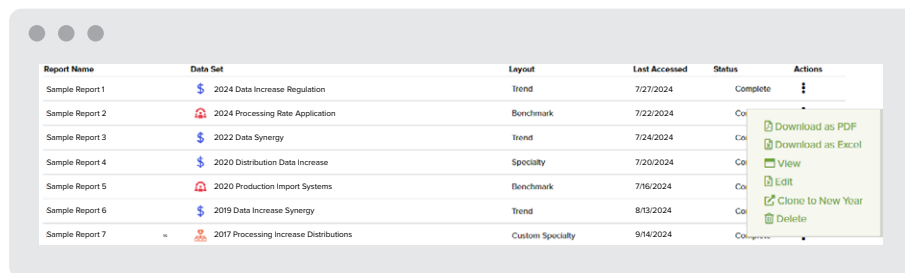
ORGANIZATIONAL MEMBERSHIP

DATA BENEFITS

3. Create copies of existing reports across different data set years.

Users can clone their existing reports to reflect newly released data.

4. 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.

4. Receive and share advice on maximizing the data sets and exchange methods for effectively applying benchmarks in practice through the DataDive User Network.

- Data experts are available to facilitate discussions and answer questions.

6. Access to member-exclusive data tools.

- **Evaluation and Management Profile Tool:** Create useful reports that compare your provider and practice E/M coding experience with claims data found in the most recent Medicare Utilization Dataset.
- **RVU Calculation Tool:** 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 CMS fee schedules across current and previous years Physician comparison by CPT code
  - Customization by facility/non-facility and locality/geographic practice cost index (GPCI)
- **Physician Fee Schedule Tool:** Optimize your third-party payer contract negotiations.
  - Customize CMS physician fee schedules by locality and Non-Medicare payment rate
  - Select top procedure codes by specialty, informed by MGMA data
  - Compare fee schedule versions across years
  - Adjustable conversion factor and facility/non-facility filters
  - Easily save, export, and access custom tables via web interface

UPGRADED FEATURES

NEW RELEASE

Custom percentile selections:
- Navigate to Percentiles and Measures from the top of the screen.
- Check any standard measurements or percentiles from the top.
- Type in any percentiles between 10 and 90 in the lower window, separating whole numbers with a comma or a range separated with a dash.
- Selections will show underneath the window. Remove single percentiles by clicking the X next to the number, or remove all percentiles by clicking Clear All underneath the window.

ON THE HORIZON

- Interactive data table, allowing for filtering and pivoting how benchmarks and filters display
- Multiple specialty, benchmark and filter selections in a single report
- Your data ranked against MGMA data
- Custom specialty groupings
- Revamped Pay To Production Plotter tool
- Organizational Membership benefits of templating favorited reports and sharing with others inside Saved Reports
- Quartile grouping analysis
- Custom graphing

SUPPORT

If you run into any problems or have any questions, please check out the resources listed below.

MGMA DATADIVE RESOURCES

Access helpful videos, definitions, and summary trends through the top right menu inside DataDive, which will link you to **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 the **DataDive Help Community**

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, email survey@mgma.com

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