

# Auditing the Facility List in the NACOR Dashboard

February 2021



American Society of **Anesthesiologists**<sup>®</sup>

[aqihq.org](http://aqihq.org)

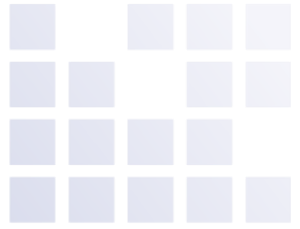


# Facility List Fields

The following fields are **required** on the Facility List in the NACOR Dashboard and should be completed by the practice:

- **Practice Specific Facility ID:** Text field. This ID # is a self-generated, practice specific ID
  - Used by your anesthesia billing software to identify the facility where the case was performed. Work with their billing vendor to obtain this information. This is also the facility identifier in your data file to AQI. AQI will use this ID in your practice reports, so it is important that these are consistent in both the Facility List and the monthly data submissions.
- **Facility Type** – Select from the following options in the drop down

University Hospital	Outpatient Surgery Center
Large Community Hospital (>500 beds)	Freestanding Surgery Center
Medium Community Hospital (100-500 beds)	Pain Clinic
Small Community Hospital (<100 beds)	Surgeons Office
Specialty Hospital	Dental Office



# Facility List Fields

---

- **Facility Name:** This ID should match the facility ID provided on your practice's data submission file. If this ID does not match the ID submitted on the case data this information will not link to the case.

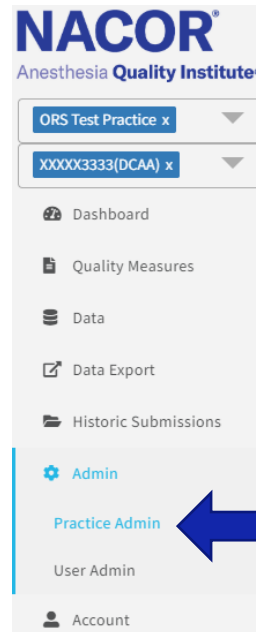
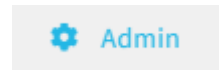
The following fields are *optional*:

- **Facility CMS Certification Number:** Text/6 digits. Formerly known as the Facility Medicare Provider Number assigned by CMS.
- **Facility Address:** Enter the street address for your facility.
- **Facility City:** Enter the city in which your facility is located.
- **Facility State:** Enter the state in which your facility is located.
- **Facility Zip Code:** Enter your facility's zip code.

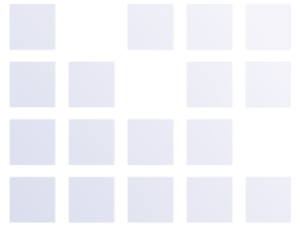
# Access the Facility List in the NACOR Dashboard



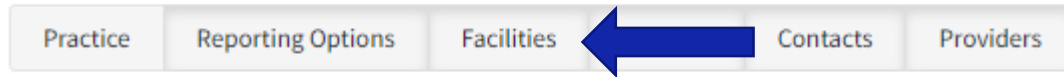
- <https://aqi.epreop.com/login>
- Select the Admin Icon in the menu on the left side of the screen
- Select the Practice Admin

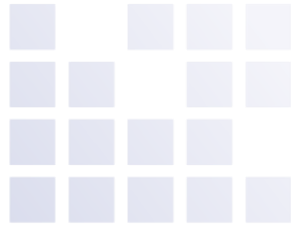


# Access the Facility List in the NACOR Dashboard



- Select the Facilities Tab located at the top right corner





# Facilities List

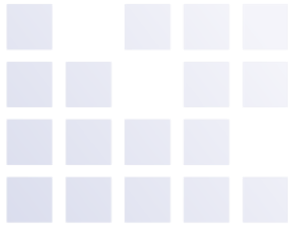
— Facility list will display all facilities associated with your practice

## ORS Test Practice - Facilities


Search for a facility...  +


Name ^	Facility Type	Facility ID	City	State	zip	
Cary Medical Center		13011	Cary	IL	60013	
Joe Facility Medical Center		13010				
new surgery center		13012	high point	NC	27262	

3 total



# To Add a Facility

- Select the “Add Facility” symbol in the top right corner 
- Fill in all required fields
- Site Specific ID is a practice specific ID used by your billing software to identify where the case was performed please confirm this ID with your billing vendor prior



### Facility For - ORS Test Practice

Practice Reporting Options Facilities Vendors Contacts Providers

ORS Test Practice x

XXXXX3333(DCAA) x

- Dashboard
- Quality Measures
- Data
- Data Export
- Historic Submissions
- Admin
  - Practice Admin
  - User Admin
- Account
- QCDR - Group

Facility Name

Site Specific ID/Short Name

City


State  Zip

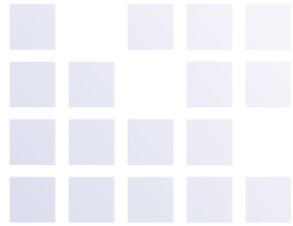
Facility Type

AHA ID



CMS Cert Number

Enabled





# To Edit a Facility

- To edit a facility select the edit icon 
- Edit any of the text fields then select the save icon to save changes made 

**NACOR**  
Anesthesia Quality Institute®

ORS Test Practice x







XXXXX3333(DCAA) x

- Dashboard
- Quality Measures
- Data
- Data Export
- Historic Submissions
- Admin
  - Practice Admin
  - User Admin
- Account
- QCDR - Group

### ORS Test Practice - Facilities

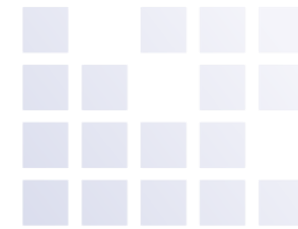
Practice Reporting Options Facilities Vendors Contacts Providers

Search for a facility...


Name ^	Facility Type	Facility ID	City	State	zip	
Cary Medical Center		13011	Cary	IL	60013	 
Joe Facility Medical Center		13010				 
new surgery center		13012	high point	NC	27262	 

3 total





# To Disable a Facility







- To disable a facility, select the edit icon 
- Uncheck the enable check box, then select save
- You do not want to select the trash can icon as you could delete a facility that has data

**NACOR**  
Anesthesia Quality Institute®

ORS Test Practice - Facilities

Practice Reporting Options Facilities Vendors Contacts Providers

Search for a facility...

Name ^	Facility Type	Facility ID	City	State	zip	
Cary Medical Center		13011	Cary	IL	60013	 
Joe Facility Medical Center		13010				 
new surgery center		13012	high point	NC	27262	 

3 total

## Facility For - ORS Test Practice

Facility Name

Site Specific ID/Short Name

City

State

Zip

Enabled

Facility Type

AHA ID

CMS Cert Number

