

# NACOR Data Submission Guide

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The NACOR Data Submission Guide provides information on the data submission system and mechanisms to supply data for NACOR and Quality Report (QR and/or QCDR). After submission, data is run through a series of validation components prior to being placed into the registry.

## Table of Contents

File Format Specifications.....	2
File Naming.....	2
Submission Account Setup .....	3
Submission Options.....	4
Secure FTP (SFTP).....	4
Web Portal.....	4
Directory Configuration.....	4
Additional Submission Requirements .....	4
Self-validation options.....	5
Data Submission Directory .....	6
Account Profile.....	8

# NACOR Data Submission Guide

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## File Format Specifications

NACOR data file specifications are contained on the AQI website. Full data file validation is performed upon files being uploaded and must match the outlined schema and required rules:

<https://www.aqihq.org/vendorsQCDRHelp.aspx>

## File Naming

The NACOR data submission process requires that practice identifiers are both in the file name and within the file. This helps identify practices for data submission should there be any issues opening or reading files.

*The following identifiers are **required** to be present in the file name for the file to pass validation:*

- PID – This is your AQI Practice ID Number
- .xml – This is the file extension

*The following additional identifiers are **recommended**:*

- Practice Name (or abbreviation)
- Date the file was generated
- DOSSTART(YYYYMMDD) – The first date of service in your data file
- DOSEND(YYYYMMDD) – The last date of service in your data file

*The following identifiers are **optional**:*

- TEST(Y) – indicates the file is a test file

These recommended additional values will help identify your practice and ensure your file names are unique each month. Please be assured that including additional values to the file names will not cause failures or issues. Each value must be separated by the underscore character “\_”.

