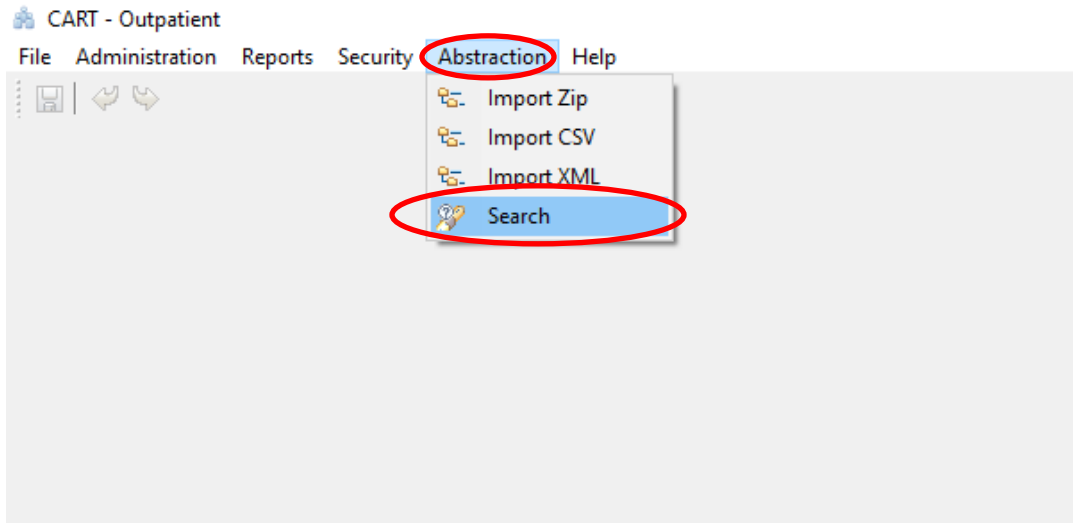


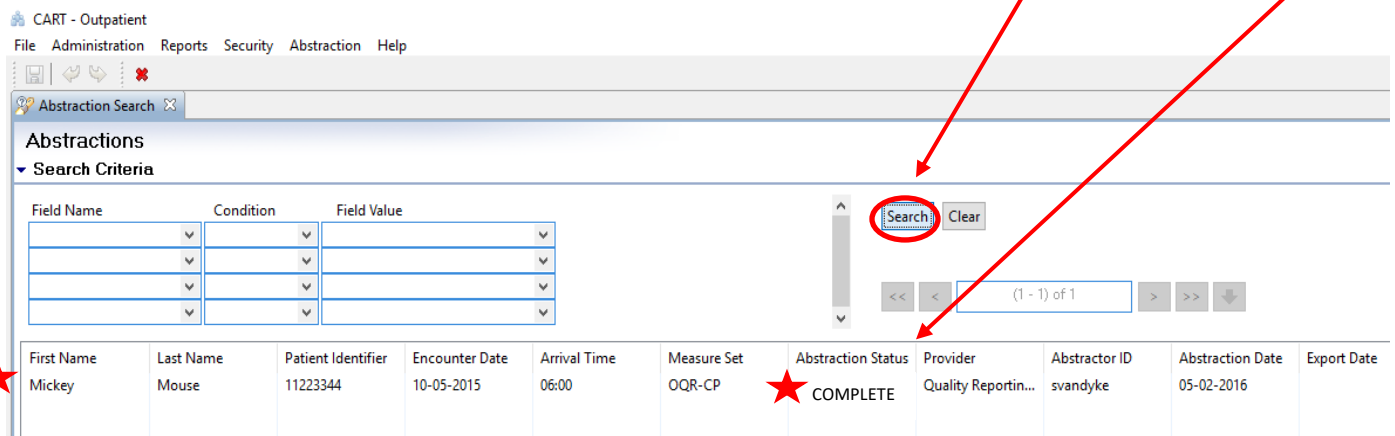
# How To Guide: Step-by-Step Screen Shot Instructions

