How To Guide: Step-by-Step Screen Shot Instructions
Exporting Outpatient data from CART & Uploading Outpatient data to QualityNet website

1. Log into CART application, click on "Abstraction" and then click on "Search"
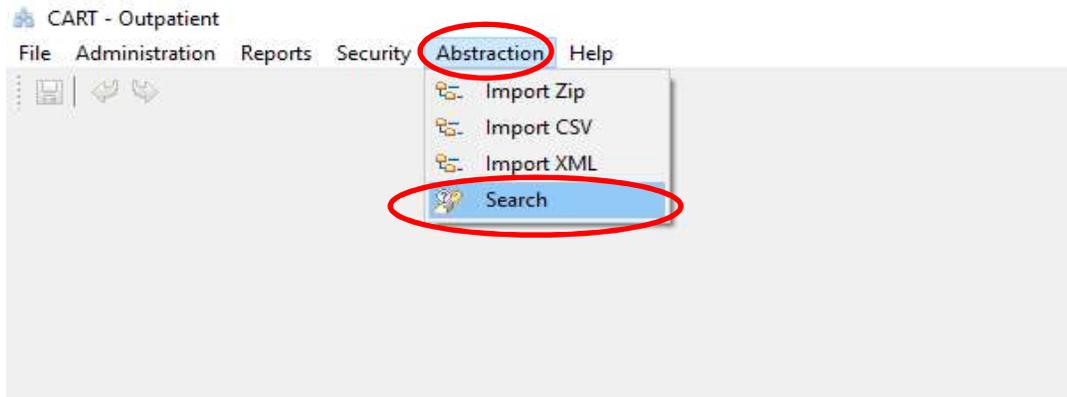
2. The page will change, once the page changes, click "Search" in the middle of the screen. After click Search, all the abstractions you have entered will appear below. Make sure all abstractions are "COMPLETE"
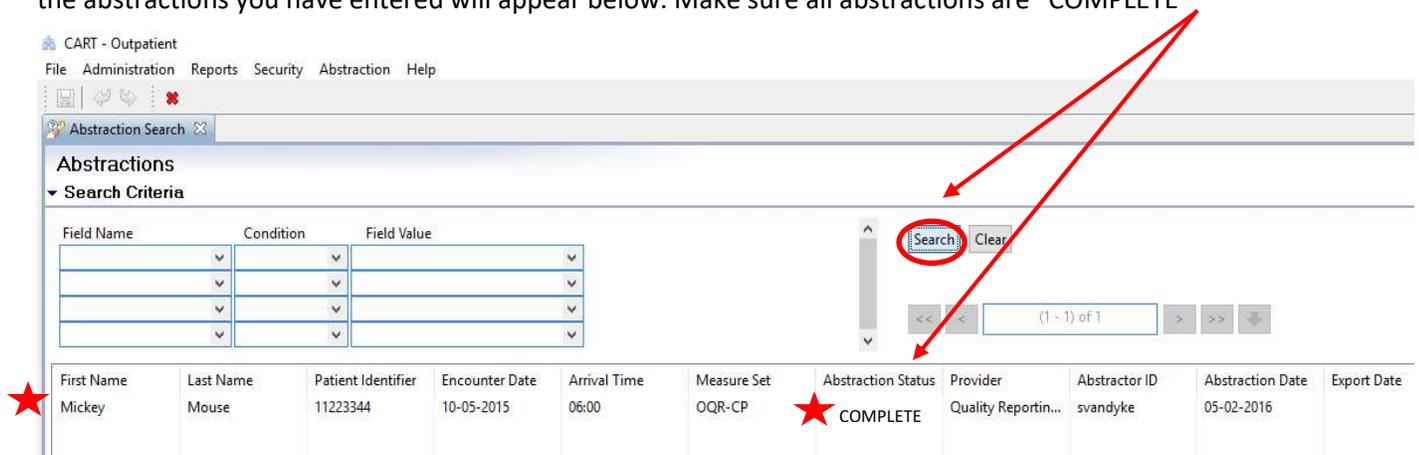
3. Highlight the cases you wish to submit, then click "Export" at the bottom of the screen
