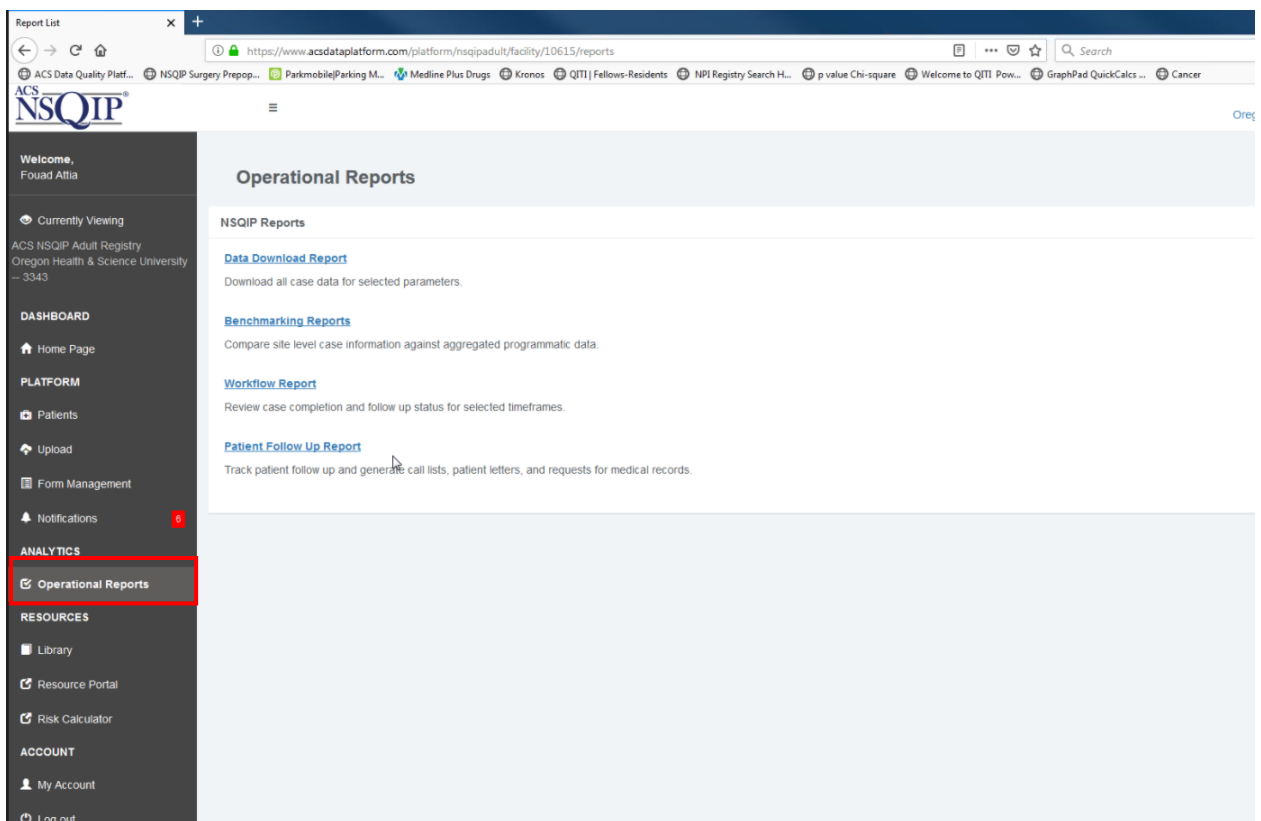


# Appendix A: NSQIP Import Tool

## NSQIP Import Tool

The NSQIP Import Tool allows the site to merge the surgical data abstracted for NSQIP with the MPOG anesthesia data.

1. Log into the NSQIP website at <https://www.acsdatapatform.com/login>
2. Once logged in, select “Operational Reports” on the left side bar which is under the “Analytics” header. Next, select “Data Download Report”.



