

# QualityNet/CART Tools & Resources

**Recommendation! If you have 2 computer monitors... abstract directly into CART- skip the paper tools! The CART entry provides Skip Logic, limiting the amount of data that must be entered for each case to determine if the case qualifies**

## QualityNet Training

**QualityNet Training webpage\_** Link to training

materials: [www.qualitynet.org/dcs/ContentServer?c=Page&pagename=QnetPublic%2FPage%2FQnetBasic&cid=1140190183112](http://www.qualitynet.org/dcs/ContentServer?c=Page&pagename=QnetPublic%2FPage%2FQnetBasic&cid=1140190183112)

## QualityNet Enrollment Webinar

[QualityNet Secure Portal: New User Enrollment Training](#) [WMV - 19 minutes]

The training covers preparing for first-time login, logging in for the first time (proofing and credentialing process), logging into the QualityNet Secure Portal and logging out of the QualityNet Secure Portal

## CART User Guides

CMS Abstraction and Reporting Tool (CART) User Guides

- [Link to CART Inpatient Online Help Guide](#) [ver 4.18.1 July - Dec 2016]
- [Link to CART Outpatient Online Help Guide](#) [ver 1.14 Jan – Dec 2016]

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# Quick Start Guide for CART

The CART – Inpatient and Outpatient tools are free software products that are set up on the QMS platform. It allows hospitals to abstract and edit medical record data on hospital inpatient measure sets selected by CMS.

Complete the steps for Inpatient **and** Outpatient modules.

## CART - Initial Login after Installation

1. Enter **cart** in the User ID field. (case sensitive)
2. Enter **p@ssw0rd** in the Password field. (case sensitive)

## Provider Setup

1. On the **Administration** menu, click **Provider**. The Provider Information screen displays.
2. Click **New Provider**. The New Provider screen displays. (Required fields are in bold type with an asterisk).
3. Enter data in the Provider Detail fields.
4. Click Save.

## User Setup

1. On the **Administration** menu, click **User**. The User Information screen displays.
2. Click **New User**. The New User screen displays. (Required fields are in bold type with an asterisk)
3. Enter data in the User Detail section. In the User Type field, select **System Administrator**.
4. Enter data in the Activation Detail and Provider Detail sections.
5. Click **Save**.
6. Logout of the tool. On the **Security** menu, click **Logout**.

## Login with New User ID

1. Enter your new User ID created by the System Administrator in the User ID field and p@ssw0rd in the Password field and click **Login**.
2. When prompted, enter a new password in the New Password field, and then enter it again in the Confirm New Password field. Click **Continue**.
3. When prompted, answer a minimum of six security questions. To enable the OK button, press **Tab** after your last security question has been answered. Click **OK**.

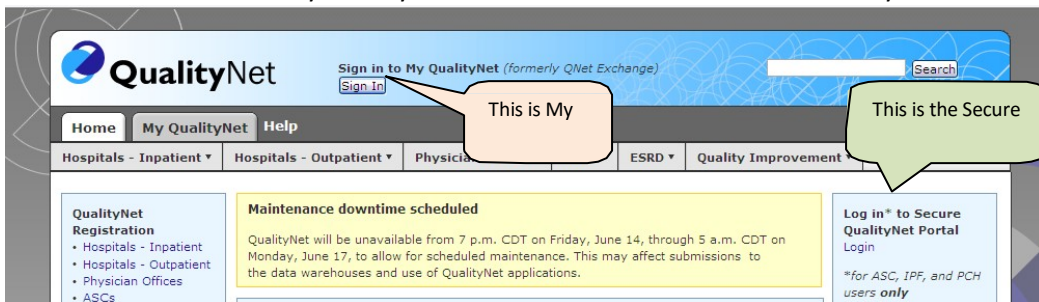
## Preference Setup

1. On the Administration menu, click **Provider**. The Provider Information screen appears.
2. In the Provider Preferences section, select the desired **Time Period**.
3. Select the desired **Measure Set** check boxes. All measures for that measure set will be selected. Refer to the QualityNet website for Hospital Quality Reporting Program details.
4. Click **Save**.
5. Repeat the measure set selection process for each timeframe.

# Quick Start Guide to Register for the QualityNet Portal

1. Your organization will need to obtain a QualityNet Security Administrator (SA). If you are the SA, follow all steps below, except for step 3. If you are not the SA, skip to step 3.
2. Download the SA packet from [www.qualitynet.org](http://www.qualitynet.org) and send it to the appropriate address as indicated in the packet for your program.
  - a. \*Note: This form will need to be notarized
3. Complete a QualityNet basic user registration with your SA who will provide you with the registration form.
  - a. \*Note: This form will need to be notarized
4. Once the confirmation emails are delivered to you with your login information, you will need to do the following:
  - a. Login to **My QualityNet** to change your temporary password to a permanent password.
    - i. Click "My Account" to change your password.

\*Note: My QualityNet is not the same as the Secure QualityNet Portal.



5. You may begin the Secure QualityNet Portal Enrollment process by clicking "Login" in the box located in the upper right hand corner of the QualityNet Home Page.
6. Download the Symantec VIP Access to your desktop, tablet or mobile phone. <https://idprotect.verisign.com/desktop/download.v>. You will need both the Credential ID and Security Code provided in for the next step.



Note: The security code is required each time you login to the portal and is a dynamic number which will change every 30 seconds.

7. Enter your QualityNet login and password, along with the Security Code provided in the Symantec VIP tool.
8. Begin the identity proofing process with Experian Precise ID<sup>SM</sup>. You will be asked to validate some **personally identifiable information (PII)**. Experian uses your credit information to confirm your identity.
  - a. Complete all required fields on the screen.

\*Note: Identity proofing is only performed the first time you login to the new portal.
9. Once your identity has been successfully confirmed, you may login to the portal, where you will need to enter your QualityNet login, password and Symantec VIP security code.

For additional details, see <http://www.qualitynet.org> and Section 5 of the [QualityNet Users Guide](#) to complete registration and secure portal enrollment processes. Contact the QualityNet Help Desk with any questions or issues with completing this process via e-mail [gnetsupport@sdps.org](mailto:gnetsupport@sdps.org) or via phone (866) 288-8912, Monday through Friday, 7 a.m. to 7 p.m. Central Time.