**Record Your Quality Reporting Contacts**

It’s important to keep track of who in your organization has roles in the reporting process. If you have staff changes, this list can be a helpful record of which personnel have access to reporting sites, tools, and vendors.  
**Reporting Tools and Contacts**

|  |  |
| --- | --- |
| Quality Net Administrators  (Recommend two from each facility.) |  |
|  |

|  |  |
| --- | --- |
| NHSN Facility Administrator: |  |
| NHSN Users: |  |
|  |
|  |

**CMS Chart Abstracted Measures (Outpatient Cardiac, ED Throughput)**

|  |  |
| --- | --- |
| Who is responsible for collecting the data: |  |
| Who is responsible for submitting the data: |  |

**If using the CMS CART tool:**

|  |  |
| --- | --- |
| CART Administrators (recommend at least two from each facility) |  |
|  |

**If using a vendor tool:**

|  |  |
| --- | --- |
| Vendor: |  |
| Staff with Access: |  |
|  |
| Contact information for vendor tool: |  |

**Emergency Department Transfer Communication**

|  |  |
| --- | --- |
| What data collection tool is used? |  |
| Staff with access to the tool: |  |
| Who is responsible for collecting the data: |  |
| Who is responsible for submitting the data: |  |
| Process for submission of EDTC data? | Email to Jennifer.wagner@mtha.org |

**HCAHPS**

|  |  |
| --- | --- |
| HCAHPS vendor: |  |
| Staff responsible for working with vendor: |  |

|  |  |
| --- | --- |
| Other Quality Reporting Tools or Contacts (ie HIIN) |  |

**For MBQIP Assistance**

|  |  |
| --- | --- |
| MT Flex Staff: |  |
| Jennifer Wagner  Rural Hospital Improvement Coordinator | 406-457-8000  [Jennifer.wagner@mtha.org](mailto:Jennifer.wagner@mtha.org) |