   - *To highlight all cases for a given quarter, click on 1st case >hold down Ctrl & Shift buttons> then click on last case OR click on each individual case while holding the Ctrl button.*
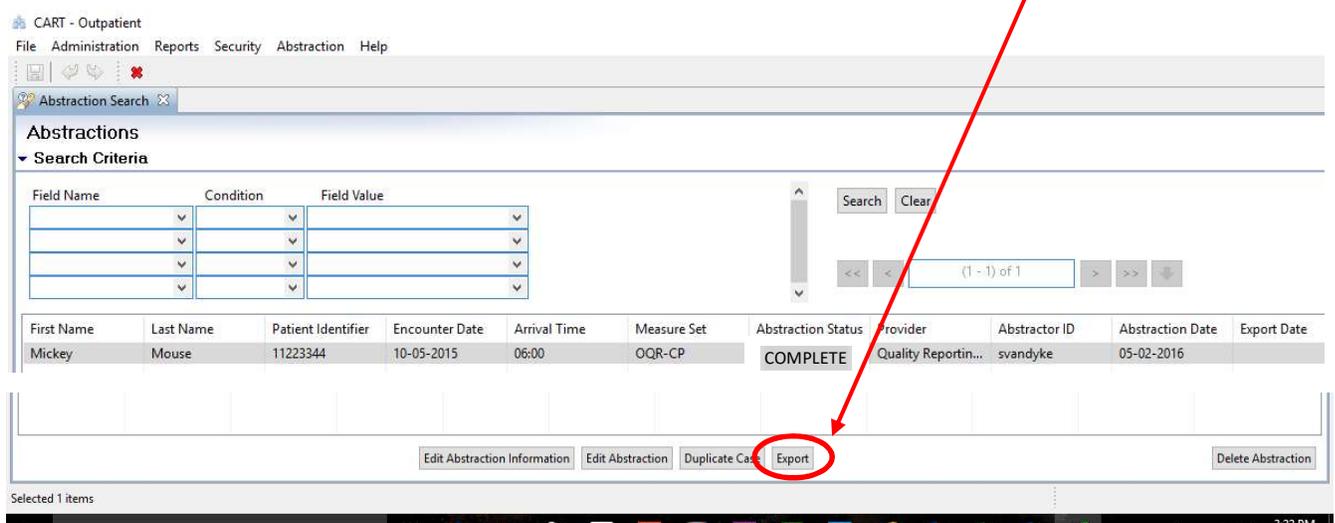
4. A window will pop up, leave the "Action Type" default alone, you want "Add" to be selected. For "File Type" you can either leave the selected default at "XML" or change it to "ZIP" – *the only difference is that with "XML" there will be a file created for each abstraction, whereas with "ZIP" all abstractions are compressed into one "ZIP" file.* What does this mean when uploading to the QNet website – with "XML" you will have to highlight every single "XML" file for every single abstraction upon upload, whereas for "ZIP" you will only have to select