Step-By-Step How to Guide
Generating Quarterly Emergency Department Transfer Communication (EDTC) Report(s)

- Open the ED Transfer Communication Excel Database

- Click on "Click Here to Start Data Collection" button

- On the next screen, click on "Reports" button

- The next screen will display a quarterly report of your facility's data.

- This is the report that needs to be emailed to Kyle Cameron at Kyle.Cameron@wyo.gov and myself at Shanelle.VanDyke@QualityReportingServices.com
- To submit this report, you will need to Print the report to a .PDF file format so that it can be emailed for submission. *Please note – these reports can be emailed as they do not contain any PHI.* Please do the following:
- Click on File

- A list will appear, click on "Export"

- Click on "Create PDF/XPS"
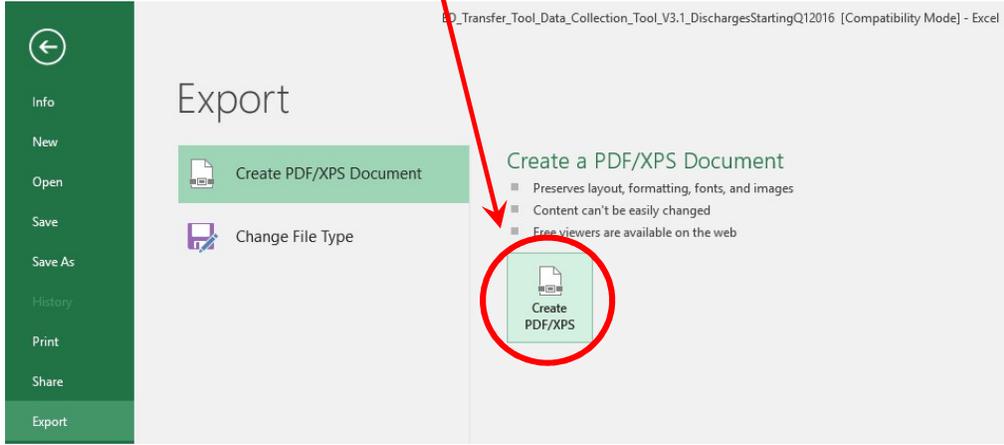
- Now select the location you wish to save the Report to, i.e. Your Desktop
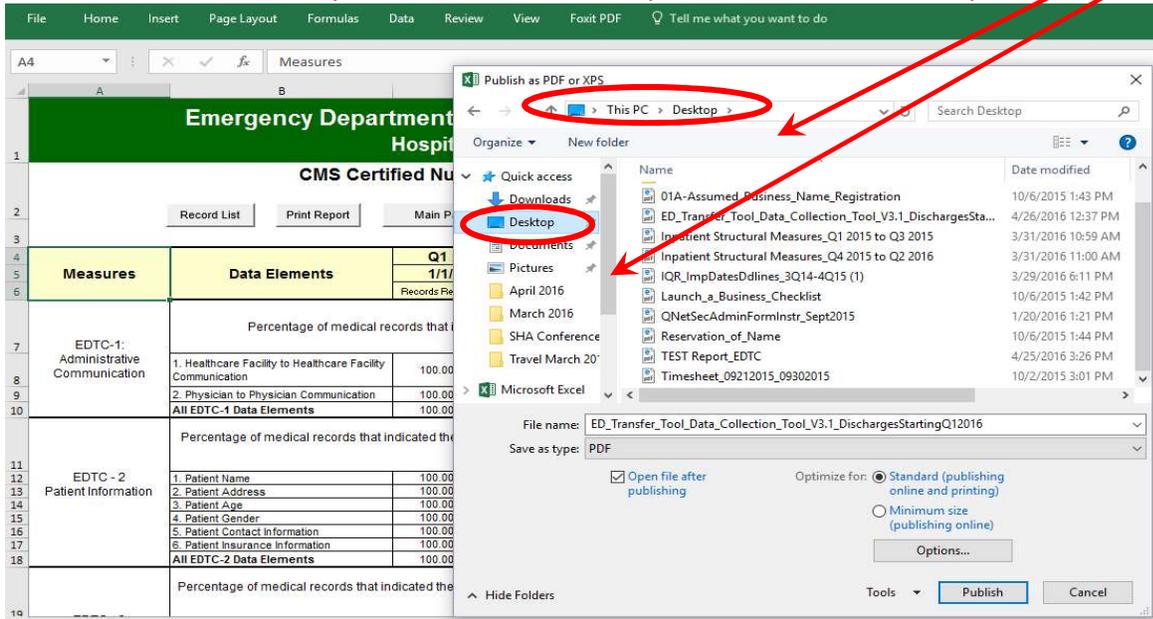
- The reports File Name by default is: ED_Transfer_Tool_Data_Collection_Tool_V3.1_DishcargesStartingQ12016 **Please rename the file to reflect your facility's name and the time period.** For example: "ABC Hospital Q3 2017", when finished renaming the file, click "Publish"

