

## **NHQR Web Site Manual for Hospice Utilization Reports**

<b>Topic</b>	<b>Page</b>
<b>Submitting NHQR Reports Overview</b>	<b>2</b>
<b>Registration</b>	<b>3</b>
<b>Logging In</b>	<b>4</b>
<b>Landing Page</b>	<b>5</b>
<b>Creating a Report</b>	<b>6</b>
<b>Hospital Financial Report</b>	<b>7</b>
<b>Editor - Validations</b>	<b>8</b>
<b>Editor – Sending Report to the Signer</b>	<b>9</b>
<b>Signer – Return to Editor for Edit</b>	<b>10</b>
<b>Signer – Signing a Report</b>	<b>11</b>

### **Submitting NHQR Reports Overview:**

Every provider will be assigned at least one editor and one signer and these may be the same person. An editor/signer can fill the same role for more than one provider. Each provider may also have more than one editor if appropriate for that provider.

Here is the basic workflow for submitting an NHQR report:

1. Log into the NHQR website (**page 4**).
2. In editor role, **Create** a report that is either now due or missing (**page 6**).
3. As the editor, fill out (edit) the report and **Send to Signer for Review and Signature (page 9)**.
4. Either change to your signer role or notify the signer the report is ready to be signed. Currently the web site does not automatically notify the signer.
5. As the signer, click **Review and Sign** for that report.
6. Review the report for accuracy.
7. If the report needs to be edited, **Return to Editor for Edit (page 10)**. Go to step 3 otherwise, continue to sign the report.
8. **Sign and Submit to State (page 11)**. The submission is now complete.
9. Optional: At any point in time a signer can return a signed report to the editor for edits. In this case, the signature is removed. Go to step 3.

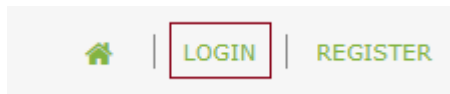
**Registration:**

If you have not yet done so, register at [nhqrnv.com](http://nhqrnv.com).

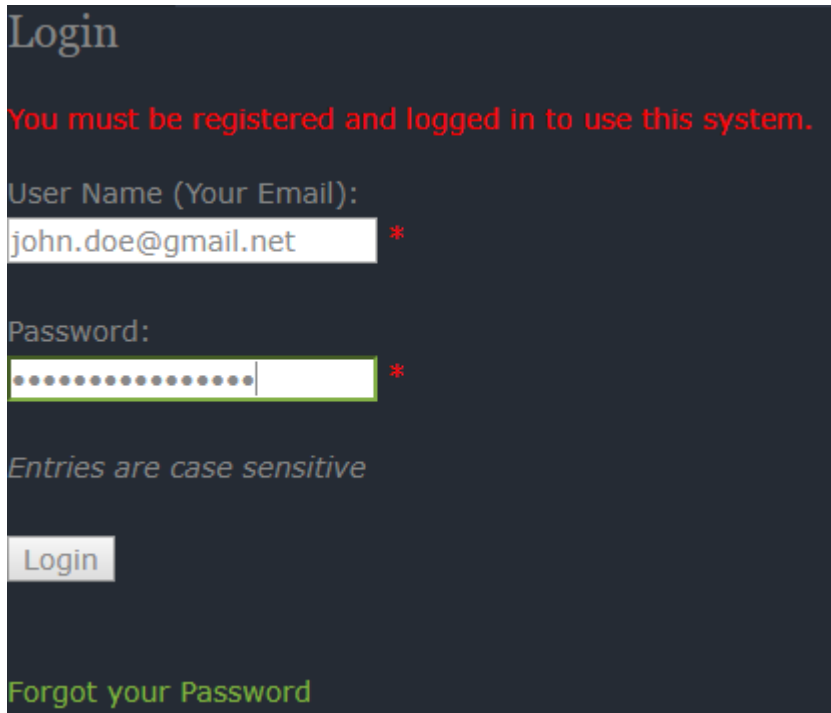
For instructions on registering, please see [User Registration Instructions](#).

**Logging In:**

Go to [nhqrvn.com](http://nhqrvn.com) and click **Login** in the top right corner of the home page.

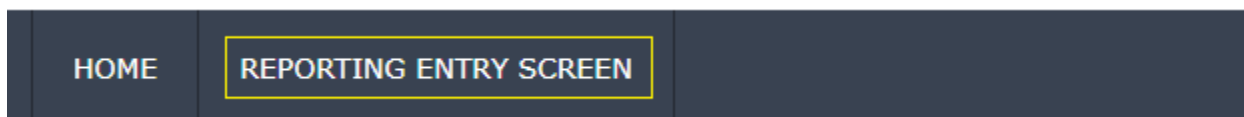


Now login.

