



# HOP QDRP Quick Start Guide: QNet Reports

## QualityNet Reports

Options displayed in the Reports section on My QualityNet task page are dependent on the roles assigned to the user who signed in.

Reports are generated in PDF or CSV format; all reports can be downloaded and saved. CSV files may be saved as Excel worksheets.

The complete *QualityNet Reports User's Guide* is available by clicking **Help** on the My QualityNet page.

### Required Role: HOP QDRP Feedback Reports

#### Run Reports

A report requested for a time frame for which there are no data available will display only title and column headings

- 1 Go to [www.qualitynet.org](http://www.qualitynet.org).
- 2 Select **My QualityNet**.
- 3 Click **Run** from the Reports task box on the My QualityNet page.
- 4 Select a **Report Category** from the drop-down list.
- 5 Click **Go**.

**Note:** Available Report Categories will depend on the roles assigned to the user who signed in.

**Note:** If the desired report is not listed in the drop-down list, contact the facility's QualityNet Security Administrator (SA).

**Note:** If there is a question about a user's assigned roles, a Registration Report can be run. (See the HOP QDRP Quick Start Guide: Manage Security.)

- 6 Available reports and report descriptions will display. Click the desired link from the **Report Name** list.

- 7 Enter the desired **Parameters**.
- 8 Click **Request Report**.  
**Note:** Each report has unique parameters. Refer to the individual chapters in the *QualityNet Report User's Guide* for details.  
**Note:** Optional fields default to ALL if no parameters are entered.
- 9 A Report Submitted page displays
  - Click **Run Reports** to return to the reports selection page, **OR**
  - Click **View Reports** to access the Report Viewer, **OR**
  - Click **Report Parameters** to return to the Report Parameter Page.

#### View Reports

- 1 Click **View from the Reports** task box on the My QualityNet task page.
- 2 The Report Viewer defaults to the New Reports list and displays reports requested in the last seven days.  
**Note:** Data displayed include Date and Time of Request, Report Name, Size, and Status. Once the Report Status is Complete, it is available for viewing, downloading, or deletion.
- 3 Click one of the **Action** buttons beside the requested report.
  - The **Magnifying Glass** = View Report.
  - The **Down Arrow into a file** = Download Report. You will be prompted to select a directory in which to save the file.
  - The **Trash Can** = Delete Report.
  - Once deleted, a report is permanently deleted and will need to be requested again if needed.
- 4 New reports or previously downloaded reports can be searched by date or report name.

### Required Role: HOP QDRP Report Auth Approval

#### Report Viewing Access - Healthcare Systems & Vendors

Healthcare Systems and Vendors may request authorization to view their affiliated providers' reports. Providers must approve authorization before the Healthcare System or Vendor can access the reports.

Once approval to view a hospital's reports is granted, the SA at the Healthcare System or Vendor will need to assign the necessary roles to the appropriate users within the organization.

Hospital user(s) with the OPPS Report Auth Approval role will receive an e-mail notification that a Report Authorization Request is awaiting approval.

- 1 Click **Approve Access Requests** from the Reports task box on the My QualityNet page.
- 2 The Approve Access Request page will open.
- 3 Click a check box under the report categories for which approval is being granted.  
**Note:** If Deny Access is checked for the initiative, none of the check boxes within that initiative [for a particular report category] can be selected.
- 4 Click **Continue**.
- 5 Review information on the **Approve Access Request** page for accuracy.
- 6 Enter your **Password** and click **Submit**.
  - An Approve Access Request confirmation page displays for provider.
  - An e-mail notice that the Request has been processed displays for Healthcare System/Vendor.