

Appendix A: NSQIP Import Tool

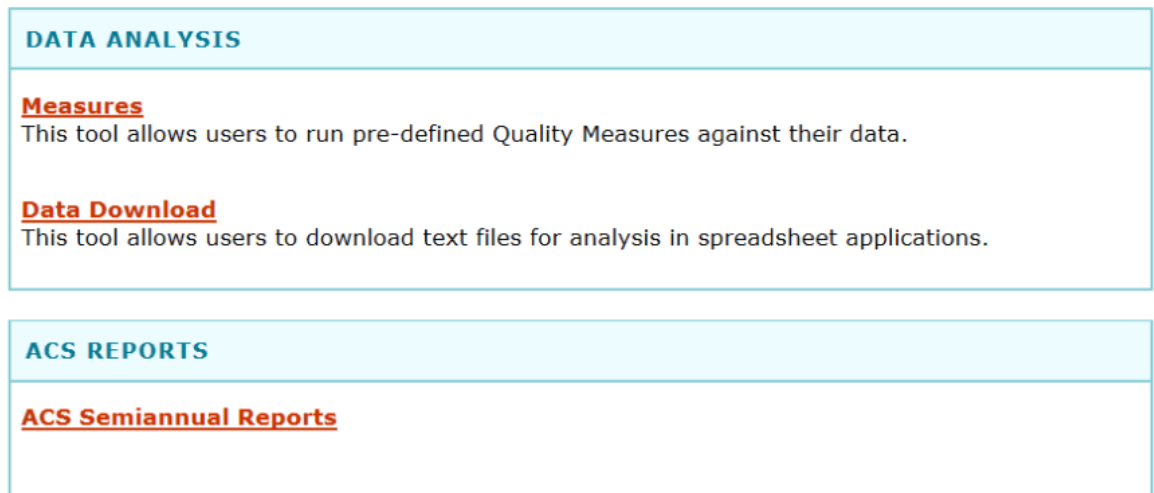
NSQIP Import Tool

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://registry.acsnsqip.org/>
2. In the upper right corner, select “Data Portal” then “Online Data Reports”.



3. Scroll down to near the bottom of the page. Select “Data Download” underneath the “Data Analysis” heading.



4. In the form pictured below, use the following options:
 - a. Select Forms: Choose “All Forms”
 - b. Complete records: Check “Include Complete Records Only”
 - c. Date range:
 - i. Choose your desired date range
 - ii. Check “Include Patients without Core Dates”
 - d. Format Download File:
 - i. Coded fields format: Choose “As Codes”
 - ii. Multiselect fields format: Choose “Split Fields”
 - e. Link Name: As this option will not affect the data in the files, any label can be entered.
 - f. Select: ‘Generate Download File’

CHOOSE FIELDS AND TIME PERIOD FOR DOWNLOAD

Select Forms

Complete records Include Complete Records Only

Date range
 From:
 To:

Include Patients without Core Dates
 Please select a date range of 5 years or less.

Format Download File
 Coded fields format: As Descriptives As Codes [\(Help\)](#)
 Multiselect fields format: Split Fields Single Field [\(Help\)](#)

Link Name (Optional)

5. After the download is complete, you will receive an email to notify the file is ready. Return to the Data Download page and click on the download link that appears underneath the Data Download form:

Please be patient after making your selection, as it may take the server a few minutes to compile your data.

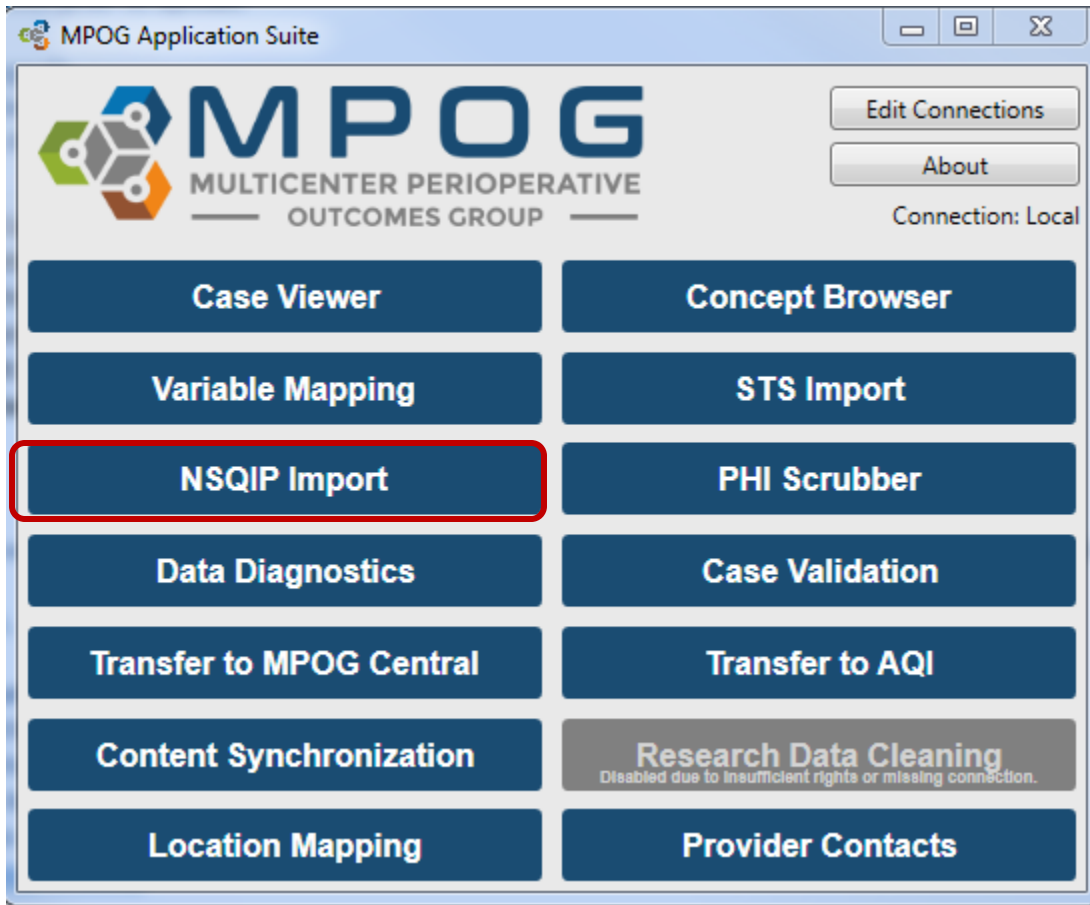
The following DDT requests were completed within the past 24 hours and are available for download.