## Exporting **Inpatient** data from CART & Uploading **Inpatient** data to QualityNet website

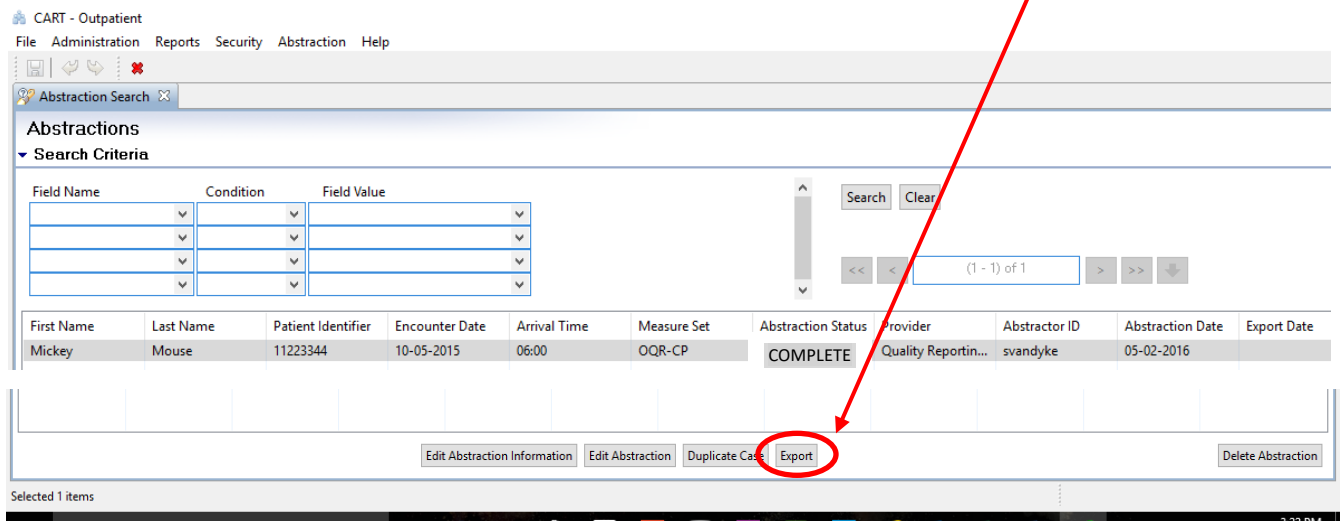
1. Log into CART application, click on “Abstraction” and then click on “Search”



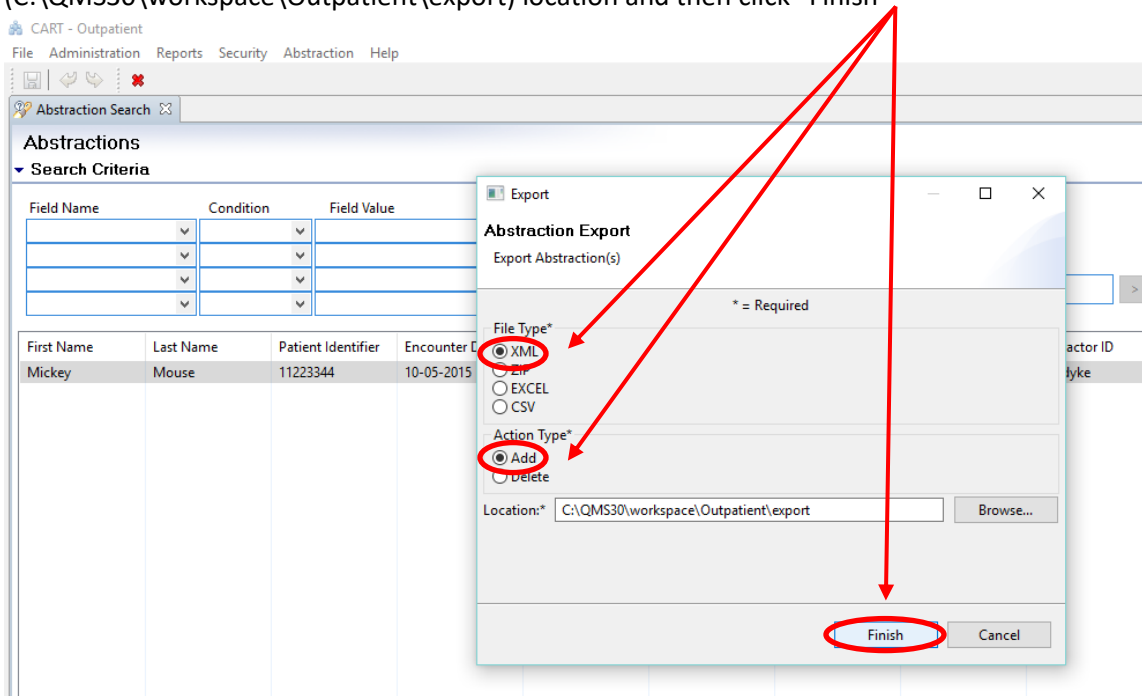
2. The page will change, once the page changes, click “Search” in the middle of the screen  
After click Search, all the abstractions you have entered will appear below. Make sure all abstractions are “COMPLETE”