A dark gray login form titled "Login" in a serif font. Below the title is a red error message: "You must be registered and logged in to use this system." There are two input fields: "User Name (Your Email):" containing "john.doe@gmail.net" and "Password:" containing a series of dots. Both fields have a red asterisk to their right. Below the fields is the text "Entries are case sensitive" in a lighter gray font. At the bottom left is a "Login" button, and at the bottom right is a link that says "Forgot your Password" in green text.

If you have forgotten your password, click **Forgot your Password** and follow the onscreen instructions.

Now click **Reporting Entry Screen** to go to your **Landing Page**.



**Landing Page:**

Select From Defined Providers

Choose a provider

If you report for more than one provider, select from the drop down list.

Otherwise, your provider will already be listed.

Select From Defined Providers

BETA-Sunset Hospice - Hospice Utilization Report

You're an editor (Switch to signer role)

Period	Status	Last
2017 4th Quarter	Due	

**Editors and Signers**

- Every user is assigned as either an editor or a signer or both.
- Only editors can create and edit reports.
- Only signers can review, return to an editor, and sign reports.
- Both can view reports.

**NOTE:**

If you are setup to be both an editor and a signer then you will need to switch between those roles throughout the submission process.

You're an editor (Switch to signer role)

You're a signer (Switch to editor role)

If you only have one role, yours will look like one of these.

You're an Editor Only

Period
2017 4th Quarter

You're a Signer Only


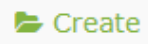
Period
2017 4th Quarter

**Creating a Report:**

When a report comes due, it will appear at the top of the reports list. Click **Create** to get started.

Period	Status	Last Action	Next Action
2017 4th Quarter	Due		

If you do not have a **Create** button, you may be in the signer role or are not setup for editing. If you are in the signer role then simply click the **You're a signer** button.

 You're an editor (Switch to signer role)			
Period	Status	Last Action	Next Action
2017 4th Quarter	Due		

**Hospice Utilization Report:**

Validations Visibility  
Checkbox: Check/uncheck to  
toggle validations column

Report Status: This will  
change as you  
progress through the  
submission process.

Show Definitions: Click  
to show the definition  
of the line item you  
have selected.

BETA-Sunset Hospice  
Hospice - 2017 4th Quarter  
No previously signed values

Validations: 0 errors / 2 warnings

Editing

Show Definitions >>

2017 4th Quarter	
Edit Value	
<b>Patients by Gender</b>	
Male:	<input type="text"/>
Female:	<input type="text"/>
Unknown:	<input type="text"/>
<b>Total Patients by Gender:</b>	
<b>Patients by Race</b>	
Caucasian:	<input type="text"/>
Hispanic:	<input type="text"/>
African American:	<input type="text"/>
Pacific Islander:	<input type="text"/>
Native American:	<input type="text"/>
Other:	<input type="text"/>
Unknown:	<input type="text"/>
<b>Total Patients by Race:</b>	
<b>Patients by County</b>	
Churchill:	<input type="text"/>
Clark:	<input type="text"/>
Douglas:	<input type="text"/>
Elko:	<input type="text"/>
Emerald:	<input type="text"/>

Return to Landing Page Save Send to Signer for Review and Signature


Use this to return to the  
Landing Page rather than the  
browser's Back button.

Save button: It is  
recommended that you save  
after finishing each section.


When the editor is finished  
filling in the report, click here  
to send the report to the  
signer to review and sign.

**Editor - Validations:**

Fill in the line items that apply to your provider. **Save frequently to prevent loss of work.** When you are finished, note any validation errors and/or warnings. In this example, there are three errors.



 Validations: **3 errors** / 0 warning

Check the validation visibility checkbox to view the errors/warnings. The two most common validation errors are a blank total or net and a calculated total or net that does not match an entered total or net. This is an example of a blank total error.

	2017 4th Quarter	Validations
	Edit Value	1 error
<b>Patients by Gender</b>		
Male:	12	
Female:	11	
Unknown:	0	
<b>Total Patients by Gender:</b>		 Total cannot be blank

Fill in the correct total for the section and click **Save**.

This is a calculated total or net that does not match an entered total or net.