3. In the form pictured below, use the following options:

- a. **Date range:**
  - i. Choose your desired date range
- b. **Case Status:** Choose “All Cases”
- c. **Variable Name:** Check “Field Name”
- d. **Coded Field Format:** Choose “Codes”
- e. **Select:** ‘Apply Parameters

**NSQIP Reports**  
Data Download Report

Parameters Apply Parameters Clear Parameters

Date Range: 06/01/2018 to 06/30/2018

Case Status: All Cases

Variable Name: Field Name

Coded Field Format: Codes

4. After the download is complete, click the “Go To Page” dropdown and select “Export” → “Microsoft Excel Export”

Parameters Apply Parameters Clear Parameters

Date Range: 11/01/2018 to 11/30/2018

Case Status: All Cases

Variable Name: Display Name

Coded Field Format: Descriptives

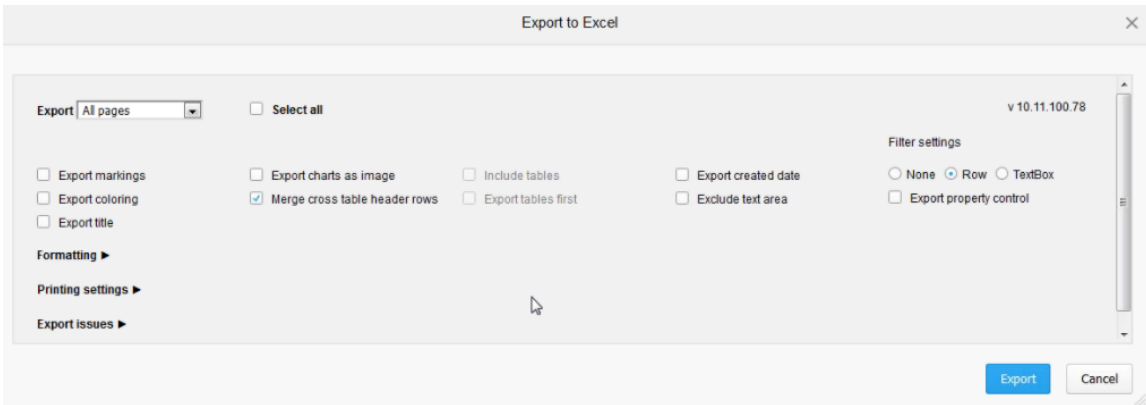
Data Download

**Data Download Report**  
Report Status: Processing...

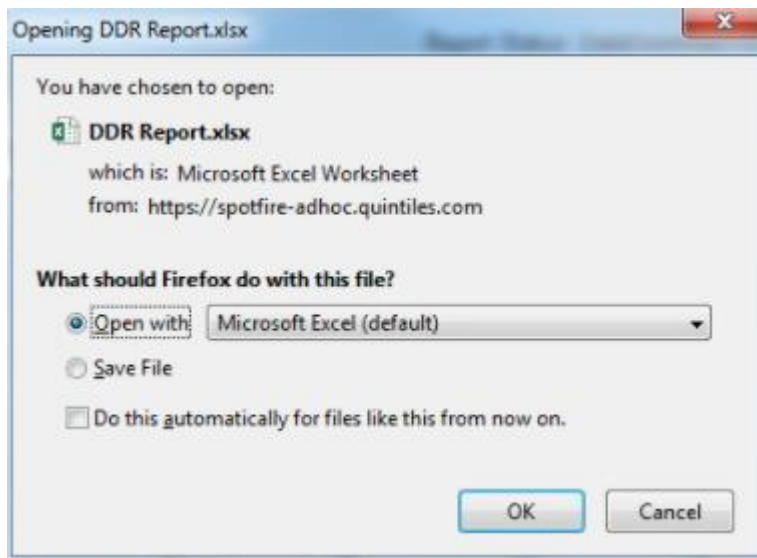
Case ID Facility ID

Go to page  
Undo  
Redo  
Analysis information  
Export  
Share Export  
Other tools  
To PDF...  
To Microsoft PowerPoint...  
Microsoft Excel Export...  
Visualization to PDF...  
Visualization to image...  
Table  
Table (without value formatting)

5. Ensure “all pages” is listed in the export and select “Merge cross table header rows”. For the filter settings, select “Row”. Next, click “Export to Excel”.