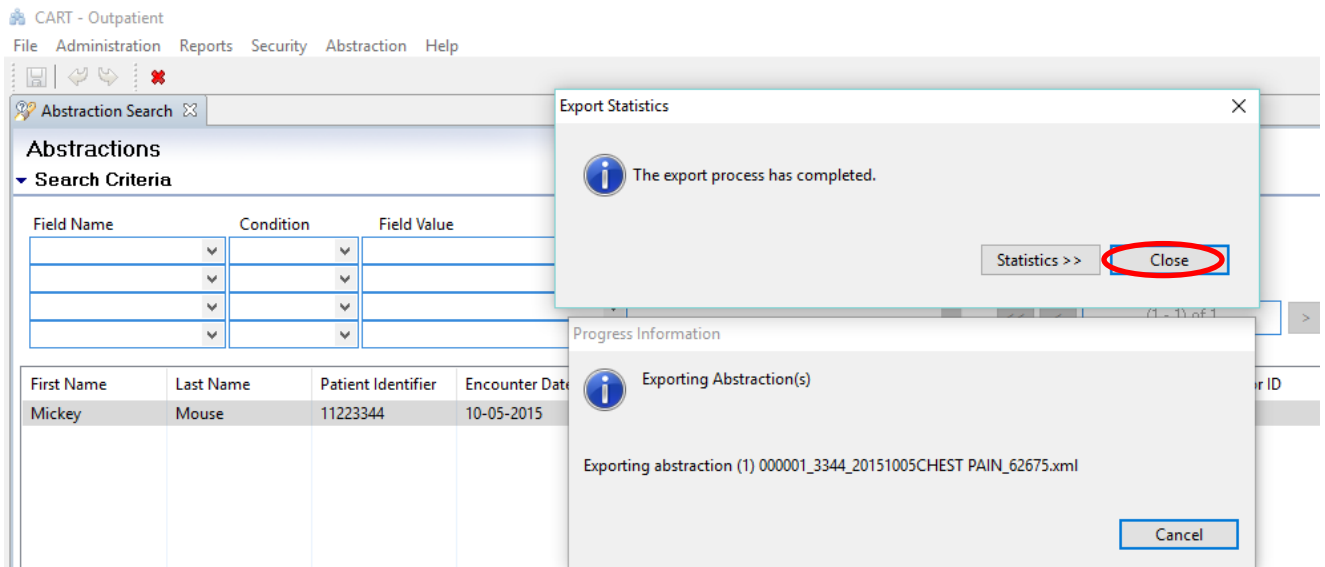
3. Highlight the cases you wish to submit, then click “Export” at the bottom of the screen
  - To highlight all cases for a given quarter, click on 1<sup>st</sup> case>hold down Ctrl & Shift buttons> then click on last case OR click on each individual case while holding the Ctrl button.



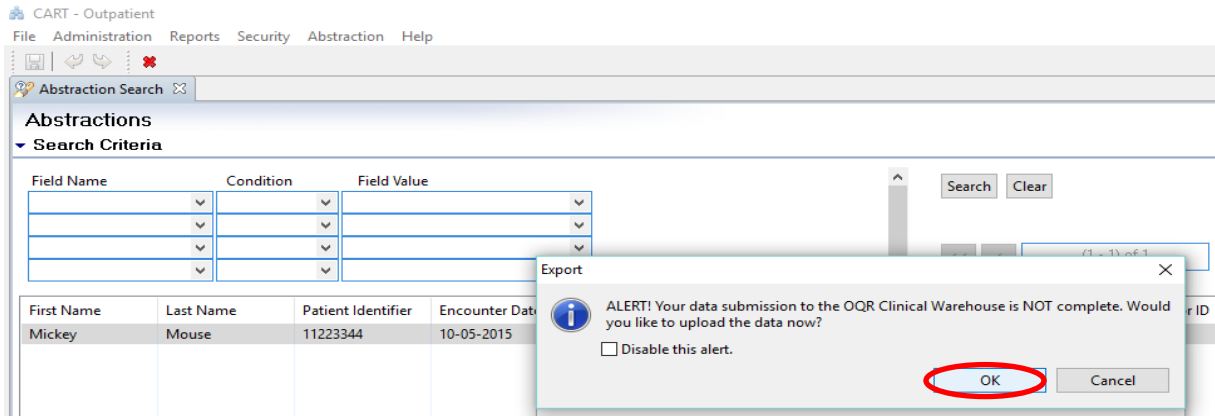
4. A window will pop up, leave the selected defaults at “XML” and “Add”, make note of the file (C:\QMS30\workspace\Outpatient\export) location and then click “Finish”



