



# HOP QDRP Quick Start Guide: Getting Ready to Report

## Security Administrator Assignments

Ensure there are at least two Security Administrators (SAs) for your organization. Verify at least one of the SAs has HOP QDRP roles assigned.

**New SAs** can be registered by following the directions on [www.qualitynet.org](http://www.qualitynet.org). **New roles** can be assigned to existing SAs by the alternate SA at a secure site, My QualityNet, found at [www.qualitynet.org](http://www.qualitynet.org). Follow the directions found in the Manage Security section on My QualityNet task page to edit roles of the other SA.

## Specifications Manual

- 1 Go to [www.qualitynet.org](http://www.qualitynet.org).
  - 2 Place cursor over **Hospitals-Outpatient** menu.
  - 3 Click the **Specifications Manual** link to download the manual.
- Note:** The version number of the *Specifications Manual* is specific to the effective encounter date range.
- 4 Click the link for the **desired version** of the **Specifications Manual** you intend to download.

**Note:** You can view and/or download an individual section of the *Specifications Manual* OR download the entire manual.

- 5 Click the **individual section** to expand the section and view/download the section-specific information.
- 6 Click on **Download Entire Manual** to download and save the entire *Specifications Manual* in either PDF or EXE (ZIP) format.

## Data Abstraction & Transmission

### CART Tool

If a vendor is not transmitting your data, you will need to download CART from [www.qualitynet.org](http://www.qualitynet.org).

- 1 Go to [www.qualitynet.org](http://www.qualitynet.org).
- 2 Place cursor over **Hospitals-Outpatient** menu.
- 3 Click **Data Collection (& CART)** in the drop-down menu.
- 4 Click **CART Downloads & Info**.
- 5 Print and follow the installation instructions from one of the available options.
- 6 **Follow instructions** to download QMS.



You **MUST** download the Installation directions and the User's Guide for CART to obtain the web address for uploading the application and the initial user name and password.

**Note:** Paper abstraction tools are also available at this site. These tools, arranged in alpha order by data element, can be customized to meet the abstractor's needs and to match CART or your vendor's program.

## Measure Population Identification

All measure populations are based on outpatient status, patients aged 18 years or older.

### Emergency Department patients must have:

- **Evaluation & Management (E/M) code** from Table 1.0.
- Acute Myocardial Infarction and/or Chest Pain **ICD-9-CM code** from Table 1.1 or 1.1a.

- **Discharge/transfer code** of 02 (short term general hospital), 43 (Federal facility), or 66 (Critical Access Hospital).

### Surgery patients must have:

A **CPT code** from Appendix A, Table 6.0.

**Note:** The CPT codes found in Appendix A, Tables 6.0, are stratified into Tables 6.1 – 6.7 for ease in verifying correct antibiotic use.

**Note:** Discharge/transfer status codes DO NOT apply to the surgery measures.

## Vendor Authorization

The vendor must be authorized electronically to submit outpatient data on a hospital's behalf.

**Note:** The vendor authorization for outpatient is separate and distinct from the inpatient vendor authorization.

- 1 Go to [www.qualitynet.org](http://www.qualitynet.org).
- 2 Enter your **ID and Password**.
- 3 Click the Hospital: Outpatient Clinical in the **Authorize Vendors to Submit Data** task box.



There is no deadline for completing the vendor authorization form, **BUT** your vendor cannot transmit data until you complete the Vendor Authorization process.

**Note:** Refer to the HOP QDRP Quick Start Guides: Vendor Authorization for detailed instructions.