the one file during upload, as it will contain all the abstractions. Please make note of the file location **(C:\QMS30\workspace\Outpatient\export)** and then click "Finish"
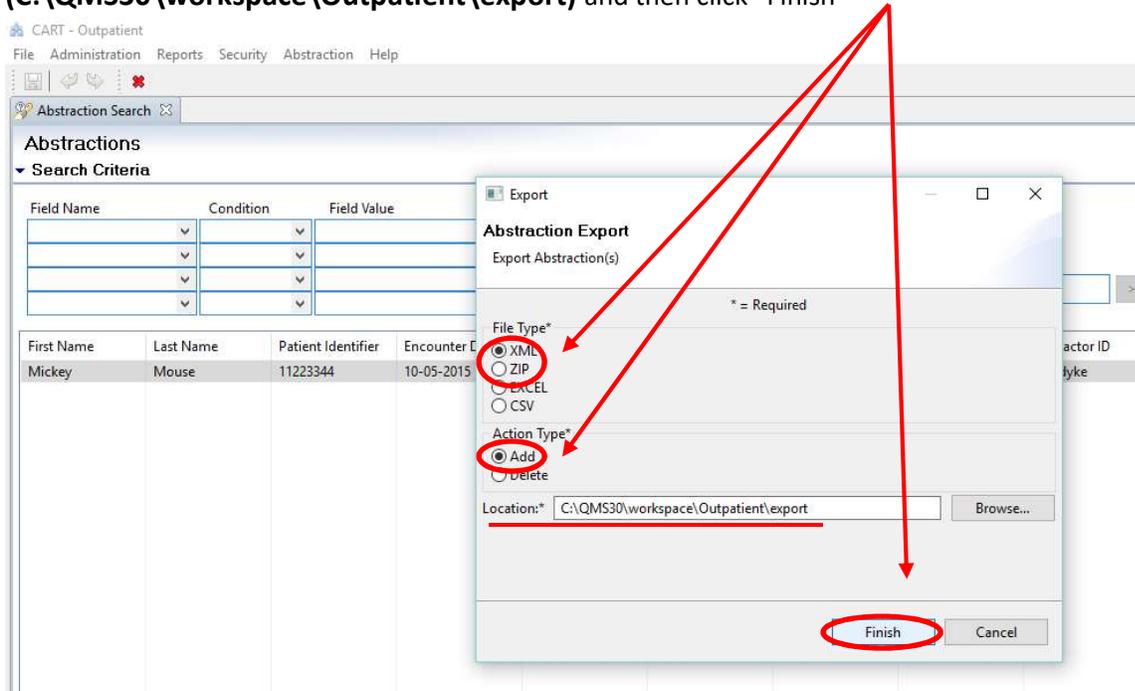
5. Once the Export process has completed, click "Close"
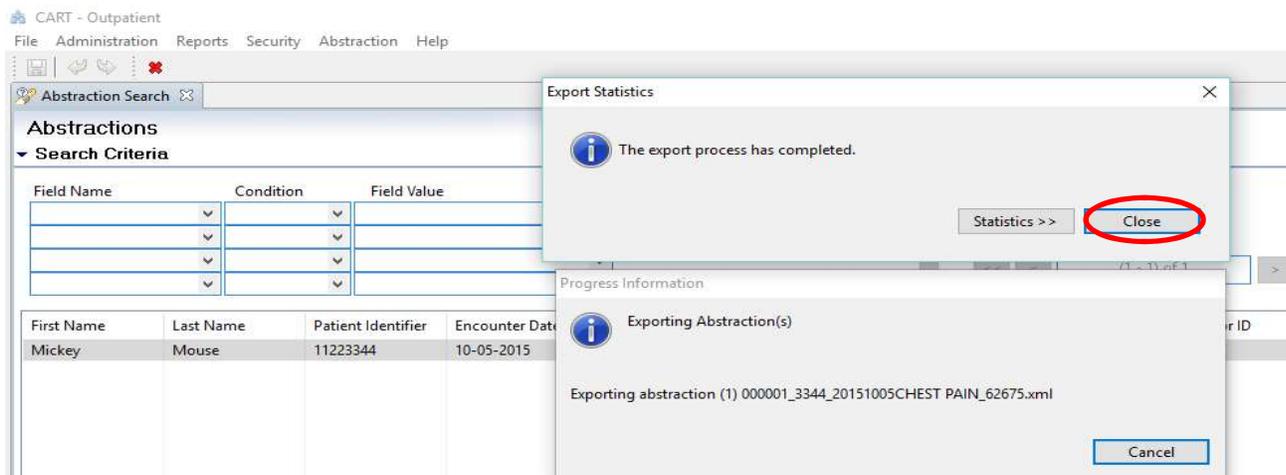
6. A window should appear, prompting you to complete the submission process, click "OK"
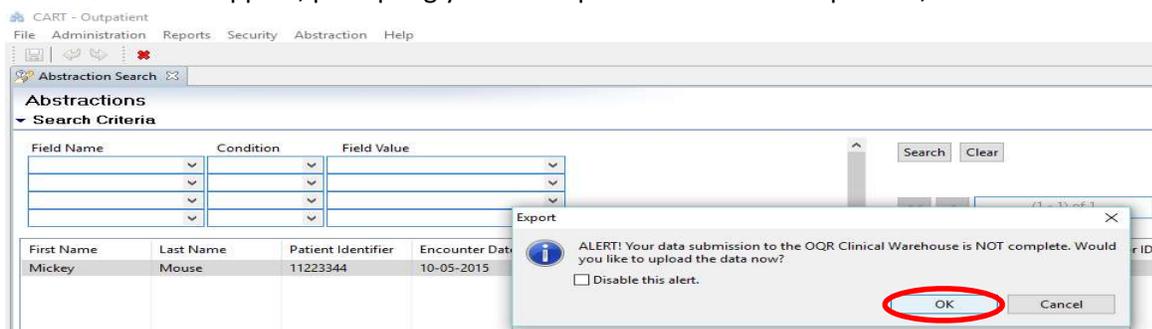
7. By clicking, "OK" an internet window should pop-up taking you to the log-in screen for the secure pages of the QualityNet website (www.qualitynet.org), select the "**Outpatient** Hospital Quality Reporting Program" link and then click "Let's Go"