5. Once the Export process has completed, click “Close”



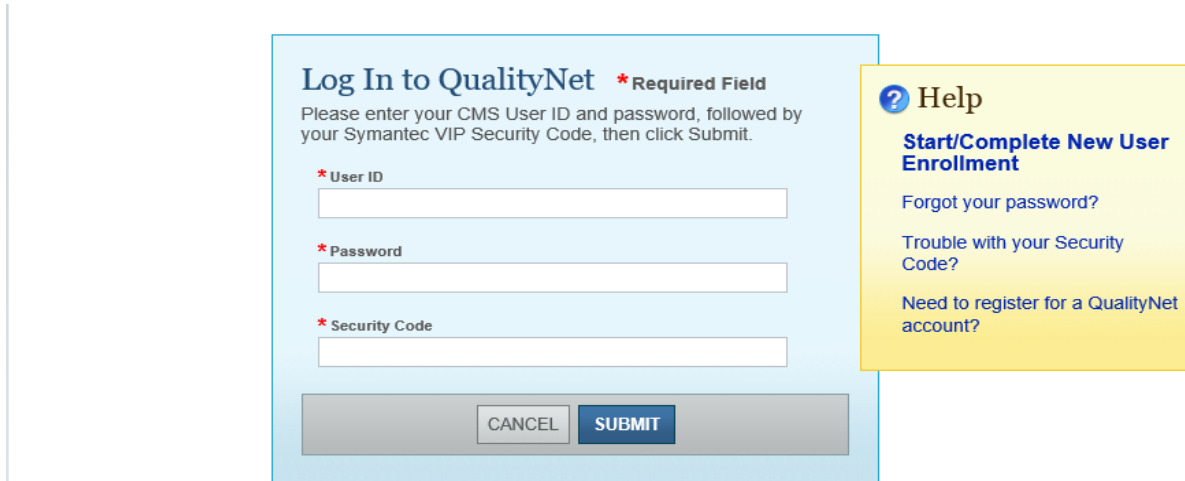
6. A window should appear, prompting you to complete the submission process, click “OK”



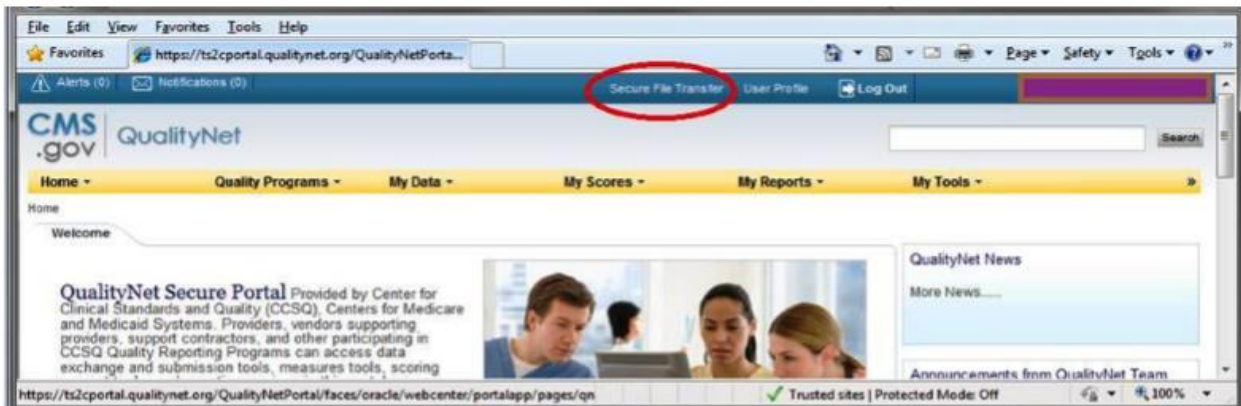
7. By clicking, “OK” an internet window should pop-up taking you to the log-in screen for the secure pages of the QualityNet website ([www.qualitynet.org](http://www.qualitynet.org)), select the “Inpatient Hospital Quality Reporting Program” link