	2017 4th Quarter	Validations
	Edit Value	6 errors
<b>Patients by Gender</b>		
Male:	12	
Female:	11	
Unknown:	0	
<b>Total Patients by Gender:</b>	22	 Calculated total = 23  Gender, Race, County, Primary Diagnosis, and Admitted Referral totals must match.

In this case, either enter the correct total or change the line items to reflect the entered total and click **Save**. Some sections' totals need to balance like in the above example.


Other errors and warnings may be added later.



**Editor – Sending Report to the Signer:**

When the report is complete and there are no errors click **Send to Signer for Review and Signature**.

This will lock the report so that only a signer can either return the report to an editor or sign the report and submit it to the State. After sending to the signer you will be returned to the Landing Page. Notify a signer that the report is now ready for a signature. Currently the web site does not automatically notify the signer.



Hospice - 2017 4th Quarter Editing

No previously signed values ✔️ 👁 Validations: 0 errors / 0 warning

	2017 4th Quarter	Validations
	Edit Value	0 errors
<b>Patients by Gender</b>		
Male:	<input type="text" value="12"/>	
Female:	<input type="text" value="11"/>	
Unknown:	<input type="text" value="0"/>	
<b>Total Patients by Gender:</b>	<b>23</b>	
<b>Patients by Race</b>		
Caucasian:	<input type="text" value="9"/>	
Hispanic:	<input type="text" value="3"/>	
African American:	<input type="text" value="1"/>	
Pacific Islander:	<input type="text"/>	
Native American:	<input type="text" value="4"/>	
Other:	<input type="text"/>	
Unknown:	<input type="text" value="6"/>	
<b>Total Patients by Race:</b>	<b>23</b>	
<b>Patients by County</b>		
Churchill:	<input type="text" value="23"/>	
Clark:	<input type="text"/>	
Douglas:	<input type="text"/>	
Elko:	<input type="text"/>	
Esmeralda:	<input type="text"/>	

◀ Return to Landing Page💾 Save➦ Send to Signer for Review and Signature

NOTE:

If you are also a signer, you may now switch to the signer role on the landing page and review and sign the report.

**Signer – Return to Editor for Edit:**

On the Landing Page (as a signer), open the report that is ready to be reviewed and signed. In this example the user is both an editor and a signer but is currently in the signer role. Click on **Review and Sign**.

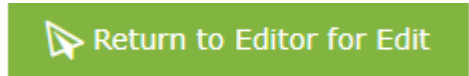
Select From Defined Providers

BETA-Sunset Hospice - Hospice Utilization Report

You're a signer (Switch to editor role)

Period	Status	Last Action	Next Action	Last Updated
2017 4th Quarter	Waiting to be reviewed and signed	Sent to signer by Robert Herrington 2018-01-05 21:03:51	Review and Sign	Updated by Robert Herrington 2018-01-05 21:01:17

If the report is not complete or needs to be edited you can return it to the editor for changes. Click **Return to Editor for Edit**. You will be returned to the Landing Page. Notify an editor that the report needs more work.



On the Landing Page, the signer will see this.

Select From Defined Providers

BETA-Sunset Hospice - Hospice Utilization Report

You're a signer (Switch to editor role)

Period	Status	Last Action	Next Action
2017 4th Quarter	Waiting on editor	Returned to editor by Robert Herrington 2018-01-05 21:06:52	View

The editor will see this.

Select From Defined Providers


BETA-Sunset Hospice - Hospice Utilization Report

You're an editor (Switch to signer role)

Period	Status	Last Action	Next Action
2017 4th Quarter	Revising	Returned to editor by Robert Herrington 2018-01-05 21:06:52	Edit


**Signer – Signing a Report:**

When the report has been reviewed by the signer, the signer can now sign the report. Confirm that you are a responsible officer by checking the checkbox.

 **Sign and Submit to State**

I am a responsible officer of this facility and certify this report to be complete and accurate to the best of my knowledge and belief.

Now you may click **Sign and Submit to State**. You will be returned to the Landing Page. This completes your submission.


 **Sign and Submit to State**


I am a responsible officer of this facility and certify this report to be complete and accurate to the best of my knowledge and belief.

On the Landing Page the submitted report will look like this.

### Select From Defined Providers

BETA-Sunset Hospice - Hospice Utilization Report ▼

 You're a signer (Switch to editor role)

Period	Status	Last Action	Next Action
2017 4th Quarter	Signed	Signed by Robert Herrington 2018-01-05 21:09:57	 View

**NOTE:**

The state will also review your report and may decide to return it back to the signer. The signer can then open the report and return it to the editor for edits.