

Auditing the Facility List in the NACOR Dashboard

June 2018

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

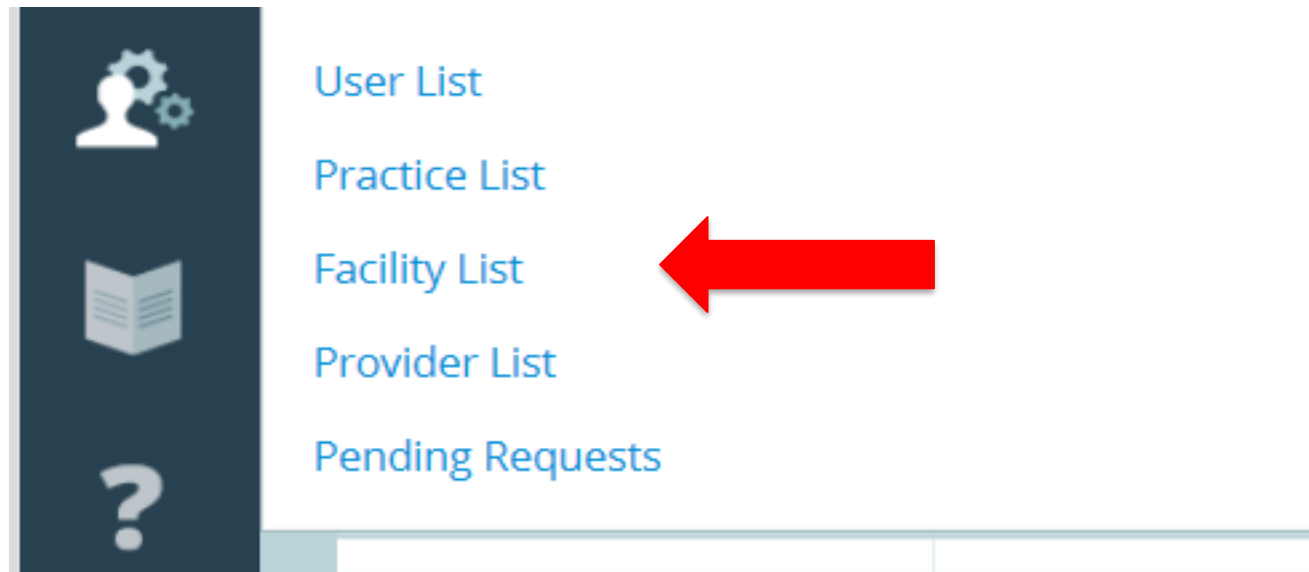
- **Facility Name:** This ID should match the facility ID provided on your practice's data submission file. If this ID does not match the ID submitted on the case data this information will not link to the case.

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

- www.aqi.arbormetrix.com
- Select the User Management Icon in the menu on the left side of the screen
- Select Facility List



Facility List

- Facility list will display all facilities associated with your practice


Anesthesia Quality Institute 

The platform is currently being refreshed with 2018 MIPS reporting updates. There will be temporary and intermittent downtime during this period.

ekalb

Facility List

Practice Specific Facility ID	Name	City	State	Parent Practice ID
1111111111	Facility(1111111111)	asdf	MO	002
1234	Facility(1234)	hoffman estates	OK	002
234	Facility(234)	werqwre	MO	002
jan	Hospital 1	anywhere	IL	003
124	Specialty. Hos. 3	chicago	IL	003
Sanfa	Uni. Hos. 2	chicago	IL	003
PRJ	Park Ridge	Park Ridge	IL	003
testtesttest	Facility(testtesttest)	par ridge	IL	003
t	tname	some city		003
asdf	asdf	asdf	AL	003
aqi	Facility(aqi)	park ridge	IL	003
123	Facility(123)			003

POWERED BY  Ver. 2.9.0

To Add a Facility

- Select the “Add Facility” symbol in the top right corner
 - Fill in all required fields
 - Practice Specific Facility 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

Anesthesia Quality Institute

The platform is currently being refreshed with 2018 MIPS reporting updates. There will be temporary and intermittent downtime during this period.

ekalb

Facility List // Add Facility

Facility Information

Practice Specific Facility ID *

Facility Type *

Facility Name *

Facility CMS Certification Number


City

State

Zip Code

Enabled *

Practice *

POWERED BY  Ver. 2.0.0

To Add a Facility

- The practice field will allow the AQI practice champion to assign the facility to a specific practice. Select the pencil icon to select the practice and save.
- For example, a case was performed within the outpatient surgery center

- It is the responsibility of the practice champion to ensure all information is accurate and up to date

