



NACOR DASHBOARD ADMINISTRATIVE USER GUIDE

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FAQ

Question	Answer
What are my access privileges?	Participants will be assigned one of two access roles: Admin or User. Admin roles are associated with the AQI Champion and/or Practice Administrator. The user role is associated with providers who would like to review their data.
Whom should I contact when I have any issues with the NACOR Platform?	Submit a help desk ticket to nacorsupport@asahq.org . A ticket response will be initiated between 24-48 hours.
What should I do if I forget my password?	Submit a help desk ticket to nacorsupport@asahq.org . A ticket response will be initiated between 24-48 hours.
What should I do if I want to change my password?	Click on account > My Account > Password Details. Create a new password and then click save.
How can I change the contact information associated with my user account?	Click on account > My account. Update your contact information and then click save.
Is there an auto-time out period if I have been logged in but have not had any activity?	The auto-time out period is 20 minutes.
What browsers are supported by the application?	Chrome, Firefox, Microsoft Edge, Safari
How do you remove a provider from the provider list?	Click on practice admin > Provider Tab > Select provider to be removed > Edit Icon > Status Menu > Select Remove > Save
Can I export the provider or facility list?	Click the blue export button at the top of the provider or facility list and a csv will be generated which can be opened in Excel.

NACOR Log in Page

<https://aqi.epreop.com>

NACOR
Anesthesia **Quality Institute**

Email
This field is required

Password
This field is required

[Forgot your password?](#)

Don't have a username and Password? Please click the button below to request an account.

[NACOR Support](#)

[NACOR Data Upload](#)

Welcome to the NACOR Reporting Platform!

The platform allows registered NACOR Participants access to manage their data, compare benchmarks and run reports.

For details regarding file naming convention and file upload please review the [NACOR data submission user guide](#).

If you have general questions regarding AQI's NACOR email askaqi@asahq.org or visit our website <https://www.aqihq.org>.

Support requests will be acknowledged and reviewed within one business day. Inquiries regarding the status of file upload, data quality issues or report questions/discrepancies may require additional research so please allow up to 3 business days for a more detailed response.

NACOR News

New NACOR dashboard overview - August 20

Fri, 16 Aug 2019

AQI and ePreop staff will present an overview of the new NACOR dashboard platform on Tuesday, August 20. The webinar sessions are scheduled at **11 a.m.** and **3:30 p.m.** Central. The webinar will cover the admin functions, Quality Reports and exporting capabilities.

NACOR participant survey

Fri, 16 Aug 2019

In order to improve the NACOR experience, AQI is soliciting feedback regarding AQI participation, the NACOR dashboard and educational resources for the 2018 reporting year. AQI emailed a [short survey](#) to practice champions on Friday, July 26. [Complete the survey](#) here. Survey responses are due by **Friday, August 23**.

Two Factor Authentication

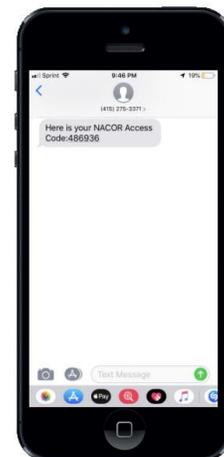
The new platform requires two factor authentications. Authorized users will receive a text message with a six-digit code as well as an email to their primary email address.

Two Factor Authentication

We just sent an authentication code to your email and in a text to your cell phone: 630-XXX-XX74. Please enter the code below.

Authentication Code
This field is required

[Resend Code](#)



NACOR Platform User Roles

There are two user access roles in the platform – Practice Admin and User.

The Practice Admin role will have the following functionality:

- Access to all case level details
- Ability to manage users, add and edit users and facilities for the practice
- Edit practice demographic information
- Access to reports for all providers under the Tax Identification Number (TIN)

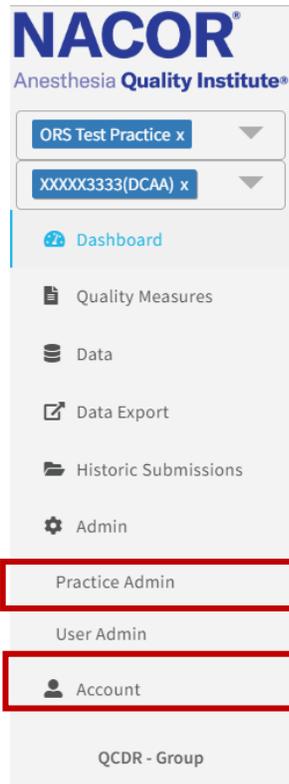
The User role will have the following functionality:

- Access to their individual case details
- Access to their individual reports

Practice Admin

The Practice Admin is associated with the practice Champion or Administrator. This role has access to the administrative section of the NACOR application. The administrative section controls user permissions and provider settings as well as access to the data.