- A new window should pop-up showing your Excel report printed to a PDF document, see example below:

Emergency Department Transfer Communication
Hospital Report
CMS Certified Number (CCN): 123456

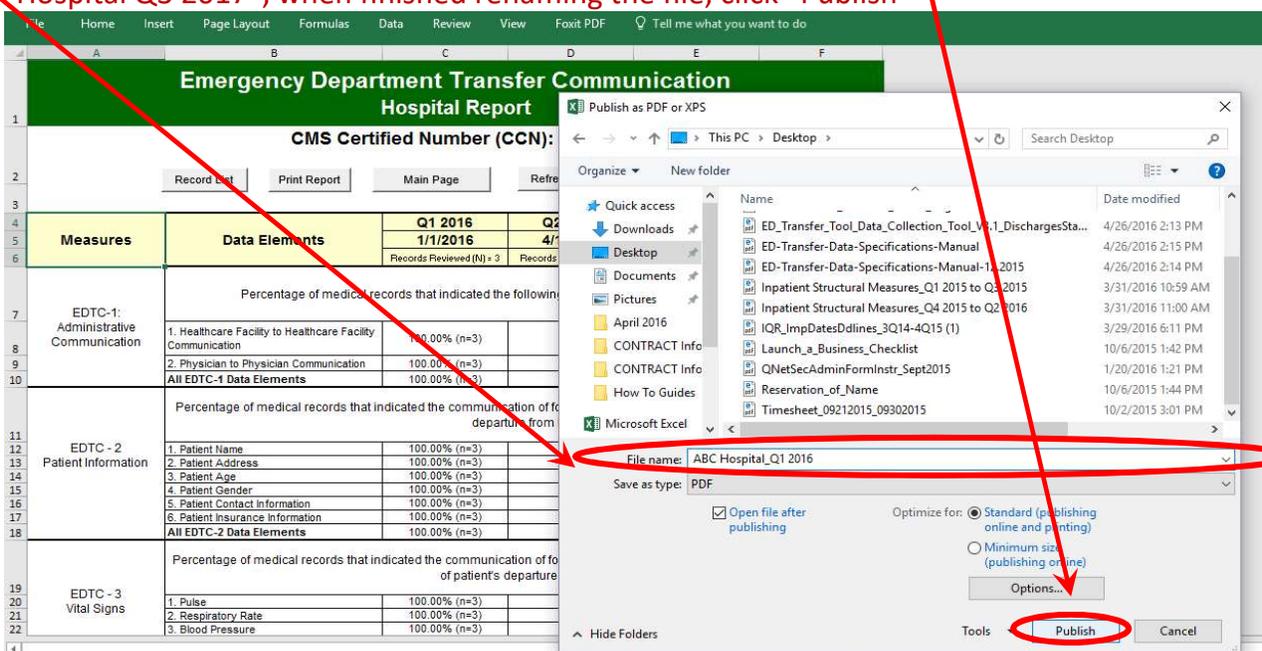| Measures	Data Elements	Q1 2016 1/1/2016 Records Reviewed (N) = 3	Q2 2016 4/1/2016 Records Reviewed (N) =	Q3 2016 7/1/2016 Records Reviewed (N) =	Q4 2016 10/1/2016 Records Reviewed (N) =
EDTC-1: Administrative Communication	Percentage of medical records that indicated the following occurred prior to patient departure from ED:				
	1. Healthcare Facility to Healthcare Facility Communication	100.00% (n=3)	N/A	N/A	N/A
	2. Physician to Physician Communication	100.00% (n=3)	N/A	N/A	N/A
	All EDTC-1 Data Elements	100.00% (n=3)	N/A	N/A	N/A
EDTC - 2 Patient Information	Percentage of medical records that indicated the communication of following patient information within 60 minutes of patient's departure from ED:				
	1. Patient Name	100.00% (n=3)	N/A	N/A	N/A
	2. Patient Address	100.00% (n=3)	N/A	N/A	N/A
	3. Patient Age	100.00% (n=3)	N/A	N/A	N/A
	4. Patient Gender	100.00% (n=3)	N/A	N/A	N/A
	5. Patient Contact Information	100.00% (n=3)	N/A	N/A	N/A
	6. Patient Insurance Information	100.00% (n=3)	N/A	N/A	N/A
	All EDTC-2 Data Elements	100.00% (n=3)	N/A	N/A	N/A

- This is the report that you need to attach to an email and sent to Kyle.Cameron@wyo.gov and Shanelle.VanDyke@QualityReportingServices.com

For Questions and assistance, please contact:

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QUALITY Reporting Services

Consultant for the MBQIP & HIIN initiatives