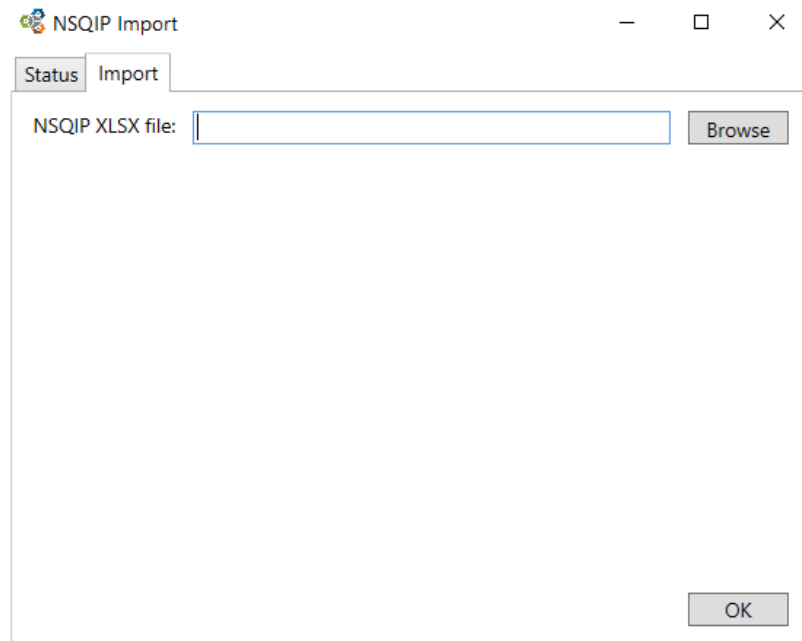
6. You will then be prompted to open the excel file. Once opened, save the file in a secure location that you can access again for step 8.



7. Open the MPOG Application Suite and run the NSQIP Import Tool.



8. Under the Import tab, click the 'Browse' button. Select the .xlsk file downloaded in step 6. Click 'OK.'



9. The application will now insert the NSQIP data into the local database and automatically perform patient matching to existing MPOG patients. Matched data will be sent to the central repository when the patient data is next uploaded. To check historical import status, click on the 'Status' tab within the NSQIP Import application.

The screenshot shows the 'NSQIP Import' application window with the 'Status' tab selected. It contains two tables: 'Import Status' and 'Import History'.

Month	NSQIP Case Count	% Patient Matched	Last Imported
January 2003	205	4.39	9/6/2017 2:21:35 PM
February 2003	172	5.81	9/6/2017 2:21:39 PM
March 2003	160	6.25	9/6/2017 2:21:40 PM
April 2003	75	5.33	9/6/2017 2:21:44 PM
May 2003	165	6.67	9/6/2017 2:21:45 PM
June 2003	95	2.11	9/6/2017 2:21:23 PM
July 2003	172	7.56	9/6/2017 2:21:46 PM

Import Date	Status	Message
9/6/2017 2:22:05 PM	Success	
9/6/2017 2:22:05 PM	Success	
9/6/2017 2:22:05 PM	Success	
9/6/2017 2:22:05 PM	Success	
9/6/2017 2:21:57 PM	Success	
9/6/2017 2:21:57 PM	Success	

## Recommended Import Schedule Options

There are 46 cycles of 8 days each during which NSQIP data is entered. However, changes can be made to a NSQIP record up to 90 days after the date of service. After 90 days, the record is “locked” from modification. For this reason, MPOG recommends importing on either a monthly or quarterly basis using the schedules listed below.

### Monthly Import Schedule

Month	Extract Date Ranges
January	September of the previous year
February	October of the previous year
March	November of the previous year
April	December of the previous year
May	January of the same year
June	February of the same year
July	March of the same year
August	April of the same year
September	May of the same year
October	June of the same year
November	July of the same year
December	August of the same year

### Quarterly Import Schedule

Month	Extract Date Ranges
January	Q3 of previous year (Jul 1 – Sept 30)
April	Q4 of previous year (Oct 1 – Dec 31)
July	Q1 of same year (Jan 1 – Mar 31)
October	Q2 of same year (Apr 1 – Jun 30)