[Download completed DDT request \(22Nov2016 01:17\)](#)

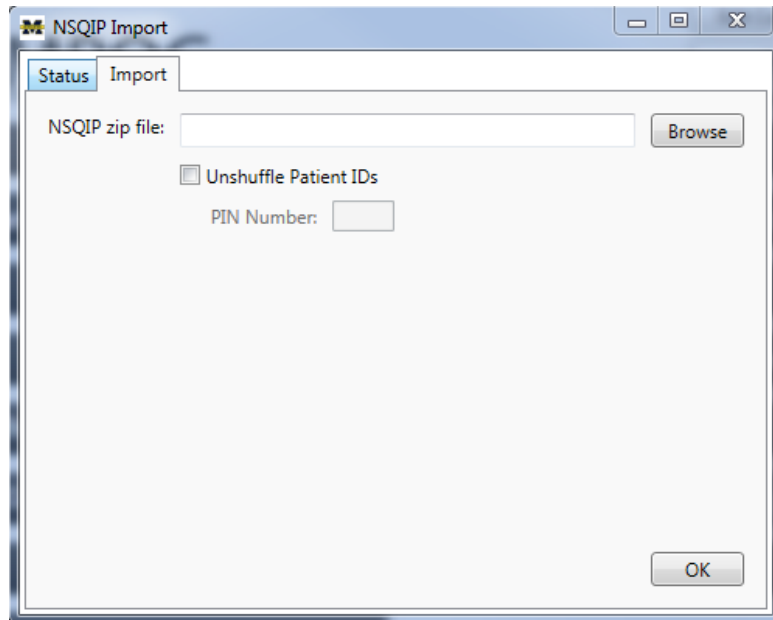
6. After clicking on the link shown in Step 5, the following prompt will display at the bottom of the screen. Click on ‘Save.’ Save the file in a secure location that you can access again for step 8.



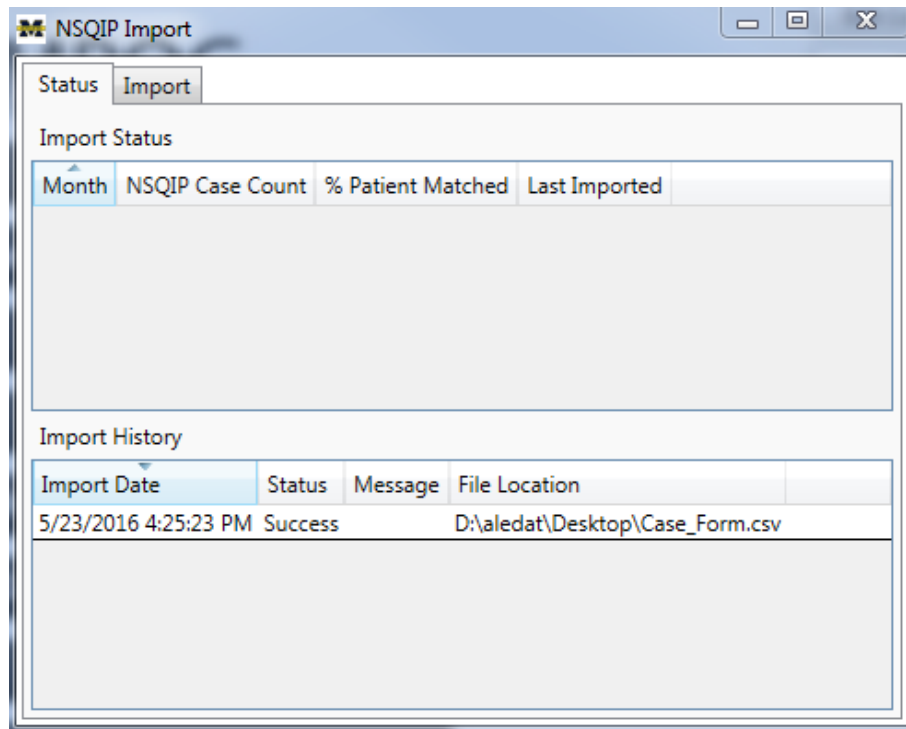
7. Open the MPOG Application Suite and run the NSQIP Import Tool.



8. Under the Import tab, click the 'Browse' button. Select the zip file downloaded in step 6. If this is an older NSQIP download with scrambled patient IDs, check the "Unshuffle Patient IDs" checkbox and enter the PIN. 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.



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)