

## Hospital Outpatient Quality Reporting (OQR) Checklist May 2019

Due Date	Task	Completed
5/01/2019	<p><b><u>Checking Submission of Quarter 4 (Q4) (October 1-December 31) 2018 Outpatient Data</u></b></p> <ol style="list-style-type: none"> <li>1. Log into the Secure Portal.</li> <li>2. Select <i>Run Reports</i> under the <i>My Reports</i> drop-down menu.</li> <li>3. Select <i>OQR</i> from the <i>Report Program</i> drop-down menu, then select <i>Hospital Reporting – Annual Payment Update Reports</i>.</li> <li>4. Select <i>Hospital Reporting – Provider Participation Report</i>.</li> <li>5. Select Payment Year <b>2020</b>; click <i>Run Report</i>.</li> <li>6. Check the report on the <i>Search Report(s)</i> page for the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Active QualityNet Security Administrator</i></li> <li><input type="checkbox"/> <i>Total Cases Accepted by Submission Deadline</i> column has a number <math>\geq</math> the number you have in your <i>Medicare Claims</i> column.*</li> </ul> <p>*If you are sampling (e.g., the ED-Throughput measure), it is okay to have fewer cases in your <i>Total Cases Accepted by Submission Deadline</i> column, but make sure that the number meets the Sampling Criteria threshold.</p> </li> </ol>	<input type="checkbox"/>
5/15/2019	<p><b><u>Checking Submission of Calendar Year (CY) 2018 Outpatient Web-based Measure Data</u></b></p> <ol style="list-style-type: none"> <li>1. Log into the Secure Portal</li> <li>2. Select Hospital Quality Reporting: <b><i>IQR, OQR, ASCQR, IPFQR, PCHQR</i></b> from the Quality Programs drop-down menu</li> <li>3. Look for <b><i>Manage Measures</i></b>, then select <b><i>View/Edit Structural/Web-Based Measures/Data Acknowledgment (DACA)</i></b></li> <li>4. Click on <b><i>Outpatient Structural Measures</i></b></li> <li>5. Select <b>Payment Year 2020</b> from the drop-down menu, then click Continue</li> <li>6. View the web-based measures and answer each of the seven questions by clicking on the name of the measure</li> </ol> <p>Ensure all seven entry questions have been answered and that they are marked <b>Completed</b> below each measure</p> <p style="margin-left: 40px;">OP-12 <input type="checkbox"/> OP-17 <input type="checkbox"/> OP-22 <input type="checkbox"/></p> <p style="margin-left: 40px;">OP-29 <input type="checkbox"/> OP-30 <input type="checkbox"/> OP-31* <input type="checkbox"/> OP-33 <input type="checkbox"/></p> <p>*Data submission for OP-31 is voluntary</p>	<input type="checkbox"/>

If you have any questions regarding your data submission, contact the Hospital OQR Support Contractor at 866.800.8756 or at [qgrsupport@hsag.com](mailto:qgrsupport@hsag.com). If you have questions about the status of your Security Administrator account, please contact the QualityNet Help Desk at 866.288.8912 or at [qnetssupport@hcqis.org](mailto:qnetssupport@hcqis.org).