

Exporting CART Files

1. Log-in to CART and click the **Export** button. You will see the following screen:

The screenshot shows the 'Export' screen in the CART (v2.1.0.0) application. The interface includes a menu bar (File, Options, Tools, Help) and a toolbar with buttons for New, Edit, Import, Export, Preferences, Provider Setup, and User Setup. The main area contains various filters and options for exporting data, including Provider, Topic, Abstraction Status, Payment Source, *Export Type, Date, and Other Criteria. A search result area shows 'record(s) found' and a table with columns for Patient ID, First Name, Last Name, Admit Date, Topic, Status, Provider, Updated By, and Org Type. At the bottom, there are buttons for Run Case Complete, Export to Zip, Export Records, and Export to Excel.

2. In the **Export** screen do the following:

- a. **Topic:** Select **All** or just the topics you are doing. Note that **All** check boxes must be checked on and off in order to select other individual types.
- b. **Abstraction Status:** Your data will process better if you chose only the Complete cases.
- c. **Payment Source:** **All** is fine.

- d. **Export Type:** *Very important:* until further notified, select **JCAHO elements** when **submitting to the JCAHO vendor**, and when **submitting to CMS** chose **CMS elements**. This means you will still have to perform two separate exports for each organization. Unfortunately CMS/JCAHO will not work for both (only CMS will accept CMS/JCAHO elements at the time of this writing) submissions. When this changes in the future GHA will alert all users. Alternatively: you can use CMS/JCAHO export type for transferring files to another computer.
- e. For **Date:** Chose the beginning and end dates for the quarter you are reporting, *and make sure to select Discharge Date in the Type field.*
- f. If desired, you can make selections in **Other Criteria**, but it is not necessary.
- g. Click **Include Previously Exported Cases** just to be safe and then click **View Cases**.

The screenshot shows the CART (v2.1.0.0) application window. The interface includes a menu bar (File, Options, Tools, Help) and a sidebar with buttons for New, Edit, Import, Export, Preferences, Provider Setup, and User Setup. The main area contains search filters for Provider (GA), Topic (AMI, HF, PNE, SIP), Abstraction Status (COMPLETE, EDIT ERRORS, NOT ELIGIBLE, PENDING), Payment Source (MEDICAID, MEDICARE, NO INSURANCE, OTHER), *Export Type (CMS, CMS/JCAHO, JCAHO), Date (Discharge Date, Begin: 04-01-2003, End: 06-30-2004), and Other Criteria. A checkbox for 'Include Previously Exported Cases' is checked, and a 'View Cases' button is visible. Below the filters, a search result shows 'record(s) found.' and a table titled 'Available Cases' with columns: Patient ID, First Name, Last Name, Admit Date, Topic, Status, Provider, Updated By, and Org Type. The table is currently empty. At the bottom, there are buttons for 'Run Case Complete', 'Export to Zip', 'Export Records', and 'Export to Excel'.

- When the cases pop up in the **Available Cases** field, right click over the names and click **Select All**.

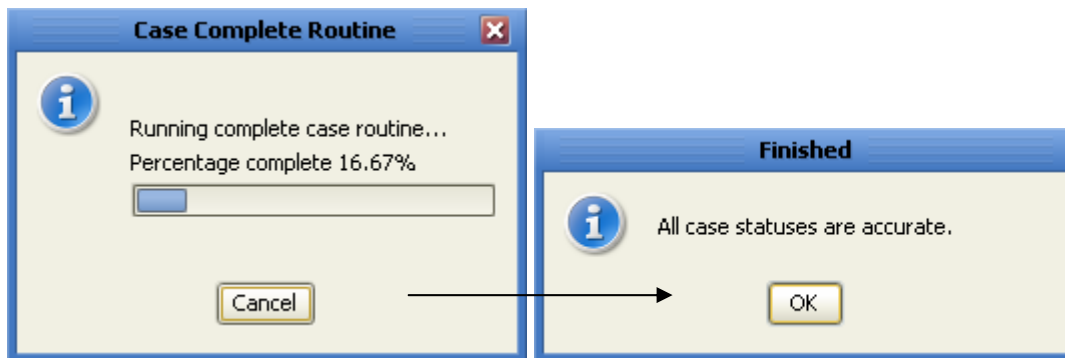
s are eligible for a CMS export type, and
es are eligible for a JCAHO export type.

Last Name	Admit Date	Topic	Status	Provider	Updated By
JER	07-01-2003	PNE	PENDING	example hospital	ngrage
YBERS	07-01-2003	HF	PENDING	example hospital	ngrage
AK	07-02-2003	PNE	PENDING	example hospital	ngrage
TIN	07-05-2003	PNE	PENDING	example hospital	ngrage
S	07-06-2003	PNE	PENDING	example hospital	ngrage
ACY	07-09-2003	PNE	PENDING	example hospital	ngrage
WN	07-11-2003	PNE	PENDING	example hospital	ngrage
WN	07-12-2003	PNE	PENDING	example hospital	ngrage
IORE	07-16-2003	HF	PENDING	example hospital	ngrage
KELL	07-17-2003	PNE	PENDING	example hospital	ngrage
AK	07-18-2003	PNE	PENDING	example hospital	ngrage
KER	07-20-2003	PNE	PENDING	example hospital	ngrage
KER	07-21-2003	PNE	PENDING	example hospital	ngrage
ERS	07-23-2003	PNE	PENDING	example hospital	ngrage
ERS	07-24-2003	PNE	PENDING	example hospital	ngrage
EY	07-27-2003	PNE	PENDING	example hospital	ngrage

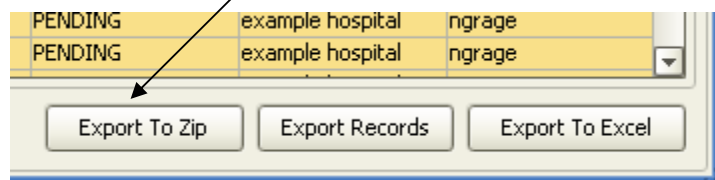
- Once you have done that, the cases will turn orange and the buttons at the bottom of the screen will activate.

