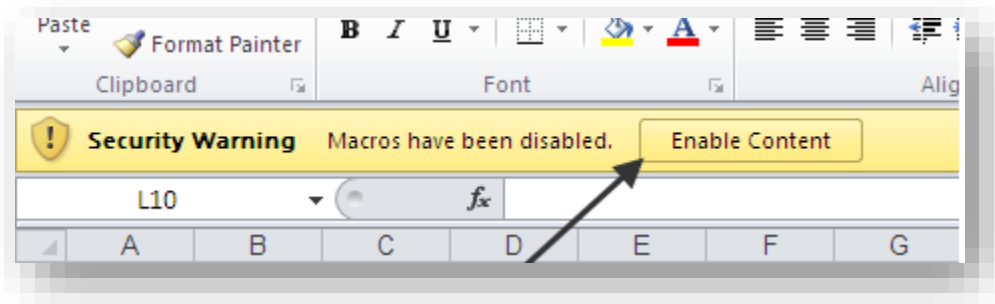# Ambulatory Surgical Center Quality Reporting (ASCQR) Program

Instructions for the ASCQR Web-Based Measure External File Submission

These instructions are designed to explain and demonstrate the use of the ASC Multiple Facility Web-Based Measure Interactive Tool. By following this guide, users will be able to build their own CSV file for submission.

Security Note:
To use the interactive features of the Excel document, you must enable the macro content. This will appear as a security warning when you open the document. The MD5 Checksum for the document can be verified with help from your IT department. The current MD5 Checksum can be found on the QualityReportingCenter.com page where this document is located.

Contents

Exploring the file structure

By clicking once on a header cell, you will bring up key information about the field. This information includes:

- If the field is required
- The possible valid values required for the field
- An example of a valid value

ASC_PROVIDER_NPI	ASC_PYR	ASC_9_POP_SIZE	ASC_9_SAMP_SIZE	ASC_9_SAMP_FREQ	ASC_9_NUMERATOR	ASC_9_DENOMINATOR	ASC_10_POP_SIZE
1234578902	2019	13	13	3	10	13	600
1234567891	2019	13	13	4	20	50	600

Required: **Description:**   **Example:**

N   300

What was your hospital's Total
Population?
Valid Value:
Zero or Positive Whole Number
(0,1,2,3,...,999999999)

Using the Interactive Worksheet

Add Facility		Add Multiple Facilities	Set PY	Remove Facility	
ASC_PROVIDER_NPI	ASC_PYR	ASC_9_POP_SIZE	ASC_9_SAMP_SIZE	ASC_9_SAMP_FREQ	ASC_9_NUMERATOR
5496875612	2019	200	150	2	10
5675687984	2019	100	100	3	13

Begin by entering data and National Provider Identifiers (NPIs) for as many facilities as necessary. Next, enter the appropriate values for each NPI and fill in the desired fields starting with ASC_9_POP_SIZE. It is **not** mandatory to enter data for ASC_PYR at this time; rather, you may click the "Set PY" button at the top.

Setting the Payment Year (PY)
To set the payment year for all the facilities at the same time, select "Set PY."
Fill in the required field for the Encounter Year in the prompt box.

The default value will be PY 2019 (The encounter occurs in 2017, will be reported in 2018, and used for payment determination in 2019).

Adding Facilities
To input information for more than two ASCs, click "Add Facility" at the top of the table. This will automatically add a row to the bottom of the table.

To add multiple facilities at once, click "Add Multiple Facilities" and enter the number of additional facilities you would like to include.

Do not insert a row on your own; this will cause an error function within the worksheet.

Removing Facilities
To remove a facility, click "Remove Facility" at the top of the table. Then follow the on-screen prompt to specify the worksheet row number you would like to remove.

You may choose to delete the row yourself by right-clicking the desired row number; however, the default option will remove the last row in the worksheet.

Using Quick Check

ASC_9_SA MP_FREQ	ASC_9_NUM ERATOR	ASC_9_DE NOMINAT OR	ASC_10_POP_SIZ E	ASC_10_SA MP_SIZE	ASC_10_SA MP_FREQ	ASC_10_NU MERATOR	ASC_10_DE NOMINATO R	ASC_11_PO P_SIZE	ASC_11_ MP_SIZE
3		13	600	250	1	10	200	1000	1000
4	20	50	600	250	1	10	200	1000	1000

Description: **Example:**

Interactive Tools:

| | Quick Check | | Create CSV File |

NPI Length:

Required Fields:

Header to learn more

Num/Denom Size:

Pop/Samp Size:

Payment Year:

The Quick Check feature allows you to review the worksheet you have created. This feature will highlight five primary areas of concern that cause errors in QualityNet's External File Online Tool.

