Export Meaningful Use QIC Data to Microsoft Excel

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Version 20.14

About

Below, you will learn how to export QIC data to a Microsoft Excel or .CSV file. In addition, for measures that include a patient list of Met and Not Met, you will be instructed on how to produce a PDF document. It is important that you save your data throughout all reporting years as evidence.

Export Data from QIC

1. Navigate to **Tools > QIC.**
2. Select the report in the **Report group** field drop-down list.
3. Enter the reporting period date in the **Date range** fields.
4. Select a Provider from the **Provider** drop-down list or select the **All** checkbox.
5. Select the desired Location from the **Location** drop-down list or select the **All** checkbox.
6. Click the **Refresh** button.
7. Once the report has completed calculating, click the **Export** button.
8. In the Save As window, navigate to a folder and enter a **File name**.
9. Click the drop-down in the **Save as type** field and select from the list.
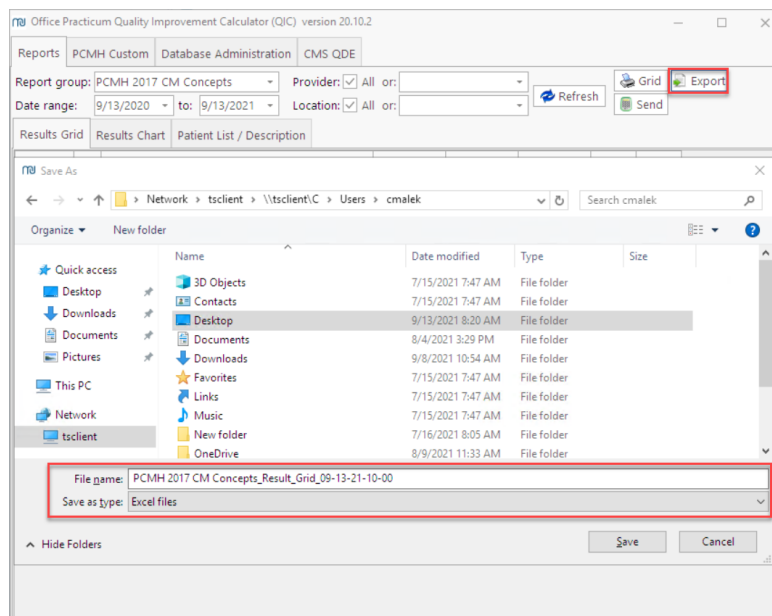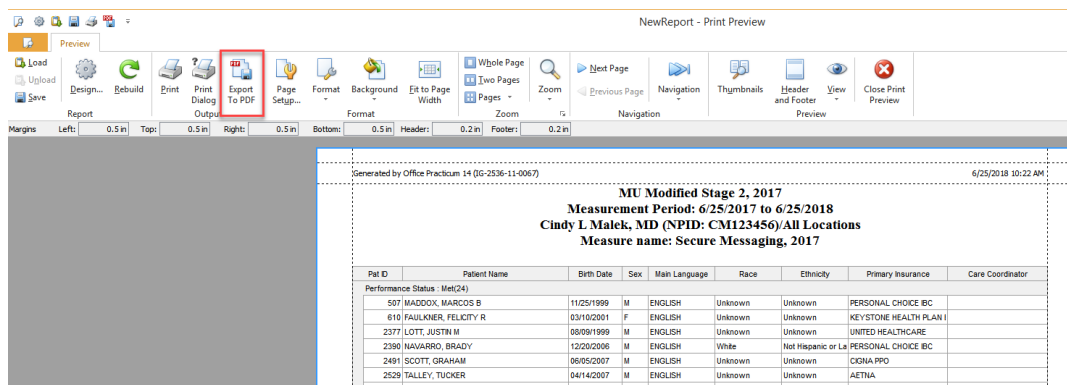

> 📌 **Note**: Click **here** for information on saving files from the Cloud.

10. Click the **Save** button, and click the **X** to close the window. You are returned to the **Office Practicum Quality Improvement Calculator (QIC)** window.
11. Repeat the steps above if additional reports are needed.

Print Patient List to PDF

1. Navigate to **Tools > QIC**.
2. Select the report in the **Report group** field drop-down list.
3. Enter the reporting period date in the **Date range** fields.
4. Select a Provider from the **Provider** drop-down list or select the **All** checkbox.
5. Select the desired Location from the **Location** drop-down list or select the **All** checkbox.
6. Click the **Refresh** button.
7. Once the report has completed calculating, select a Measure in the grid and click the **Patient List/Description** tab.
8. Expand the **Performance Status: Met** and the **Performance Status: NOT Met** groups.
9. Click the **List** button. The Print Preview window is displayed.
10. Click the **Export to PDF** button.

11. The PDF Export Options window opens. Click **OK**.
12. In the Save As window, navigate to a folder and enter a **File name**.

> 📌 **Note**: Click **here** for information on saving files from the Cloud.

13. Click the **Save** button, and click the **X** to close the window. You are returned to the **Office Practicum Quality Improvement Calculator (QIC)** window.
14. Repeat the above steps for additional PDF files.

Version 20.13

Overview

This article will instruct how to export Meaningful Use QIC (MU Calculator) data to a Microsoft Excel file. In addition, for measures that include a patient list of Met and Not Met, you will be instructed on how to produce a PDF document. It is important that you save the MU Calculator data throughout all reporting years as evidence.