To access the NACOR application, you must be a registered user. Non-registered users who would like to request access to NACOR must contact their AQI Champion.



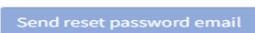
AQI Champions/Administrators can create accounts for new users by clicking on “User Admin” under Admin.

Click on the  at the top right corner of the page.

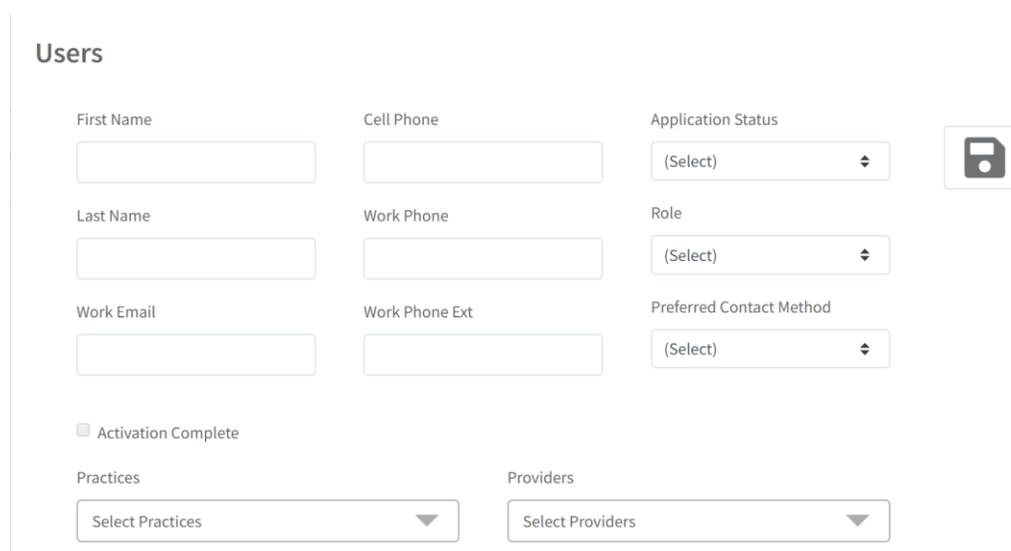
The following fields should be completed:

- first name
- last name
- work email
- preferred contact method.
- Application Status (Active or Inactive)
- Role (User or Practice Admin)

Once all fields are completed click on the Save Icon

Then click on  and the password reset email will be sent to the user.

The username will be the individual’s email address.



The screenshot shows the 'Users' form with the following fields:

- First Name:
- Last Name:
- Work Email:
- Cell Phone:
- Work Phone:
- Work Phone Ext:
- Application Status:
- Role:
- Preferred Contact Method:
- Activation Complete:
- Practices:
- Providers:

There is a save icon (floppy disk) on the right side of the form.

Administrative Section – Practice Admin

NACOR
Anesthesia **Quality Institute**

ORS Test Practice x

XXXXX3333(DCAA) x

- Dashboard
- Quality Measures
- Data
- Data Export
- Historic Submissions
- Admin**
- Account

QCDR - Group

The practice admin tab contains the following tabs:

- Practice
- TINs
- Facilities
- Vendors
- Contacts
- Providers

Detailed descriptions of each tab will be given in the following pages.

Practice Tab

ORS Test Practice

Practice Facilities Vendors Contacts Providers

Name: ORS Test Practice Address: 1234 Anywhere

Practice ID: 98745 Address2:

City: MIDDLETOWN

State: Connecticut Zip: 06457



TIN	Name	
333333333	DCAA	

The practice tab lists the demographic information for the practice:

- Practice Name
- AQI Practice ID
- Address
- City
- State
- Zip
- Status
- Practice Tax Identification Number

All fields can be edited by the practice except the AQI Practice ID and Status fields. These fields can only be edited by AQI staff.

Once an update has been made to one of the fields click on the “Save” Icon  on the right side of the screen.

Facilities Tab

ORS Test Practice - Facilities

Practice Facilities Vendors Contacts Providers

Q Export +

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

3 total

The facility tab lists the following information:

- Facility Name
- Facility Type (e.g. Outpatient Surgery Center, Large Community Hospital, Dental Office)
- Facility ID:
- Facility City
- Facility State
- Facility Zip Code

Note: The facility ID is a self-generated, practice specific ID (used by your anesthesia billing software to identify the facility where the case was performed). This is also the facility identifier in your data file to AQI.

To add a facility

Click on the “Plus sign” icon  at the top right side of the page. Once all fields have been populated click on the “Save” icon  on the top, right side of the page.

