Q3 2022 Hospital Outpatient Quality Reporting Checklist		
Due Date	**Task**	**Completed**

02/01/2023	**Checking Submission of Q3 (July1-Sept 30) 2022 Outpatient Data**
	
	 1. Log into the Hospital Quality Reporting (HQR) Secure Portal.
	
	 2. Select *Program Reporting* under the *Dashboard* drop-down menu.
	
	 3. Select *Reporting Requirements* from the *Program Reporting* drop-down menu.
	
	 4. *Select OQR* from the Program drop-down options.
	
	 5. Select *Q3 2022* from the Encounter Quarter Options and click 'Export CSV' dial.
	
	 6. Check the report for the following:
	
	    ☐ *Active QualityNet Security Official*
	
	    ☐ *Total Cases* column has a number ≥ the number you have in your *Total Claims* column.*
	
	    *If you are sampling (e.g., the ED-Throughput measure), it is okay to have fewer cases in your *Total Cases* column, but make sure that the number meets the Sampling Criteria threshold.
		☐

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.

If you have questions about the status of your Security Administrator Official please contact the CCSQ Service Center at 866.288.8912 or at qnetsupport@cms.hhs.gov.