## 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"

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	िंद्र- Import CSV	
	€=_ Import XML	
	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".

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Mickey	Mouse	11223	344	10-05-2015	06:00	OQR-CP		Quality Reportin	svandyke	05-02-2016	

- 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.

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First Name		11223	344	10-05-2015	06:00	OQR-CP	COMPLETE Quality Reportin	n svandyke	05-02-2016	

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"

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				Location:* C:\QMS30\workspace\Outpatient\export	Browse

## 5. Once the Export process has completed, click "Close"

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Abstractior Search Crite	ns eria			The export process has completed.	
Field Name	Cor	ndition Field Val	Je		
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6. A window should appear, prompting you to complete the submission process, click "OK"

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First Name	Last Nan	ne Patien	t Identifier	Encounter Dat		ALERT! Your data submission to the OQR Clinical Warehouse is NOT complete. Would r ID
Mickey	Mouse	112233	344	10-05-2015		you like to upload the data now?
						Uisable this alert.

 By clicking, "OK" an internet window should pop-up taking you to the log-in screen for the secure pages of the QualityNet website (<u>www.qualitynet.org</u>), 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"

Please enter your CMS User ID and password, followed by your Symantec VIP Security Code, then click Submit.	Start/Complete New User Enrollment
* Password	Trouble with your Security Code?
* Security Code	Need to register for a QualityNet account?

9. After clicking the "Submit" button a US Government Information Systems Warning message will display, simply click "I Accept" to continue.

fou have ad	cessed a U.S. Government information system. There is no right of privacy on this system.
dl data con	tained within this system is owned by the Centers for Medicare & Medicaid Services of the U.S.
Department	of Health and Human Services. For the purpose of protecting the rights and property of the
Department	and to monitor compliance with all applicable statutes, regulations, agreements and policies, data
Iccess, ent	ty and utilization may be monitored, intercepted, recorded, copied, audited, inspected or otherwise
captured an	dor analyzed in any manner.
Jse of this :	system by any user, authorized or unauthorized, constitutes consent to this monitoring, interception,
ecording, c	opying, auditing, inspecting or otherwise capturing and/or analyzing of data access, entry and/or
itilization th	rough this system.
Jnauthorize ise of this o ersonnel m officials.	d access is prohibited by Title 18 of the United States Code, Section 1030. Unauthorized access or omputer system may subject violators to criminal, civil, and/or administrative action. System ay give any potential evidence of crime found on Department computer systems to law enforcement
System use	is are required to adhere to all applicable statutes, regulations, agreements and policies governing
heir access	to and use of the data contained within this system including, but not limited to, "CMS Information
Security Po	lices, Standards and Procedures."
	****WARNING**WARNING**WARNING****

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

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12. Click on "proddata" folder, then click on "oqrclinical"

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proddata     im etmprda	Name	Permissions	Modified
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AILBOX	parcinical	read and write	Today 04:17 PM

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.

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		Documents			
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		Computer - *			
		File name: CA_Zipfile_2.txt	- All Files (".")	1	
			Open 🖛 Ca	incel:	

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.

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15. Browse to the "Sent" folder to ensure the file was sent, then you may exit out of the QualityNet website

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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.* 

Subject	File product.xml successfully uploaded to Data Upload folder /DataUpload/proddata/oqrclinical.	_
From: noreply@ł	cais.org [mailto:noreply@hcais.org]	
Sent: Monday, Ja	nuary 09, 2017 1:20 AM	
To: Shanelle Van	Dyke <shanelle.vandyke@qualityreportingservices.com></shanelle.vandyke@qualityreportingservices.com>	
Subject: File proc	uct.xml successfully uploaded to Data Upload folder /DataUpload/proddata/oqrclinical.	
QualityNet	Secure File Transfer	
	Data Upload Notification	
You have upload	ed a new file product.xml	
You will receiv	e a second email containing details of the processed files. If you didn't receive this second email, please contact QualityNet Helpdesk.	

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 Wareh	ouse files have beer	n processed			
Original Mes	sage					
From: qnetsupp	ort@sdps.org [mailto	:qnetsupport@so	dps.org]			
Sent: Monday, J	anuary 09, 2017 2:00	PM				
To: Shanelle Var	Dyke < <u>Shanelle.Van</u>	Dyke@QualityRe	portingServices.co	om>		
Subject: OQR Cli	nical Warehouse files	have been proce	essed			
The files you up The number of c	oaded to the OQR Cli ases that have been	nical Warehouse accepted and/or	have been proce rejected for the b	ssed. atch ID submitted is	identified below:	
Batch# Uplo	ad Date and time	# of Cases	#Accepted	#Rejected		
252621 01/	/09/2017 15:41	1	1	0		
To view details of please sign in to access the Subm	of the uploaded cases QualityNet at http:// iission Reports catego	, including the sp www.qualitynet. ory to run the ind	ecific reasons for org and navigate ividual reports.	case rejection, as we to your applicable p	ell as measure results, rogram's report module to	

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.

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

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