

**REPORTING  
HOSPITAL  
QUALITY DATA  
FOR ANNUAL  
PAYMENT  
UPDATE**

## Chart Submission Checklist

Healthcare Quality Strategies, Inc., (HQSI) developed this checklist to assist you in ensuring that the correct and best-prepared charts are submitted to the Clinical Data Abstraction Center (CDAC), thereby increasing your hospital's chances of passing validation.

- Ensure that you and involved staff are aware of the deadline date for chart submission
- Identify the charts requested for validation sampling; there is a "V" after the patient identification (ID) number

**Pull medical records and verify:**

- Patient ID information
- Date of admission
- Date of discharge
- Chart matches the green bar coded CDAC face sheet

**If you have questions, call CDAC prior to the chart submission deadline at 1-717-718-1230, extension 123.**

**Before photocopying**, verify that the following are included:

- All pages of the record (e.g., all diagnostic test reports)
- Printouts of electronic medical records (e.g., laboratory and radiology reports, nursing documentation)

**After photocopying**, go through the entire medical record to make sure:

- All information is legible (e.g., photocopied stickers are clear and do not appear as black boxes)
- All information is visible (e.g., no information is concealed by folded paper or separate notes)

**Shipping:**

- Attach the correct green bar coded CDAC face sheet to each medical record
- Ship to CDAC via **FedEx** prior to the deadline date to ensure charts arrive on time
- Track CDAC's receipt of the medical record on My QualityNet at **www.qualitynet.org**. Log in, go to Hospital Validation Reports, and then run the Case Selection Report

**Common reasons for failing validation**

- Records are not received by the deadline date
- Unmatched admission/discharge dates
- Illegible documents
- Missing medical record documentation



557 Cranbury Road, Suite 21 ♦ East Brunswick, NJ 08816-5419  
Phone: 732-238-5570 ♦ Fax: 732-238-7766 ♦ Website: www.hqsi.org