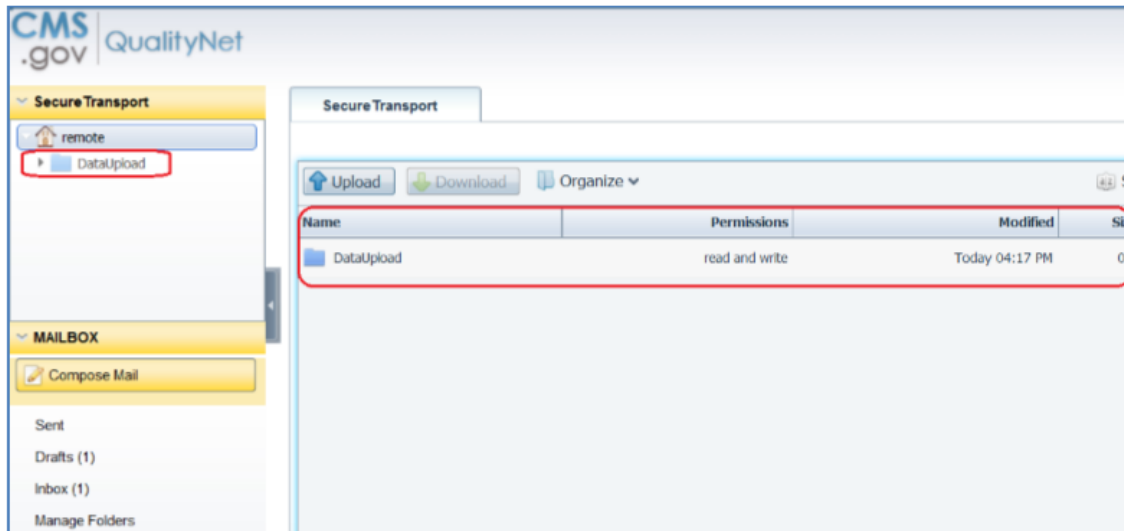
8. The log-in screen should appear, enter your User ID, password, and security code



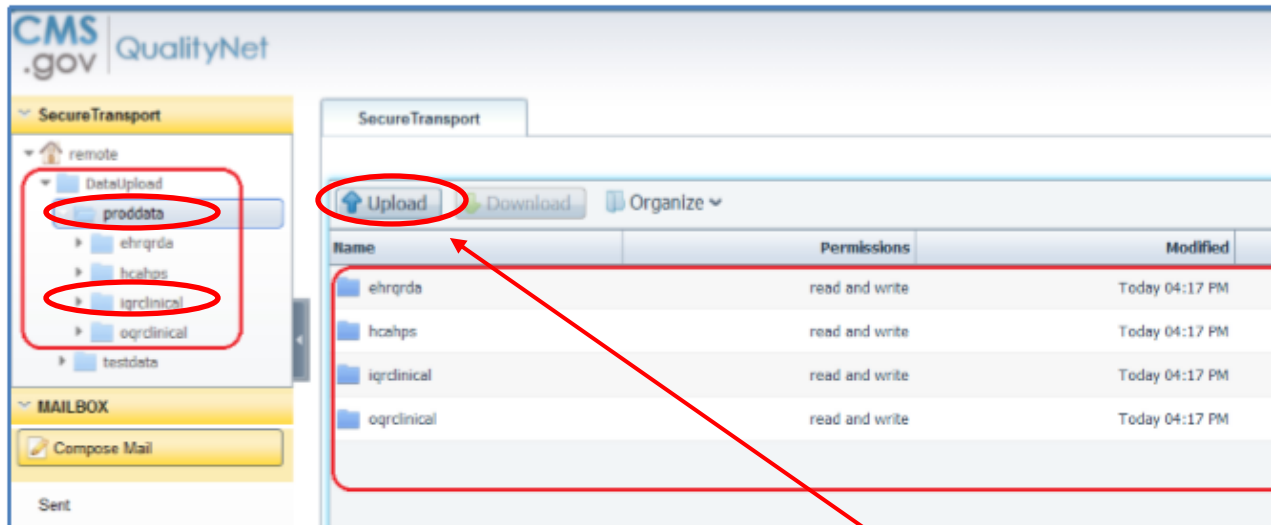
9. Upon Log-in, you will see the “Welcome/Home” screen. Click on “Secure File Transfer”



