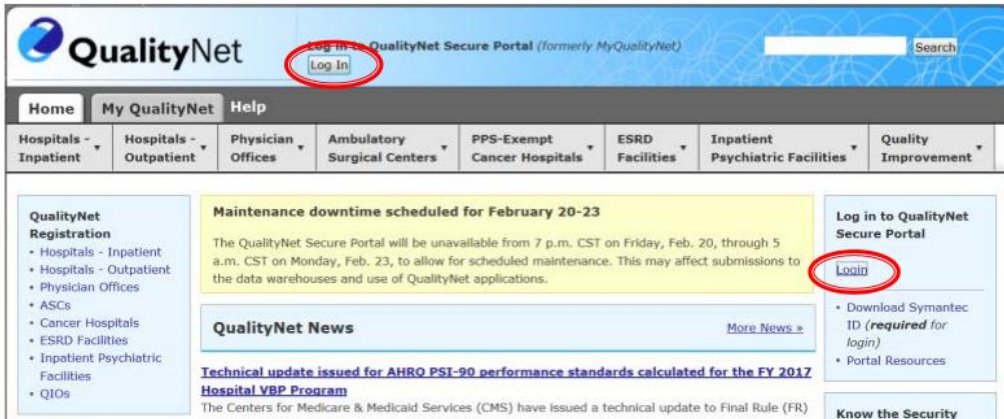


How To Guide: Step-by-Step Screen Shot Instructions

Submission of OP-22: Left Without Being Seen

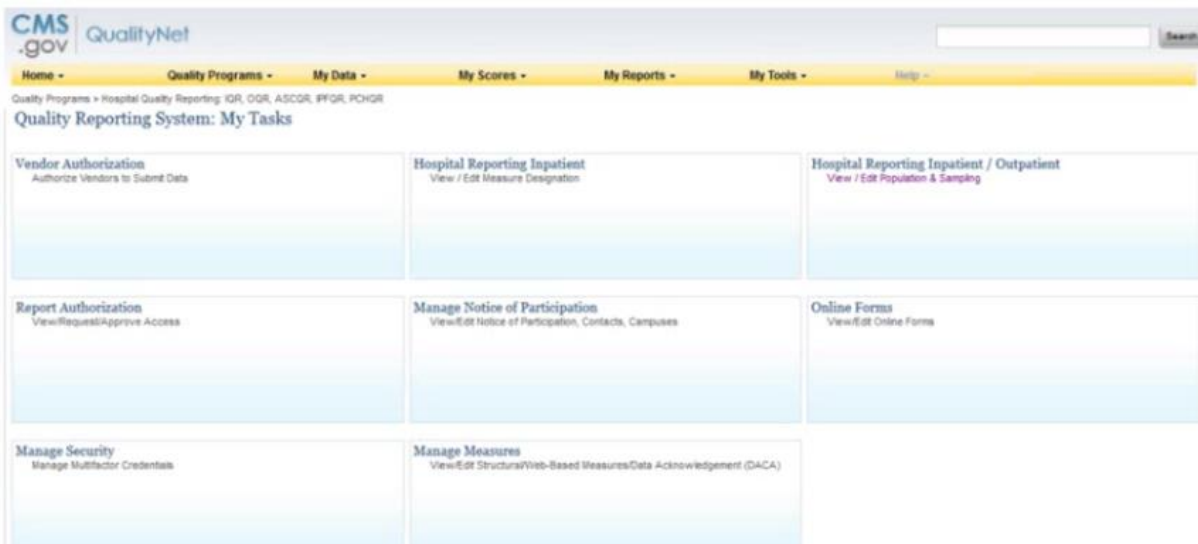
1. Please log-in to the secure pages of the QualityNet website



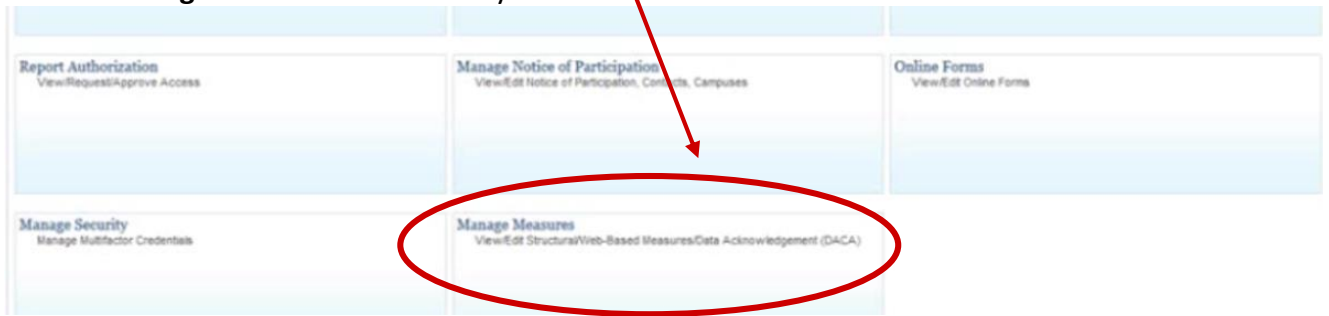
2. Please select the "Outpatient Hospital Quality Reporting Program"



