

CART Export and Warehouse Upload Reference Guide

This reference guide will assist users in exporting data from CART and uploading files to the Clinical Data Warehouse. This guide is not intended to replace the User's Guide, but to serve as a reference to re-familiarize users who may not have used the CART software for a period of time. Please contact CIMRO of Nebraska at 800-458-4262 for further assistance.

Step 1: CART Export (To export cases to a file on the computer's C:drive)

1. After logging-in to CART, click on "Abstraction" found at the top of the page
2. Under "Abstraction", click on "Search"
3. For the first two lines in the search criteria grid, choose "Discharge Date", "Greater Or Equal To" and the first day of the quarter being exported in the first line and the last day of the quarter for the second line.
4. Click on "Search"
5. Highlight all files by clicking and pressing the Shift or the Ctrl key
6. Click on the **Export** tab in the bottom right corner of the page
7. Change the File Type to "Zip"
8. Click on the **Finish** tab
9. An export progress box will pop-up, when the export is completed, another pop-up box will appear. If you want to view the results of the export, click on the **Statistics** box in this Export Statistics pop-up box; otherwise, click **Close** to complete the process. Continue with the instructions below to upload the file to the Warehouse.

Step 2: Upload File to the Warehouse (from the computer's C:drive)

1. To log in to QualityNet, go to www.qualitynet.org and click on **Sign In** box located towards the top of the page.
2. Click on **Hospital: Inpatient Clinical** in the "Submit Data" section.
3. Leaving everything as default, click on **Upload Individual Files**.
4. A pop-up box with a warning will appear. Click on **OK**.
5. The "Open" box will pop-up. Change the "Look In" to "Local Disk (C)".
6. Double click on the **QMS30** file.
7. Double click on the **Workspace** file.
8. Double click on **Inpatient**.
9. Double click on the **Export** file.
10. Highlight the file with today's date in the name of the file by clicking on it once.
11. Click on the **Open** box.
12. There will be a process of registration and uploading. When complete, confirm that the next pop-up says that the upload was successful.



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