

Exporting CART Data and Uploading it to QualityNet

Once you have completed abstracting your cases into CART you will need to export the data and upload it into QualityNet. To do this, follow these instructions:

- 1) Sign in to CART.
- 2) Click on the Abstraction menu and Search from the dropdown list:
 - a. use the Search Criteria to locate the abstractions to export then click on the Search button, or
 - b. if no Search Criteria is specified, click on the Search button to bring up all abstractions that have been entered into the system
- 3) Highlight the cases you want to export. To highlight all cases: click on the first case, then right click and Select All, or hold down CTRL and hit the “A” letter key.
- 4) Click the EXPORT button at the bottom of the Abstraction Search screen.
- 5) An Abstraction Export screen will appear (make note of the Location – you will need it in step 13), then click FINISH. You can also create a new folder to save your data.
- 6) An Export Statistics screen will appear that tells you the export process has completed – click on CLOSE.
- 7) A popup window will appear asking if you want to continue with the submission process. Or you can log out of CART and complete the submission another time.
- 8) Sign in to [My QualityNet](#).
- 9) In the Submit Data box, click on the “Hospital: Inpatient Clinical” or “Hospital: Outpatient Clinical” link, depending on what data you wish to upload.
- 10) There is no need to change the default selections unless you choose to save your data.
- 11) Click on the UPLOAD INDIVIDUAL FILES **or** UPLOAD ENTIRE DIRECTORY button.
- 12) One or more screens will appear, asking “Based on your selections, you have chosen to...?” If they are correct, click on OK.
- 13) An OPEN screen will appear – select the folder where your files are saved on your hard drive (see step #5: CART exports to your **c:\qms30\workspace\inpatient\export** or **c:\qms30\workspace\outpatient\export** folder unless you have instructed it otherwise).
- 14) Highlight the folder or individual files you want to upload (to highlight all files within a folder hold down CTRL and hit the “A” letter key).
- 15) Click on OPEN.
- 16) An uploading files screen will appear for a few seconds. Do not close your internet browser.
- 17) A screen will then appear stating “Upload Complete (x) files” – click on OK.
- 18) Before leaving the QualityNet “Submit Data” screen, check your upload status at the bottom of the page.

The export and upload process is now complete. The cases will be run through various QualityNet edits so they will not be available in QualityNet reports immediately. QNetSupport will send an email once the upload is complete indicating how many cases have been processed. You are encouraged to run QualityNet Feedback reports to confirm that cases have successfully made it into the warehouse. Your options include the following reports to confirm data submission:

- Case Status Summary Report
- Submission Detail Report
- Facility, State and National Report
- Provider Participation Report (in Annual Payment Update reports category)

This material was prepared by HealthInsight New Mexico, the Medicare Quality Improvement Organization for New Mexico, under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services. The contents presented do not necessarily reflect CMS policy. 10SOW-NM-BP-14-05