**A complete file name example using both the required and recommended elements:**

Practice NAME\_PID(AQI ID #)\_DOSSTART(20170701)\_DOSEND(20170731).xml

Practice NAME\_20170815\_PID(AQI ID #)\_DOSSTART(20170701)\_DOSEND(20170731).xml

Practice NAME\_PID(AQI ID #)\_DOSSTART(20170701)\_DOSEND(20170731)\_TEST(Y).xml

*File name length restriction:* 100 characters maximum

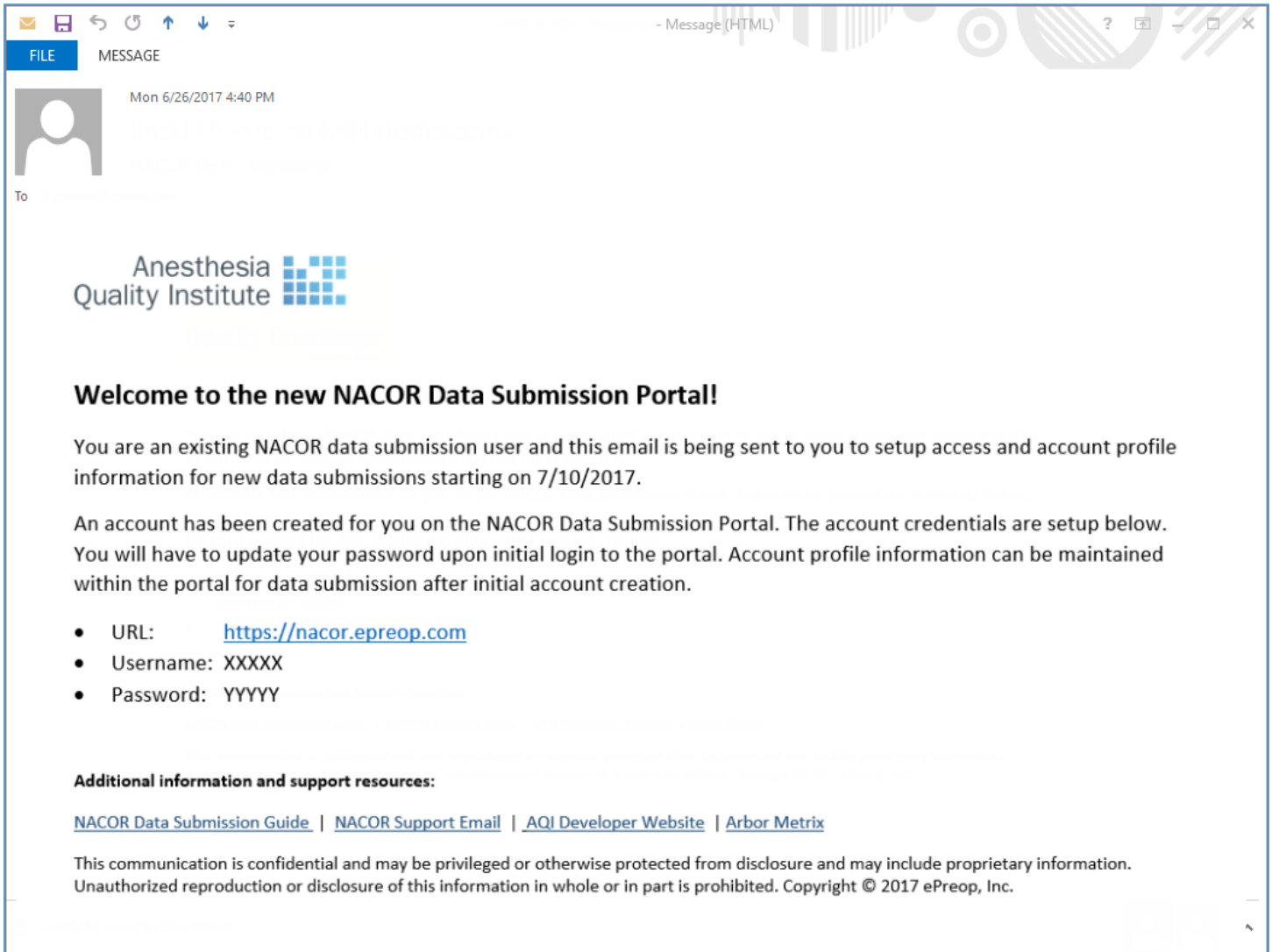
*Additional example file names:*

- CREST ANESTHESIA\_201706010001\_PID(554711)\_DOSSTART(20170501)\_DOSEND(20170531).xml
- CREST ANESTHESIA\_201706010001\_PID(554711)\_DOSSTART(20170501)\_DOSEND(20170531)\_TEST(Y).xml

# NACOR Data Submission Guide

## Submission Account Setup

All accounts were transferred from prior submission mechanisms. An account registration process email was sent to previously existing accounts. The user will need to follow the instructions within the email to activate the account and credentials. An example of that registration email communication is below:



If you are a new user and do not have credentials or if you need additional support, please contact NACOR Support ([nacorsupport@asahq.org](mailto:nacorsupport@asahq.org)).

# NACOR Data Submission Guide

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## Submission Options

### Secure FTP (SFTP)

You can use any SFTP Client to upload data files for submission. Connection detail information is below:

- Host: nacor.epreop.com
- Port: 22
- Protocol: SSH/SFTP

FileZilla SFTP client is a good SFTP client for data uploads. A link to the FileZilla user guide is below. You will use the connection information above along with the username/password setup from above.

<https://wiki.filezilla-project.org/Using>

*Note: It is possible that hospital firewalls may limit access to this port for outgoing traffic. If that is the case you can talk with your hospital IT department to get that opened or utilize the web portal option below.*

### Web Portal

A new submission portal has been added as another data transfer option.

URL: <https://nacor.epreop.com>

After receiving your account activation email and setting up access you can utilize the link above to access the web portal. The following screen captures will walk you through the features in the portal.

### Directory Configuration

A folder is present within the upload directory for “feedback”. Anything in this directory will not be utilized for processing data. This is a special folder that is utilized for any special feedback reports and documentation back to the practice.

### Additional Submission Requirements

- Zip files are not allowed
- 150 MB File submission limitations
- Ensure that you have [support@epreop.com](mailto:support@epreop.com) whitelisted for validation emails
- Ensure that practice identifiers are 3 or 4 characters. If you practice has a 2 digit number, ensure that you include the leading 0 to make it 3 characters. This is relevant in the file naming convention and within the xml node for the practice.