8. The log-in screen will then appear, enter your User ID, password, and security code – then click "Submit"
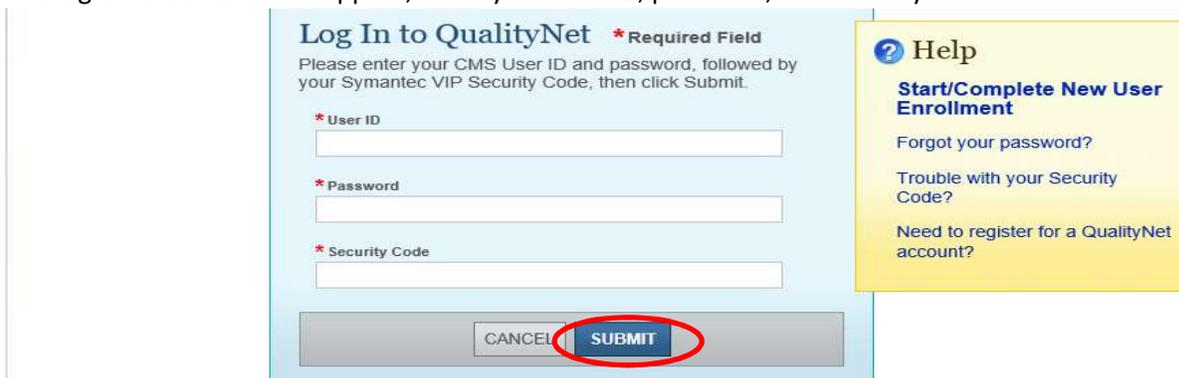
9. After clicking the "Submit" button a US Government Information Systems Warning message will display, simply click "I Accept" to continue.
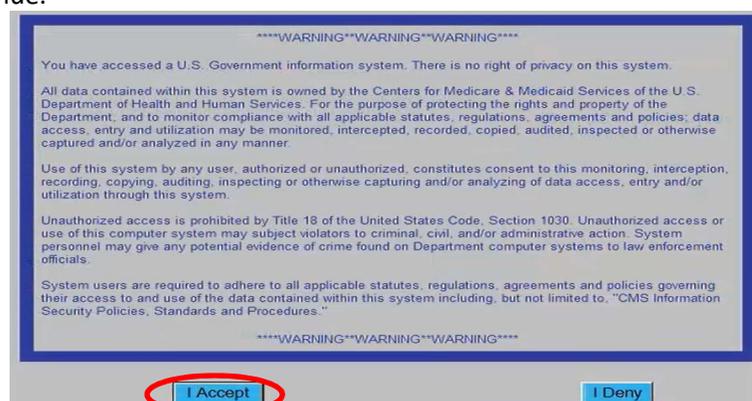
10. Upon Log-in, you will see the "Welcome/Home" screen. Click on "Secure File Transfer"
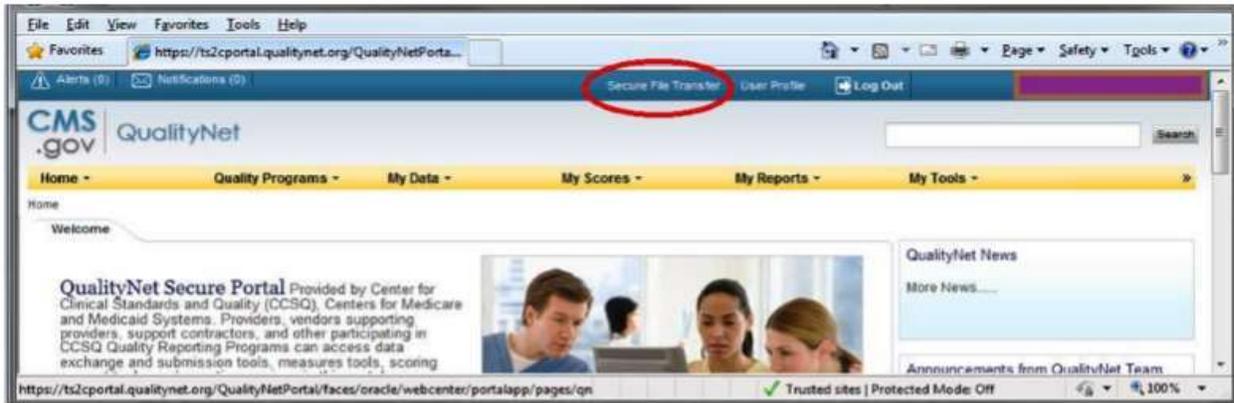
11. Click on the "Data Upload" folder to expand your file options