> 📌 **Note**: The version of Excel used in this article may be different than the version used at your practice. Please consult Microsoft Excel documentation for importing XML in Excel if these directions differ from your current version.
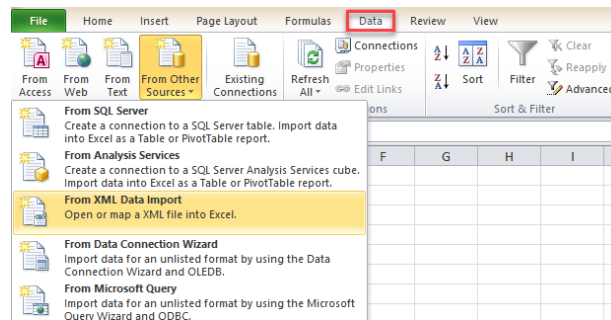
Export data from QIC to Microsoft Excel

1. Select **Tools > QIC** from the main menu.
2. Select the desired report in the **Report group** field dropdown list.
3. Enter the reporting period date in the **Date range** fields.
4. Select a provider from the **Provider** dropdown list.
5. Select the **All** checkbox or choose the desired location from the **Location** dropdown list.
6. Click the **Refresh** button.
7. Once the report has completed calculating, click the **XML** button.
8. Navigate to a folder, enter a File name, and click the **Save** button.
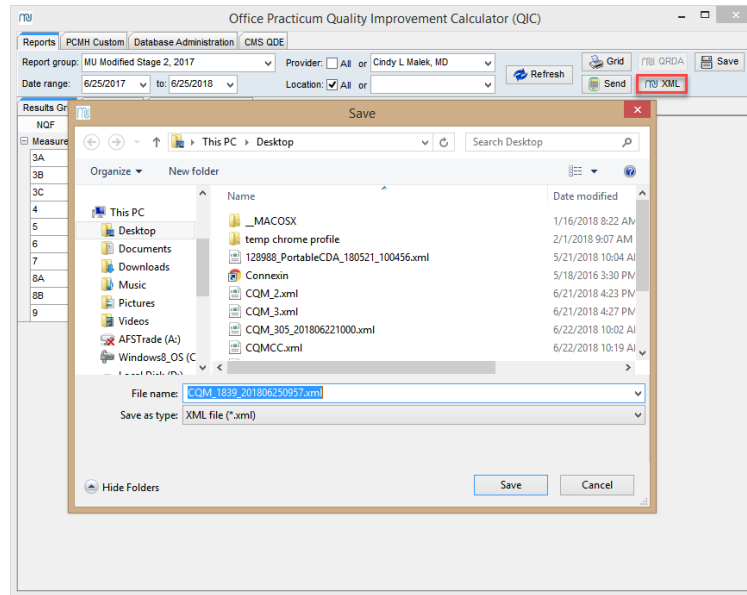
9. You are returned to OP QIC window. Click **OK** to close the Information window.
10. Repeat the above steps above if additional reports are needed.
11. After you have completed exporting all XML files, open Excel.
12. Click the Data tab and click the dropdown arrow on **From Other Sources**.
13. Select **From XML Data Import**.

14. Navigate to the folder and select the XML.
15. Click **Open**.
16. The Import Data window opens. Click **OK**.
17. You may use Microsoft Excel formatting to design the report. It is important to have columns R through Z visible, these are the required calculations.
18. Click **File > Save As**. In the Save As window, name the document and navigate to the folder where the file will be saved.
19. Click **Save** button.
20. Repeat Steps 12 through 19 for all files.

Print patient list to PDF

1. Click the **Tools > QIC (MU Calculator)** from the main menu.
2. Select the report from the **Report group** dropdown list.
3. Enter the reporting period date in the **Date range** fields.
4. Select a provider from the **Provider** dropdown list.
5. Choose the location from the Location dropdown list or select the **All** checkbox.
6. Click the **Refresh** button.
7. Once the report has completed calculating, select a Measure in the grid and click the **Patient List/Description** tab.

8. Expand the Performance **Status: Met and the Performance Status: NOT Met** groups.
9. Click the **Print List** button. The Print Preview window appears.
10. Click the **Export to PDF** button.
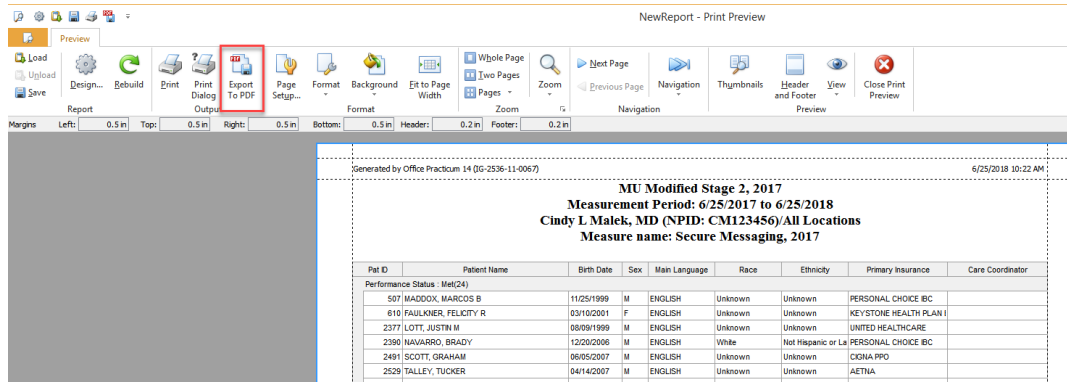
11. The PDF Export Options window opens. Click **OK**.
12. Navigate to a folder where you want to save the file, enter a File name, and click **Save**.

📌 **Note**: Click **here** for information on saving files from the Cloud.

13. You are returned to the Print Preview window. Click **Close Print Preview**.
14. You are returned to OP QIC window. Repeat the above steps for additional patient lists.