

Population and Sampling XML Template Instructions for OPPS-Eligible Hospitals

To enter Population and Sampling data via the XML template:

1. Download the Population and Sampling Template package from here:
https://cms-ocsq.custhelp.com/app/answers/detail/a_id/165109
2. Save the ZIP file to your computer, somewhere you can access it easily.
3. Extract the ZIP File contents.
4. Open “OPPS_Pop_and_Samp_Template.xml” by right-clicking on the file and selecting **Edit**. The template may be opened in Notepad, or another text editor of your choice by using “Open-with >” after right-clicking on the file.
5. Find the section at the top beginning with “<provider>” (should be line 10). Enter the valid six-digit CMS Certification Number (CCN) between the opening tag “<provider-id>” and closing tag “</provider-id>”.
 - Example: <provider-id>**123456**</provider-id>
6. Enter the valid 10-digit National Provider Identifier (NPI) as assigned by CMS between the values “<npi>” and “</npi>”.
 - Example: <npi>**1234567891**</npi>
7. Determine the start and end date time period for the Population and Sampling information. There are three sections in the template for each of the following time periods:
 - a. October 2016 (start-date=”10-01-2016” end-date=”10-31-2016”)
 - b. November 2016 (start-date=”11-01-2016” end-date=”11-30-2016”)
 - c. December 2016 (start-date=”12-01-2016” end-date=”12-31-2016”)
8. In the correct time period section, determine the correct measure for the Population and Sampling information. There are five sections under each time period in the template for each measure:
 - a. AMI (<encounter measure-set=”AMI”>)
 - b. CHEST PAIN (<encounter measure-set=”CHEST PAIN”>)
 - c. ED-THROUGHPUT (<encounter measure-set=”ED-THROUGHPUT”>)
 - d. PAIN MANAGEMENT (<encounter measure-set=”PAIN MANAGEMENT”>)
 - e. STROKE (<encounter measure-set=”STROKE”>)
9. After identifying the correct time period and measure section, move down to the population-size section to enter Medicare and non-Medicare claims. The values should be entered between “<medicare>” and “</medicare>” and also between “<non-medicare>” and “</non-medicare>”.
 - Example: <medicare>**100**</medicare> and <non-medicare>**100**</non-medicare>

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10. Move down to enter the sampling frequency between the values “<sampling-frequency>” and “</sampling-frequency>”.
 - Example: <sampling-frequency>1</sampling-frequency> (if the hospital is sampling)
 - Example: <sampling-frequency>2</sampling-frequency> (if the hospital is not sampling)
11. In the sample-size section, enter the sampling size information for Medicare and non-Medicare claims, following the same procedure as in Step 6 when entering the values for the population-size.
12. After entering all values for all measures for one time period, move to the next time period section and enter all values for the correct measures by repeating the process described in Step 5 through Step 9.
13. If there are no data for any measures within a time period, make sure that all Population and Sampling size values for all measures for Medicare and non-Medicare claims are equal to the value zero (0).
14. Having completed all measures for all time periods, click **File → Save As**.
15. In the “Save As Type” field, choose **All Files (*.*)** to retain the .xml extension.
16. Replace “Template” in the name of the file with the CCN, and **Save** the file with a .xml file extension.
Example: **OPPS_Pop_and_Samp_Template.xml →
OPPS_Pop_and_Samp_123456.xml**

After completing the template file, and you are ready to submit, go to [QualityNet](#), and login to Secure Portal with your QualityNet credentials.

1. Once logged in, go to **Secure File Transfer**.
2. Open the **DataUpload** Folder.
3. Open the **proddata** Folder.
4. Open the **oqrcinical** Folder.
5. Click **Upload** and navigate to where you saved your XML file on your computer.
6. Once your upload is complete and your file is processed you will receive a notification indicating:

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The number of cases that have been accepted and/or rejected for the batch ID submitted is identified below:

Batch# <Batch #>
Upload Date and time <MM/DD/YYYY HH:MM >
of Cases <Number of cases>
#Accepted <Number of accepted cases>
#Rejected <Number of rejected cases>

To view details of the uploaded cases, including the specific reasons for case rejection, as well as measure results, please sign in to QualityNet at <https://www.qualitynet.org/> and navigate to your applicable program's report module to access the Submission Reports category to run the individual reports.

If you have any questions, please contact the QualityNet Help Desk by phone at (866) 288-8912 or via e-mail at qnetsupport@hcqis.org.

For any questions regarding required data values or the XML template layout, please refer to the following manuals:

- QualityNet.org -> Hospitals – Outpatient -> Specifications Manual -> Version 10.0a -> Section 4 – Population and Sampling Specifications -> Population, Sampling, and Transmission
- QualityNet.org -> Hospitals – Outpatient -> Specifications Manual -> Version 10.0a -> Section 5 – Hospital Outpatient Quality Measure Data Transmission -> Hospital Outpatient Population Data XML File Layout