# NACOR Data Submission Guide

## Self-validation options

\*\* You can use the validation process below, or download your own validator and use against the schema. This is the best way to validate if your files contain PHI. If you files don't contain PHI, you can utilize the AQI online validator at <https://www.aqihq.org/vendorsQCDRHelp.aspx>

- Schema

<https://www.aqihq.org/qcdrDataSample/prodFiles/AQISchema.xsd>

- Download/Use XML Explorer

<https://xmlexplorer.codeplex.com>

*Note: AQI/ePreop does not offer support or troubleshooting for using the third party program. There are many third party program available. XML Explorer uses the GNU GPLv2 license.*

- Open your XML file that was created per the specifications
- Double click message in “errors” window at the bottom to manually assign a schema to validate against

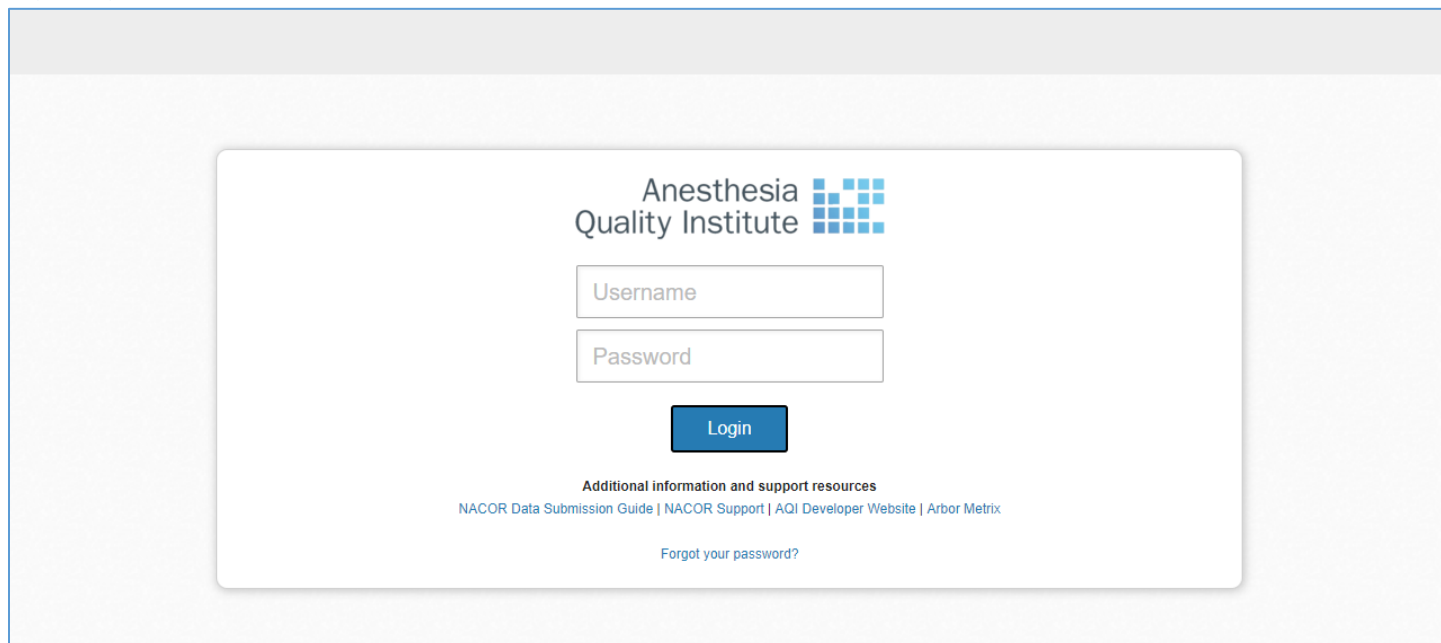
The screenshot shows the XML Explorer interface. The top pane displays an XML tree structure for a 'Cases' document. The tree is expanded to show a 'Case' element, which contains several sub-elements: 'Patient' (with 'MRN' and 'FirstName', 'LastName', 'MiddleName', 'DOB', 'GenderCode', 'PrimaryAddress', 'PrimaryInsuranceCarrier'), 'ProcedureFacility' (with '4445774'), 'ProcedureDate' (with '2017-01-01T00:00:00'), 'AnesthesiaType', 'ASASStatus', 'AnesthesiaStartDateTime', 'AnesthesiaStopDateTime', 'AnesthesiaProcedures', 'CaseID', 'AccountNumber', 'BillingRecordID', and 'Providers'.

The bottom pane shows an 'Errors' window. It contains a single error message with a yellow warning icon: 'The document does not have a schema specified. Double click this message to manually assign a schema.' A red arrow points from the error message to the 'XML Explorer performs XML Schema validation...' text above it.

- This will ask you to choose the schema (xsd). Save the schema from above in this specification documentation.
- The validation will run and if there are any errors they will be shown in the error window. If the error window is blank after running then the validation was successful.