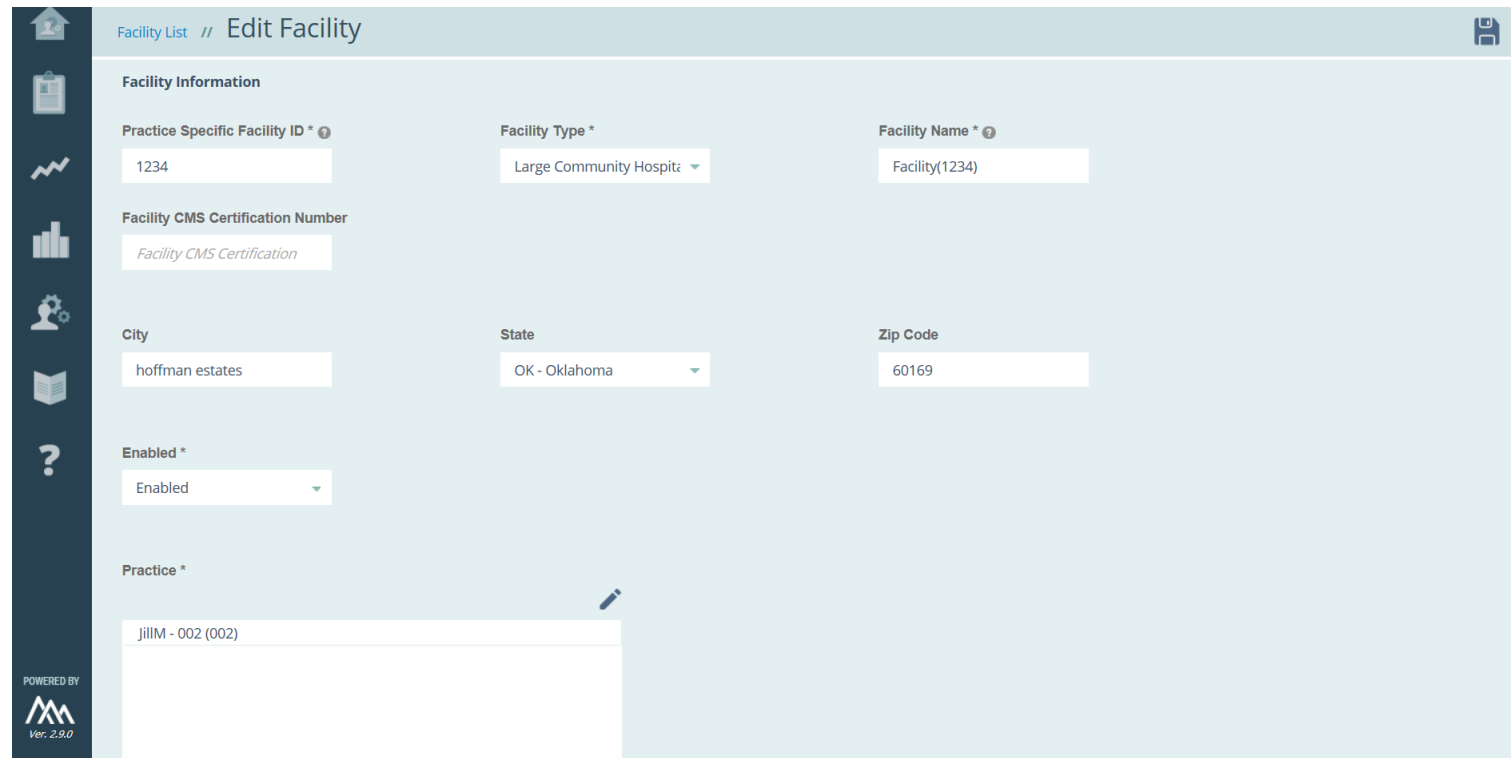
The screenshot shows a web application interface for adding a facility. The page title is "Facility List // Add Facility". The form contains the following fields:

- Facility CMS Certification Number:
- City:
- State:
- Zip Code:
- Enabled *:
- Practice *:

A dark sidebar on the left contains navigation icons (line graph, bar chart, person with gear, book, question mark) and the text "POWERED BY" at the bottom.

To Remove a Facility

- Select which facility you would like to remove from the facility list
- Once in the “Edit Facility” page, scroll to the “Enabled” field and select “Disabled”
- Save by selecting the “Save” icon in the top right corner



The screenshot displays the 'Edit Facility' page. The breadcrumb navigation shows 'Facility List // Edit Facility'. The form contains the following fields:

- Practice Specific Facility ID ***: 1234
- Facility Type ***: Large Community Hospit: (dropdown)
- Facility Name ***: Facility(1234)
- Facility CMS Certification Number**: Facility CMS Certification (text input)
- City**: hoffman estates
- State**: OK - Oklahoma (dropdown)
- Zip Code**: 60169
- Enabled ***: Enabled (dropdown)
- Practice ***: jillm - 002 (002)

A 'Save' icon is visible in the top right corner of the form area. The footer of the page indicates 'POWERED BY' with a logo and 'Ver. 2.9.0'.