12. Click on "**proddata**" folder, then click on "**oqrclinical**"
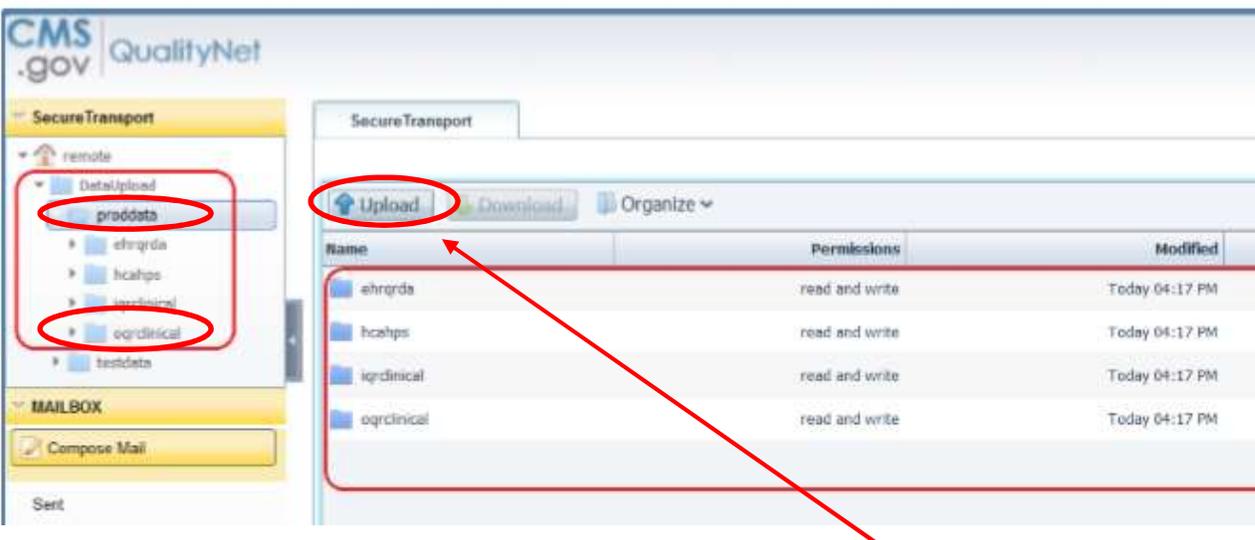
13. Once you have **"oqrclinical"** highlight/selected, click the "**upload**" button, a new window will appear. You will need to browse to the location on your computer that the CART .xml files were exported to: **C:\QMS30\workspace\Outpatient\export** select the .xml files you find, highlight them, then click "Open"
    Please note – there will be many .xml files (one .xml file for each abstraction), so you may have a lot of files to select. However, if you chose .zip then there should only be one .zip file that contains all your abstractions.