Quick Check will verify that:

- All NPIs are exactly 10 digits in length
- All Required Fields have valid values
- All Numerators and Denominators have logical values
- All Population and Sample Size values are logical based on the Sampling Frequency indicated
- All Payment Year values have been entered

If there is an error, Quick Check will:
- Highlight any incorrect or missing values in red
- Produce a descriptive error code for the highlighted error

ASC_9_SAMP_FREQ	ASC_9_NUMERATOR	ASC_9_DENOMINATOR	ASC_10_POP_SIZE	ASC_10_SAMP_SIZE	ASC_10_SAMP_FREQ	ASC_10_NUMERATOR	ASC_10_DENOMINATOR	ASC_11_POP_SIZE	ASC_11_SAMP_SIZE	ASC_11_SAMP_FREQ	ASC_11_MERATC
3		13	600	250	1	10	200	1000	1000	1	10
4	20	50	600	250	1	10	200	1000	1000	1	10

Description: **Example:** **Interactive Tools:**

Re-Test   Create CSV File

Header to learn more

NPI Length:
Pass

Required Fields:
Failed

Num/Denom Size:
Pass

Pop/Samp Size:
Pass

Payment Year:
Pass

Error List: (Tested @ 2/20/2018 17:12:01)
1: A required field at Facility 1 is currently empty: ASC_9_NUMERATOR

If you see five Green Boxes with text stating "Pass," you are good to go!
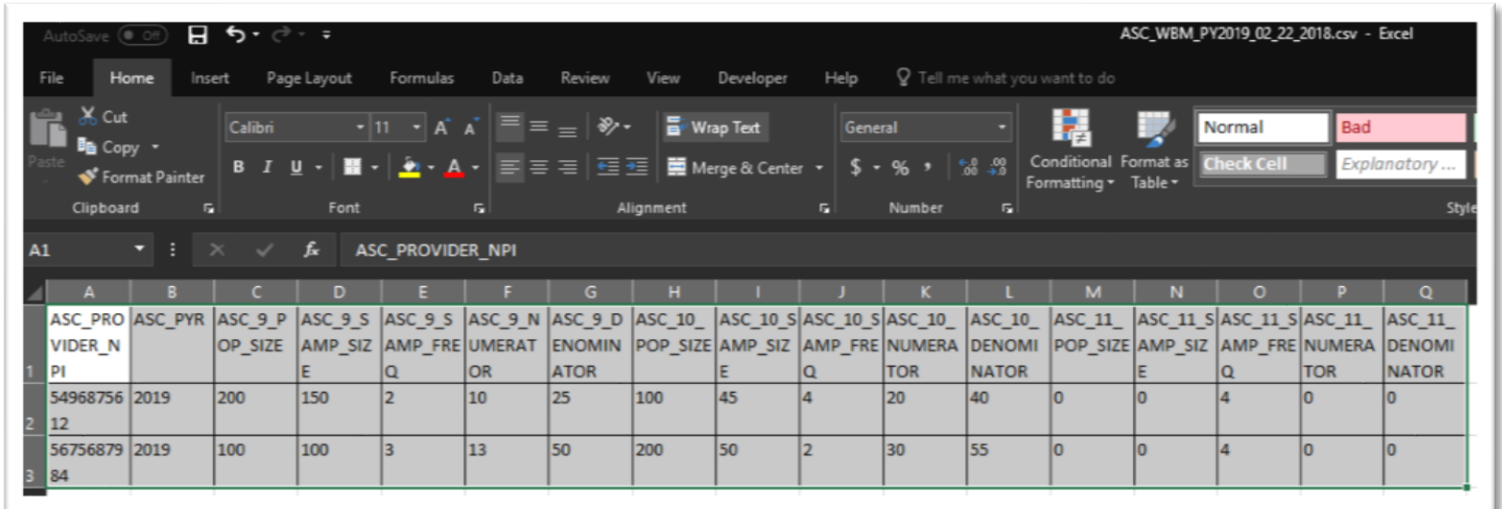
If you receive one or more red boxes, fix the issue that is indicated, and then click "Re-Test." You will then clear the formatting and error codes to locate additional errors that require attention.

If you encounter an error code and need assistance troubleshooting, send an email to oqrsupport@hsag.com with the subject line "ASC WBM Submission Tool."

Creating a CSV File

Once you have used "Quick Check", you can click "Create CSV File". This copies the entire table and pastes it into a new spreadsheet saved as a CSV file for you.

Do not change the file name. This file name is generated automatically and ensures that you do not fail the External File Online Tool validation check for file naming convention.

The file is saved in the same directory location where your worksheet has been saved, i.e., desktop, documents, downloads.