To edit a facility

Click on the “Edit” icon  on the right side of the page. Update the fields then click on the “Save” Icon  on the right side of the page.

To export the facility list

Click on the blue export button and the list will export in a csv format which can be opened in excel.

ORS Test Practice - Facilities

Practice 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		13010				 
new surgery center		13012	high point	NC	27262	 

3 total

Vendor Tab

ORS Test Practice - Vendors

Vendor Company ^	Contact Name	Contact Phone	Contact Email	Vendor Type
Bob's Billing Service				NACOR MDS/Billing Data  

1 total

The vendor tab lists the following information:

- Vendor Company Name
- Vendor Contact Name
- Vendor Contact Phone
- Vendor Contact Email
- Vendor Type (type of data that vendor submits to AQI)

To add a vendor

Click on the “Plus sign” icon  at the top right side of the page. Once all fields have been populated click on the “Save” icon  on the top, right side of the page.

To edit a vendor

Click on the “Edit” icon  on the right side of the page. Update the fields then click on the “Save” Icon  on the right side of the page.

Contacts Tab

ORS Test Practice - Contacts

Practice Facilities Vendors **Contacts** Providers



Name ^	Phone	Email	Title	Champion?	Main Administrator?	
Jamie James	123456789	jj@test.com	OFFICE MANAGER	Yes	No	 

1 total

The contact tab lists the following information for all contacts associated with the practice:

- Contact Name
- Phone
- Email
- Title
- Practice Champion (Y or N)
- Main Administrator (Y or N)

To add a contact

Click on the “Plus sign” icon  at the top right side of the page. Once all fields have been populated click on the “Save” icon  on the top, right side of the page.

To edit a contact

Click on the “Edit” icon  on the right side of the page. Update the fields then click on the “Save” Icon  on the right side of the page.

Providers Tab

ORS Test Practice

Practice							Facilities	Vendors	Contacts	Providers	
Search for a providers...							Export	+			
NPI	First Name ^	Last Name ^	Email	Phone	Type	Status					
3000000064					Other	Active					
3000000001					MD-Anesthesia	Active					
3000000002					MD-Anesthesia	Active					

The provider tab lists the following information for a provider:

- NPI
- First Name (if entered by practice)
- Last Name (if entered by practice)
- Email
- Phone Number
- Type of Role (MD Anesthesia, CRNA, AA, Resident, etc.)
- Status (Active, Inactive or Remove)

Note: The providers will be listed by NPI since this is how the provider is identified in the data file submitted to NACOR. It is the practice's responsibility to add the provider names.

Provider List Search

The list provides a view of all providers currently in the database, active and inactive. From this list you can search by NPI or name and modify existing accounts.

Provider Status

There are three options to select for provider status:

- Active – providers currently working for the practice
- Inactive – providers who are on a leave of absence (Maternity, sick, military)
- Remove – providers who have left or retired from the practice

Provider Type

When adding a new provider select from the following list of provider types:

- Advanced Practice Nurse
- Anesthesiologist
- Certified Anesthesiologist Assistant (AA)
- Certified Registered Nurse Anesthetist (CRNA)
- Fellow (Anesthesiology)
- Surgeon
- Physician Assistant
- Registered Nurse
- Resident (Anesthesia)
- Student Registered Nurse Anesthetist (SRNA)
- Dentist or Oral Surgeon
- Podiatrist
- Dentist Anesthesiologist
- Dentist Anesthesiologist Resident

Add New Provider

Provider For - ORS Test Practice



NPI	Status	
<input type="text"/>	(Select) 	
First Name	Email	
<input type="text"/>	<input type="text"/>	
Last Name	Phone	
<input type="text"/>	<input type="text"/>	
Middle Initial	Provider Type	
<input type="text"/>	(Select) 	
<input type="checkbox"/> ASA Membership?	ASA Membership Number	
	<input type="text"/>	

Practice admins can add new providers. Click the  on the top right corner.

Note: Check the provider does not already exist in the provider list before adding a new provider.

All fields except for ASA Membership Number should be completed. ASA Membership Number will be added by AQL.

Exporting the Provider List

ORS Test Practice

Practice Facilities Vendors Contacts Providers

Search for a providers... +

NPI	First Name ^	Last Name ^	Email	Phone	Type	Status	
3000000064					Other	Active	
3000000001					MD-Anesthesia	Active	
3000000002					MD-Anesthesia	Active	

Identifying your Reporting Option

NACOR
Anesthesia **Quality Institute**

ORS Test Practice x

XXXXX3333(DCAA) x

- Dashboard
- Quality Measures
- Data
- Data Export
- Historic Submissions
- Admin
- Account

QCDR - Group

The current year's NACOR reporting option can be found under the account icon. This is the option that was selected by your practice on the NACOR registration form.