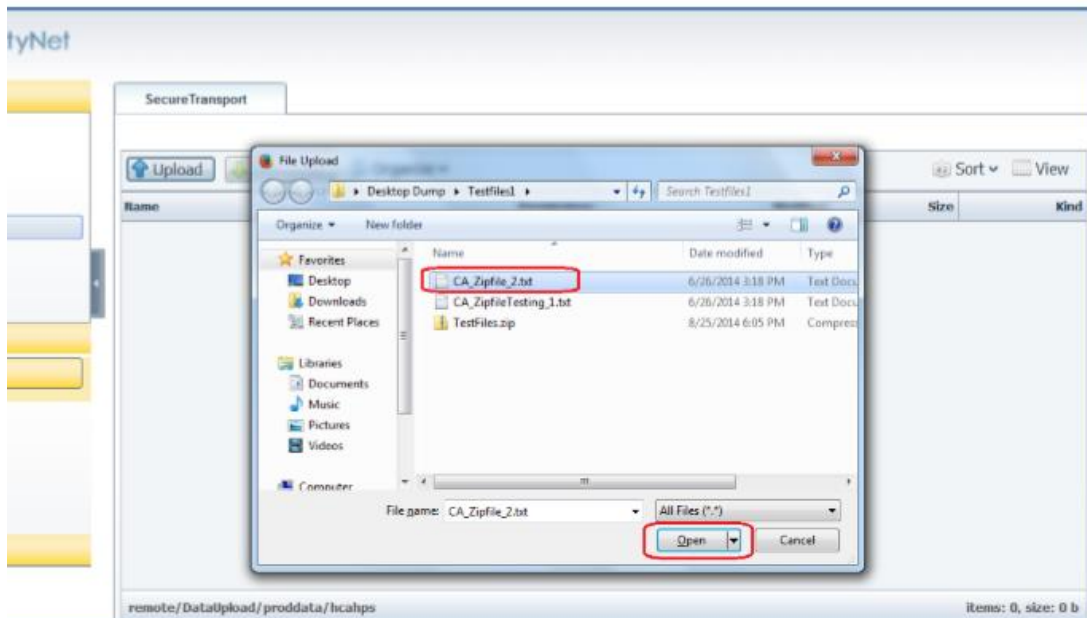
10. Click on the “Data Upload” folder to expand your file options



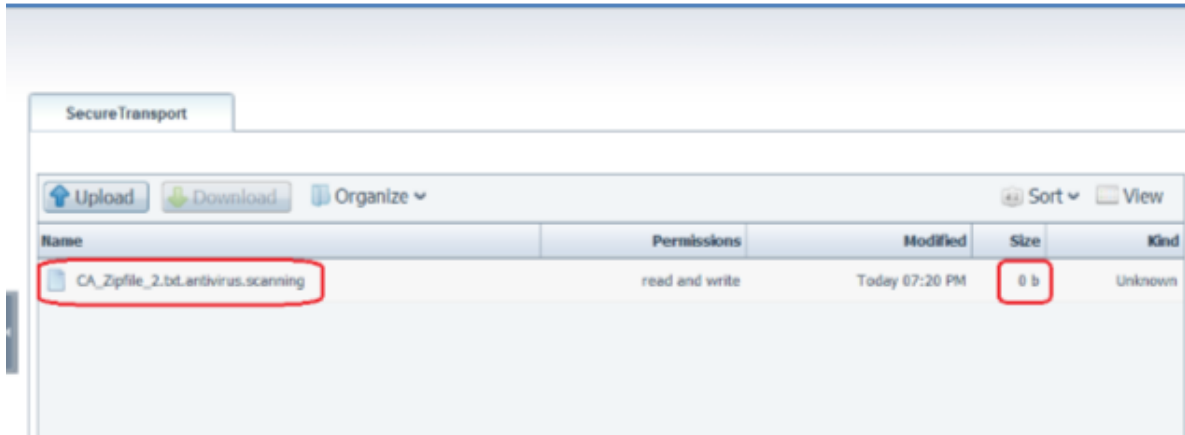
11. Click on “proddata” folder, then click on “iqrcinical”