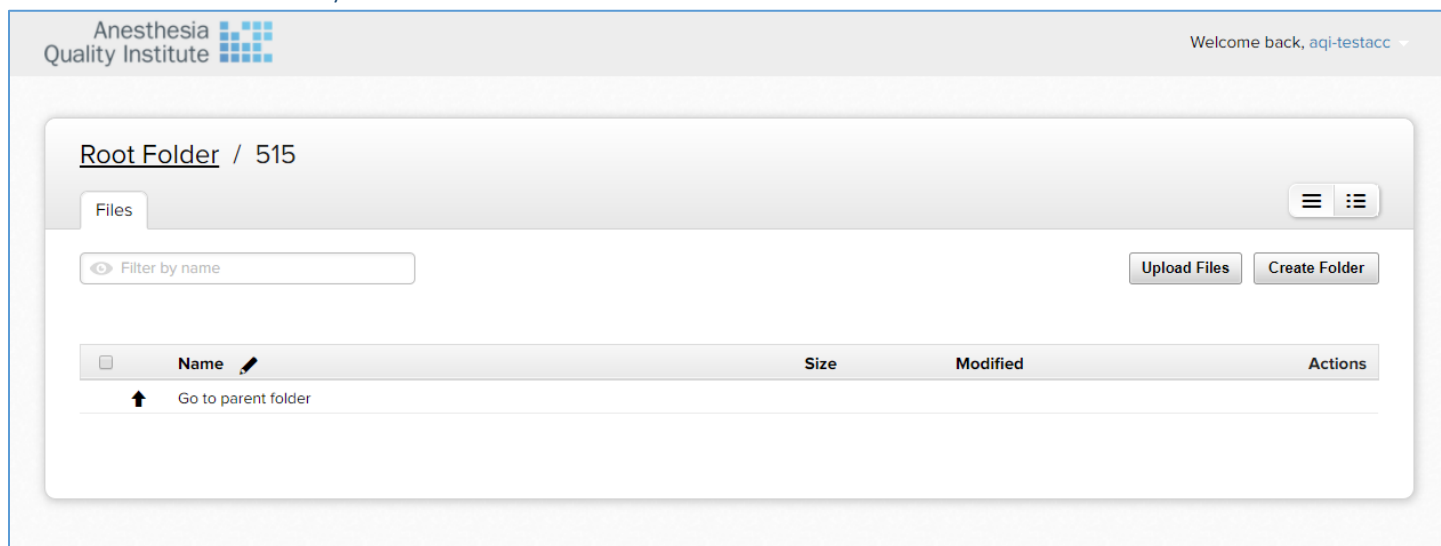
# NACOR Data Submission Guide

## Login Page



Within the login page, you will utilize the username/password credentials. There is a link at the bottom of the page should you forget your password and need to reset. Additional resource links are located at the bottom of the page.

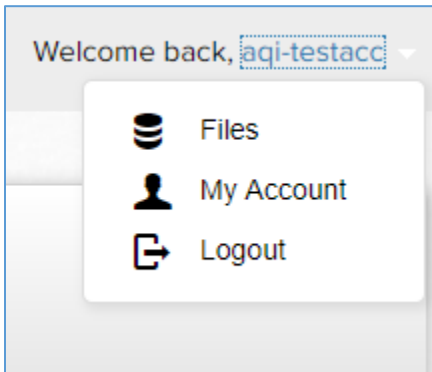
## Data Submission Directory



After login, you will be placed into your practice folder or vendor folder depending on your permissions. You can drag and drop files into the window for upload or choose the “Upload Files” button in the upper right corner. There is no need to create any folders in the directory but if you do all files will be pulled from any sub-directories.