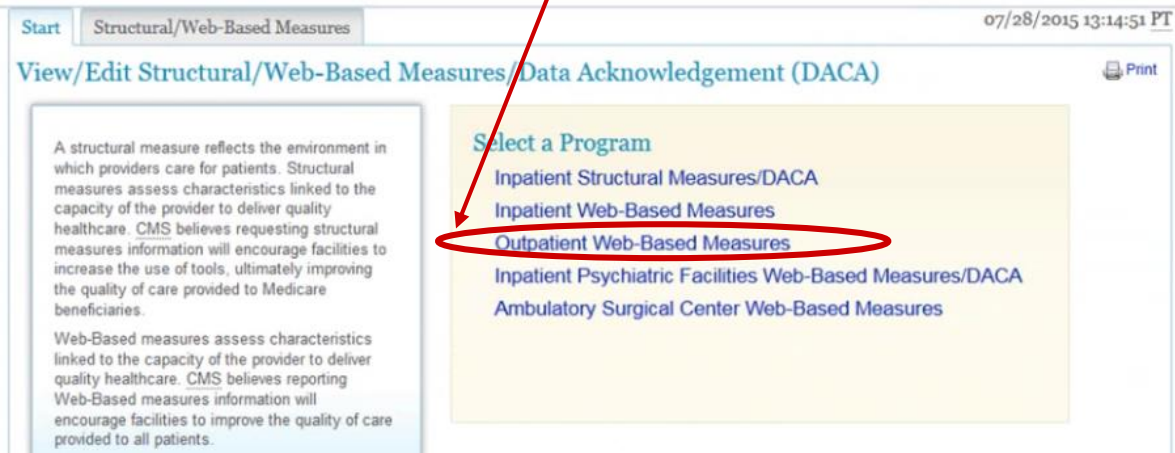
3. Upon Log-in, you will see your "My Tasks" screen. *It should look similar to the screen shot below.*



4. Select **“Manage Measures”** under **“My Tasks”**



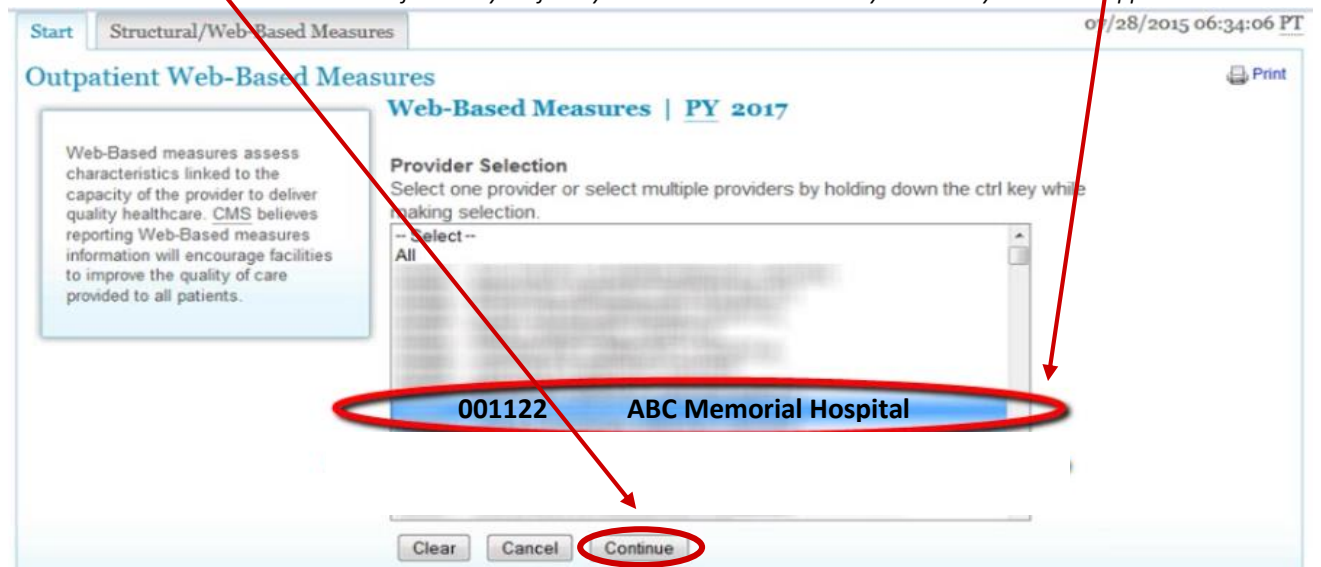
5. Select **“Outpatient Web-based Measures”**



6. For the purpose of the upcoming OP-22 data submission deadline of May 15th 2016! Be sure to select **“2017”** as the Payment Year, then click ‘continue’



7. Select your facility/provider name within the drop-down list (make sure it's highlighted). Click ‘Continue’ *Please note – for most your facility's name will more than likely be the only name that appears.*



8. An Outpatient Web-Based Measure Summary screen for FY 2017 will appear, each measure is displayed across the top of the table and will display “Incomplete” or “Complete”, see screen shot below.