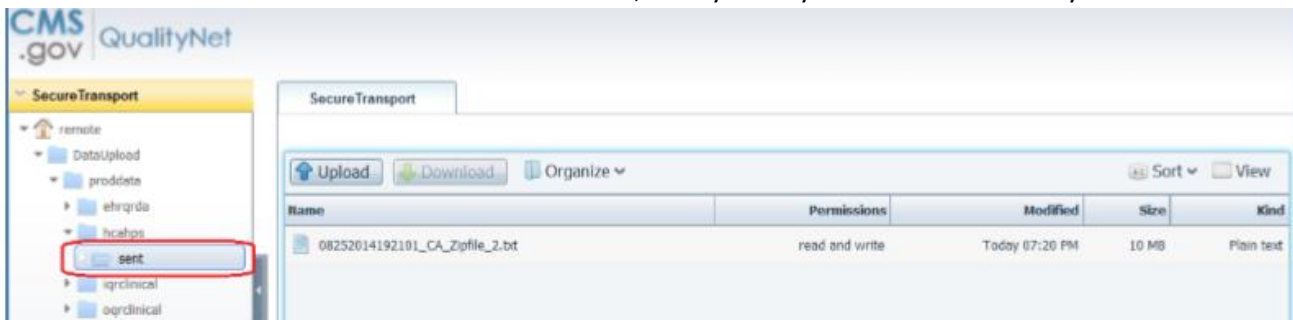
12. Once you have “iqrcinical” highlight/selected, click the “upload” button, a new window will appear. You will need to browse to the location on your computer that the CART files were exported to **C:\QMS30\workspace\Inpatient\export** select the file you find, highlight it, then click “Open”



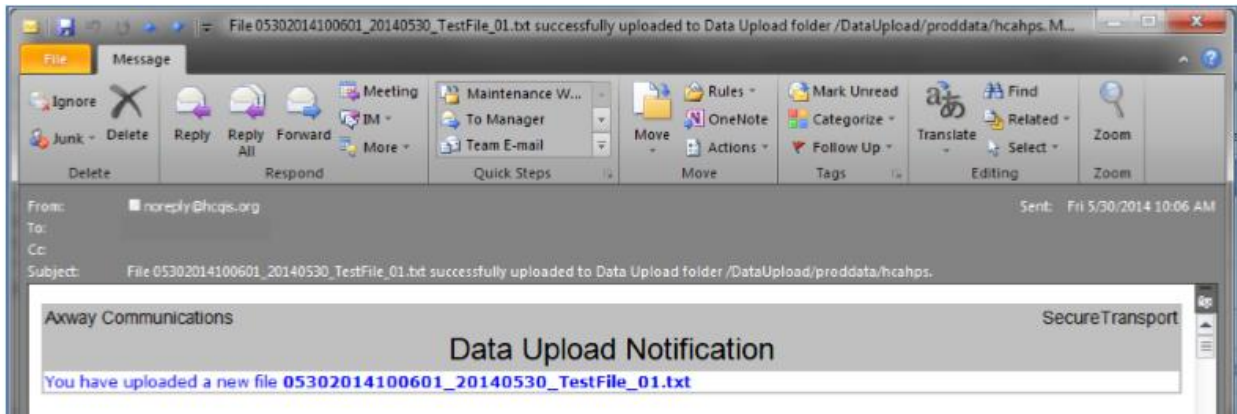
13. Please note that an antivirus scan will run, you will see a message “antivirus scanning” this will show that the file was uploaded and is currently being scanned. Once completed, the file will be sent for data upload processing, and placed in the “Sent” folder under the main folder on the left-hand side of the screen.



14. Browse to the “Sent” folder to ensure the file was sent, then you may exit out of the QualityNet website



15. In addition to being placed in the “Sent” folder, once the file has been sent via Data Upload, an email notification will be sent to the user Within a few hours or by the next day, you should receive an email notification



16. As the file is being processed, an additional email message will be sent to the user informing them of acceptance and/or rejection of uploaded files. An example, is provided below, please note however it is for HCAHPS. But all email notifications of file processing are identical.