14. 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.

15. Browse to the "Sent" folder to ensure the file was sent, then you may exit out of the QualityNet website
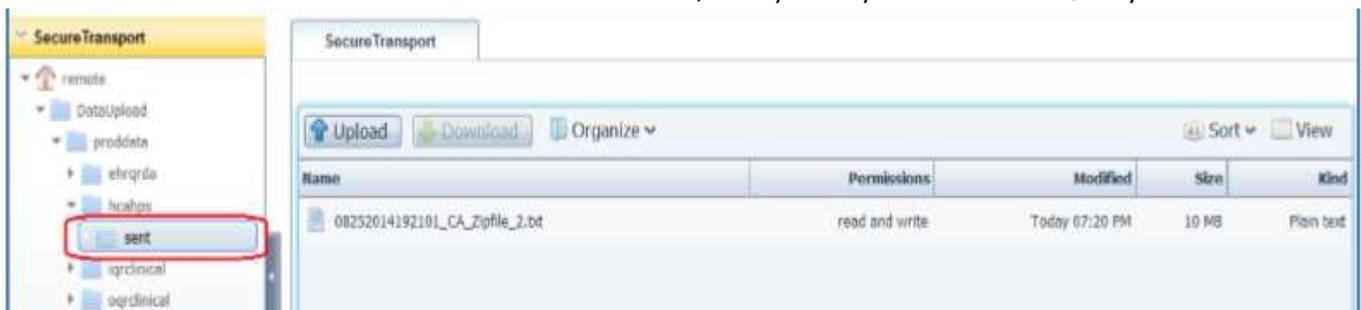
16. In addition to being placed in the "Sent" folder, once the file has been sent via Data Upload, an email notification will be sent to the user Within a few hours or by the next day, you should receive an email notification. *An example is provided below.*
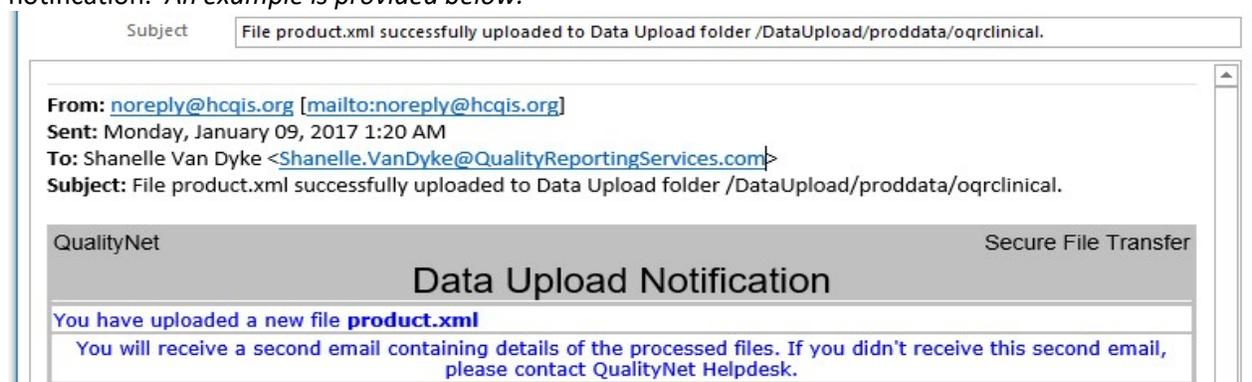
17. As the file is being processed, an additional email message will be sent to the user informing them of acceptance and/or rejection of uploaded files. *An example, is provided below.*

Subject	OQR Clinical Warehouse files have been processed

-----Original Message-----
From: qnetsupport@sdps.org [mailto:qnetsupport@sdps.org]
Sent: Monday, January 09, 2017 2:00 PM
To: Shanelle Van Dyke <Shanelle.VanDyke@QualityReportingServices.com>
Subject: OQR Clinical Warehouse files have been processed

The files you uploaded to the OQR Clinical Warehouse have been processed.

The number of cases that have been accepted and/or rejected for the batch ID submitted is identified below:

Batch#	Upload Date and time	# of Cases	#Accepted	#Rejected
252621	01/09/2017 15:41	1	1	0

To view details of the uploaded cases, including the specific reasons for case rejection, as well as measure results, please sign in to QualityNet at http://www.qualitynet.org and navigate to your applicable program's report module to access the Submission Reports category to run the individual reports.

If the email you receive from QNet Support, shows cases have been "rejected" vs. "accepted" then that means something went wrong during the upload process. The issue is either on your end (i.e. your cases were not all "complete" upon upload or you uploaded data after the data submission deadline) or something went wrong on the Qnet side of things. If this happens, you can either contact the help desk or myself to get assistance with running reports to find out "why" they were rejected.

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If you have any questions regarding the contents of these instructions, please contact:

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QUALITY
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