** Please make sure the **Submission Period** displays “07/01/2015-08/31/2015” and the **Reporting Period** displays “01/01/2015-12/31/2015” – this will be correct if you selected **Payment Year 2017** in Step #6.*

Start | Structural/Web-Based Measures | 07/28/2015 06:35:35 PT

Outpatient Web-Based Measures | Print

Submission Period: 07/01/2015 - 08/31/2015 | With Respect to Reporting Period: 01/01/2015 - 12/31/2015

Web-Based Measures | PY 2017

Provider ID	OP-12	OP-17	OP-22	OP-25	OP-26	OP-29	OP-30	OP-31
	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete

Program Selection | Payment Year Selection

9. Click on the **OP-22** text, it is a link, and will take you to the OP-22 measure screen.

Start | Structural/Web-Based Measures | 07/28/2015 06:35:35 PT

Outpatient Web-Based Measures | Print

Submission Period: 07/01/2015 - 08/31/2015 | With Respect to Reporting Period: 01/01/2015 - 12/31/2015

Web-Based Measures | PY 2017

Provider ID	OP-12	OP-17	OP-22	OP-25	OP-26	OP-29	OP-30	OP-31
	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete

Program Selection | Payment Year Selection

10. Please enter a **Numerator** and a **Denominator** in the specified fields, then click “Calculate Percentage”

Start | Structural/Web-Based Measures | 07/28/2015 09:31:21 PT

Outpatient Web-Based Measures | Print

Provider: [redacted] | CCN: [redacted] | Submission Period: 07/01/2015 - 08/31/2015 | With Respect to Reporting Period: 01/01/2015 - 12/31/2015

Web-Based Measures | PY 2017 * Required Field

For Hospital Outpatient Quality Reporting participating providers, the Web-Based Measures question(s) and their applicable child question(s) are required in order to fulfill the Annual Payment Update (APU) requirement. The Centers for Medicare & Medicaid Services (CMS) is requesting these items be available for all providers.

OP-22: Patient Left Without Being Seen

* Please enter the total number of patients who left without being evaluated by a physician/advance practice nurse/physician's assistant. Numerator: 521

* Please enter the total number of patients who signed in to be evaluated for emergency services. Denominator: 45238

Calculate Percentage | Return to Summary | Submit | Print

11. After clicking “Calculate Percentage” the application will compute and display the results.

Start | Structural/Web-Based Measures | 07/28/2015 09:32 PT

Outpatient Web-Based Measures

Provider: [redacted] CCN: [redacted] Submission Period: 07/01/2015 - 08/31/2015 With Respect to Reporting Period: 01/01/2015 - 12/31/2015

Web-Based Measures | PY 2017 * Required Field

For Hospital Outpatient Quality Reporting participating providers, the Web-Based Measures question(s) and their applicable child question(s) are required in order to fulfill the Annual Payment Update (APU) requirement. The Centers for Medicare & Medicaid Services (CMS) is requesting these items be available for all providers.

OP-22: Patient Left Without Being Seen

* Please enter the total number of patients who left without being evaluated by a physician/advance practice nurse/physician's assistant. Numerator: 521

* Please enter the total number of patients who signed in to be evaluated for emergency services. Denominator: 45238

Results

Percentage of patients who left without being evaluated. 1%

Calculate Percentage | Return to Summary | Submit | Print

12. You can now, click “SUBMIT” to save the data. After click “Submit” a green message will appear stating that “OP-22” has been updated.

Start | Structural/Web-Based Measures | 07/28/2015 09:32 PT

Outpatient Web-Based Measures

Provider: [redacted] CCN: [redacted] Submission Period: 07/01/2015 - 08/31/2015 With Respect to Reporting Period: 01/01/2015 - 12/31/2015

✓ OP-22 Updated

Web-Based Measures | PY 2017 * Required Field

For Hospital Outpatient Quality Reporting participating providers, the Web-Based Measures question(s) and their applicable child question(s) are required in order to fulfill the Annual Payment Update (APU) requirement. The Centers for Medicare & Medicaid Services (CMS) is requesting these items be available for all providers.

OP-22: Patient Left Without Being Seen

* Please enter the total number of patients who left without being evaluated by a physician/advance practice nurse/physician's assistant. Numerator: 521

* Please enter the total number of patients who signed in to be evaluated for emergency services. Denominator: 45238

Results

Percentage of patients who left without being evaluated. 1%

Calculate Percentage | Return to Summary | **Submit** | Print

13. As a double check, if you return to the ‘Measure Summary’ screen you will see the words “Complete” displayed under the OP-22 measure.

Start | Structural/Web-Based Measures | 07/28/2015 11:01:02 PT

Outpatient Web-Based Measures

Submission Period: 07/01/2015 - 08/31/2015 With Respect to Reporting Period: 01/01/2015 - 12/31/2015

Web-Based Measures | PY 2017

Provider ID	OP-12	OP-17	OP-22	OP-25	OP-26	OP-29	OP-30	OP-31
[redacted]	Completed	Incomplete	Completed	Incomplete	Completed	Incomplete	Incomplete	Incomplete

Program Selection | Payment Year Selection