

Mount Sinai Health Partners

Quality Reporting Tip Sheet

When performing your quarterly quality reporting, please keep these tips in mind to ensure your performance is accurately captured and avoid rework.

Do: Download your new quarterly quality reporting tool from [Box.com](#) every quarter.

Avoid: Refrain from using a previous quarter's quality reporting tool.

Do: Save the quarterly quality reporting tool on your computer and, when you're done reporting, upload it to [Box.com](#) using the same filename. Make sure to sign and also upload to [Box.com](#) the [Quality Reporting Physician Attestation Form](#) every time you submit data.

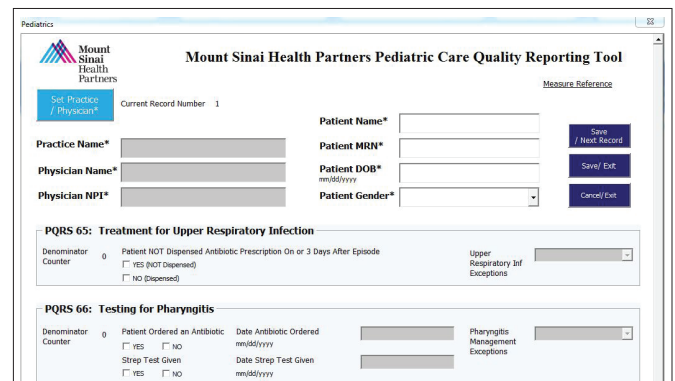
Avoid: Do not rename the quality reporting file. The filename is customized for your practice and helps us identify your practice during our automated uploads of files. If you change the filename, we won't be able to identify you.

Do: When opening your quarterly quality reporting tool, click on the "Quality Data Entry" button

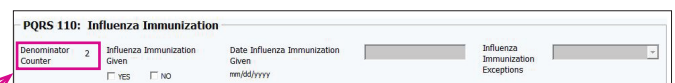
Quality Data Entry

Avoid: Refrain from entering data directly into the Excel Spreadsheet. Data must be reported using the reporting template at right.

Do: Ensure you enter your NPI correctly on the reporting template as we use your NPI to identify you when we perform our analysis.



Do: Report on 10 patients per quarter per metric. You can determine how many patients you have reported on for a metric by checking the "Denominator Counter" on the lefthand side of the screen for each measure. Once you have reached "10" you may stop reporting on that measure. Continue to report on remaining measures until you reach a denominator counter of "10".



Have Questions?

Please reach out to your Provider Engagement Manager, call us at 877-234-6667, or email us at MSHP@mountsinai.org.