

## Q3 2021 Hospital Outpatient Quality Reporting Checklist

Due Date	Task	Completed
02/01/2022	<p><b><u>Checking Submission of O3 (July 1-Sept 30) 2021 Outpatient Data</u></b></p> <ol style="list-style-type: none"> <li>1. Log into the Hospital Quality Reporting (HQR) Secure Portal.</li> <li>2. Select <i>Program Reporting</i> under the <i>Dashboard</i> drop-down menu.</li> <li>3. Select <i>Reporting Requirements</i> from the <i>Program Reporting</i> drop-down menu.</li> <li>4. Select <i>OQR</i> from the Program drop-down options.</li> <li>5. Select <i>Q3 2021</i> from the Encounter Quarter Options and click 'Export CSV' dial.</li> <li>6. Check the report for the following:               <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Active QualityNet Security Official</i></li> <li><input type="checkbox"/> <i>Total Cases</i> column has a number <math>\geq</math> the number you have in your <i>Total 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</i> column, but make sure that the number meets the Sampling Criteria threshold.</p> </li> </ol>	<input type="checkbox"/>

If you have any questions regarding your data submission, contact the Hospital OQR Support Contractor at 866.800.8756 or via the Question and Answer tool at [https://cmsqualitysupport.servicenowservices.com/qnet\\_qa](https://cmsqualitysupport.servicenowservices.com/qnet_qa).

If you have questions about the status of your Security Administrator account, please contact the QualityNet Help Desk at 866.288.8912 or at [qnetsupport@hcqis.org](mailto:qnetsupport@hcqis.org).