## NACOR Data Submission Guide

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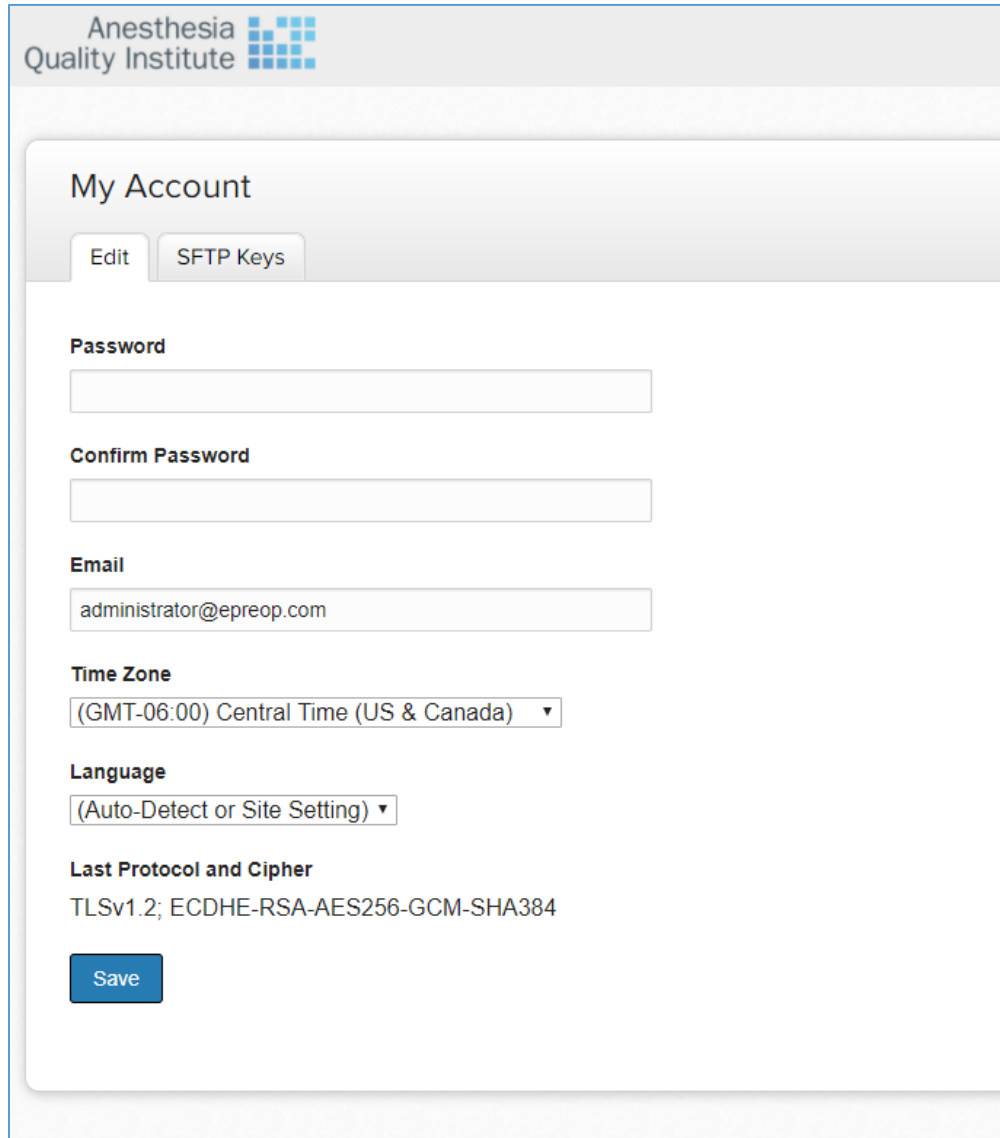


In the upper right corner, the currently logged in user is highlighted. You can change profile information using the “My Account” selection.

# NACOR Data Submission Guide

## Account Profile

Within “My Account” there are a couple of options for password updates, email preference, time zones and language preference. There is another tab as well for SFTP Keys. More details are listed below.



The screenshot shows the 'My Account' page with the following fields and options:

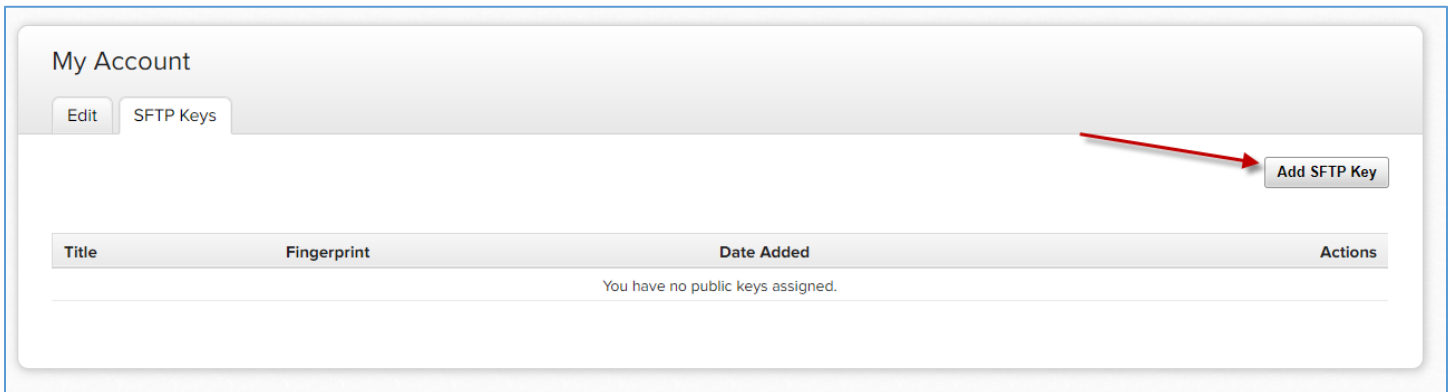
- Header:** Anesthesia Quality Institute logo and name.
- My Account:** Section title with two tabs: 'Edit' (active) and 'SFTP Keys'.
- Password:** A text input field.
- Confirm Password:** A text input field.
- Email:** A text input field containing 'administrator@epreop.com'.
- Time Zone:** A dropdown menu showing '(GMT-06:00) Central Time (US & Canada)'.
- Language:** A dropdown menu showing '(Auto-Detect or Site Setting)'.
- Last Protocol and Cipher:** Text showing 'TLSv1.2; ECDHE-RSA-AES256-GCM-SHA384'.
- Save:** A blue button at the bottom.



# NACOR Data Submission Guide

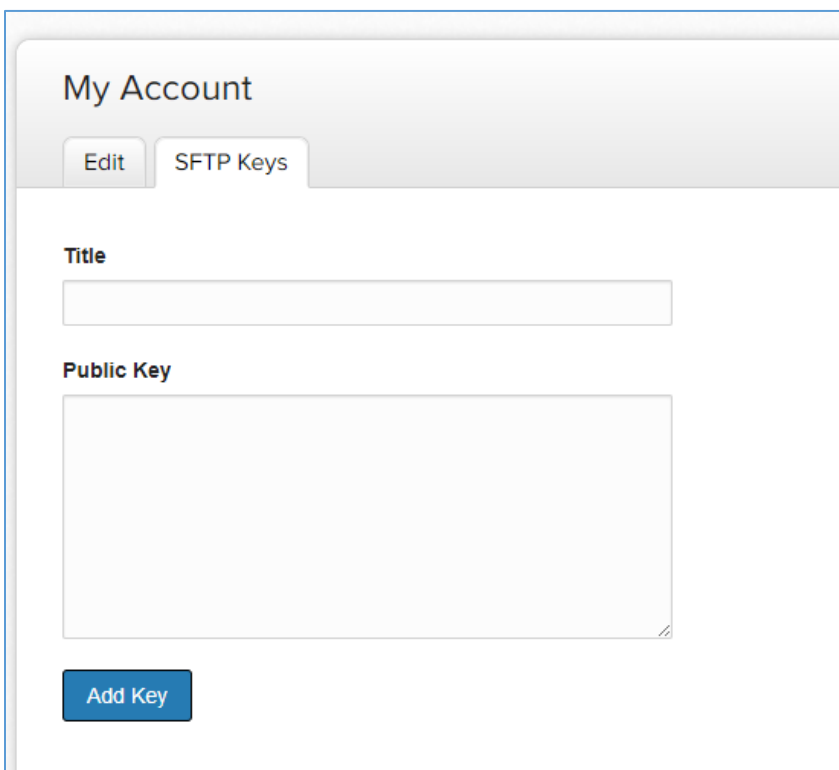
## SFTP Keys

SSH Keys can be uploaded to the portal for the user utilizing the public key. Once the tab is clicked on the user will click on the Add SFTP Key. A title and the public key will be placed into the text boxes for connection.



The screenshot shows the 'My Account' page with the 'SFTP Keys' tab selected. A red arrow points to the 'Add SFTP Key' button. Below the button is a table with the following structure:

Title	Fingerprint	Date Added	Actions
You have no public keys assigned.			



The screenshot shows the 'My Account' page with the 'SFTP Keys' tab selected. The form contains the following fields:

- Title**: A single-line text input field.
- Public Key**: A large multi-line text area for pasting the key.
- Add Key**: A blue button at the bottom left of the form.