Last Name	Admit Date	Topic	Status	Provider	Updated By
COLLIER	07-01-2003	PNE	PENDING	example hospital	ngrage
CHAMBERS	07-01-2003	HF	PENDING	example hospital	ngrage
CLARK	07-02-2003	PNE	PENDING	example hospital	ngrage
MARTIN	07-05-2003	PNE	PENDING	example hospital	ngrage
MIMS	07-06-2003	PNE	PENDING	example hospital	ngrage
SEARCY	07-09-2003	PNE	PENDING	example hospital	ngrage
BROWN	07-11-2003	PNE	PENDING	example hospital	ngrage
BROWN	07-12-2003	PNE	PENDING	example hospital	ngrage
SILMORE	07-16-2003	HF	PENDING	example hospital	ngrage
RISKELL	07-17-2003	PNE	PENDING	example hospital	ngrage
CLARK	07-18-2003	PNE	PENDING	example hospital	ngrage
WALKER	07-20-2003	PNE	PENDING	example hospital	ngrage
WALKER	07-21-2003	PNE	PENDING	example hospital	ngrage
ROGERS	07-23-2003	PNE	PENDING	example hospital	ngrage
ROGERS	07-24-2003	PNE	PENDING	example hospital	ngrage
ACEY	07-27-2003	PNE	PENDING	example hospital	ngrage

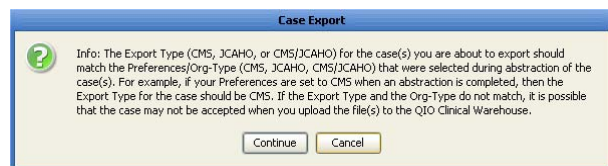
5. Click **Run Case Complete**. When it finishes, click **OK**.



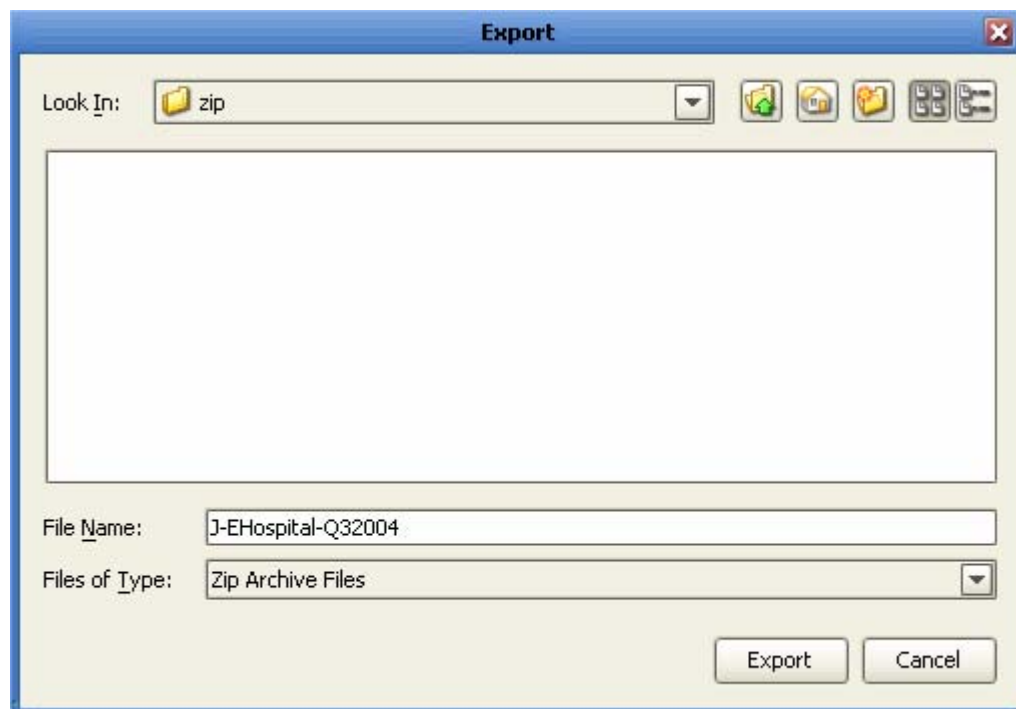
6. Click **Export to Zip**.



7. A message appears, click **Continue**.



8. In the **Export** box name the file you are exporting with your hospital abbreviations, the quarter you are reporting and whether it is j files or c files (for JCAHO submissions and CMS submissions respectively). When finished naming your file, click **Export**.



9. In the figure below, CART has created a zip folder under export. Had you chosen to export xml files cart would create an xml folder. Alternatively, if you had chosen to export an excel file, CART would create an **excel** folder under export. When you are looking for the file to upload, you will navigate to your **Cart20/export/zip** folder. After you click export you will see a message telling you that your file(s) have exported, here again, you can see the path that it has sent the file(s) to.

