



## Confirming That Your Data Has Been Accepted by the QualityNet Warehouse

After all the work you put into getting your inpatient and outpatient data to CMS, you want to make sure it is accepted by the QualityNet warehouse.

### Check if your cases were accepted

After submitting your data, you will get an email from QualityNet confirming that your data was received. This isn't saying that all your data was accepted, just that it was received. To make sure your abstraction is counted and your hospital gets recognized for the care it delivers, you should run the "Case Status Summary Report" out of QualityNet. This report will tell you the number of cases submitted to the warehouse and how many were accepted and/or rejected. Here are the steps to run that report.

#### Log into QualityNet:

1. Open the public website for QualityNet, [www.qualitynet.org](http://www.qualitynet.org)
2. Select "Login" under the "Log in to QualityNet Secure Portal" header
3. Select the QualityNet program you want to review at the Choose Your QualityNet Destination Screen. Choose either "Outpatient Hospital Quality Reporting Program" or "Inpatient Hospital Quality Reporting Program"
4. Enter your QualityNet User ID, Password, and Security Code and select "Submit"
5. Read the Terms and Conditions statement and select "I Accept" to proceed

#### To Run the Case Status Summary Report:

1. Look for "My Reports" and from the drop-down menu select "Run Reports"
2. Select "Run Reports" from the "I'd Like To..." list

3. Select "OQR" or "IQR" from the "Report Program" drop-down menu
4. Select "Hospital Reporting – Feedback Reports" from the list in the "Report Category" drop-down menu
5. Select "View Reports" to display a list of report names
6. Select "Hospital Reporting – Case Status Summary Report" under "Report Name"
7. Select the quarter and measure sets for the data you have just submitted
8. Select "Run Reports" at the bottom of the screen

#### To View the Case Status Summary Report:

Select the "Search Reports" tab. The report requested will display, as well as the report status with icons indicating that the report is processing. A green check mark will display in the "Status" column when the report is complete. Be patient, it can take a while—several minutes to several hours, depending on how busy the QualityNet server is. Once complete, the report can be viewed or downloaded.

### Check why cases were rejected

If your Case Status Summary Report shows that cases have been rejected, you will want to run the Submission Detail Report. This report can show you why your cases have been rejected and you can determine whether any of your cases are missing data. Follow the steps above to get the reports and select "Hospital Reporting – Submission Detail Report" under Report Name.

Don't wait until the last minute to submit your data. If you find you do have rejected cases, you will want to have time to correct the errors and resubmit before the data submission deadline.

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